



MEMORANDUM

TO: MIRA OS & HR Committee

FROM: Jim Hayden, OS & HR Committee Chairperson

DATE: October 9, 2020

RE: Notice of OS & HR Committee Meeting

There will be a regular ***telephonic*** meeting of the Organizational Synergy and Human Resources Committee of the Materials Innovation and Recycling Authority (MIRA) Board of Directors on ***Wednesday, October 14, 2020 at 8:30 a.m.*** ***This meeting is being conducted pursuant to Governor Lamont's Executive Order No. 7B. MIRA offices are presently closed to the public due to the Corona Virus outbreak. Members of the public may attend the meeting telephonically by calling (929) 205-6099, entering meeting ID 836 4675 5887#, and then entering the password 612819# when prompted.***

The purpose of the meeting will be to discuss the following matters:

- I. Pledge of Allegiance.
- II. Public Comment (3 minutes per speaker).
- III. Review and Approve – July 15, 2020, OS & HR Committee Minutes.
- IV. HR Update.
- V. Executive Session to discuss personnel matters.

If you will be unable to attend, please notify Laurie Hunt (lhunt@ctmira.org) immediately.

cc: Don Stein, Chairman
Laurie Hunt, Esq.

Tom Kirk, President
Peter Egan

Mark Daley, CFO
Thomas Edstrom

Organizational Synergy & Human Resources Committee
July 15, 2020
Regular Meeting

A Regular Telephonic Meeting of the Organizational Synergy & Human Resources Committee of the Materials Innovation and Recycling Authority was held on July 15, 2020. Present via video or audio conferencing were:

Members: Chairman James Hayden
Edward Bailey

MIRA: Tom Kirk, President
Mark Daley, Chief Financial Officer
Laurie Hunt, Director of Legal Services
Thomas Edstrom, Risk Manager/Benefits Administrator

PUBLIC COMMENT

Chairman Hayden called the meeting to order at 8:35 a.m. He said there were no members of the public who wished to comment and proceeded with the agenda.

1. Approval of the Minutes of the January 15, 2020 OS & HR meeting.

Chairman Hayden requested a motion to accept the minutes of the January 15, 2020 OS & HR Committee meeting. The motion to approve the minutes was made by Director Hayden and seconded by Director Bailey.

The motion to accept the minutes was approved.

2. OS & HR UPDATE

Mr. Kirk provided an update on the Employees Status report.

3. EXECUTIVE SESSION

Committee Chairman Hayden requested a motion to go into Executive Session to discuss personnel matters. The motion was made by Director Bailey and seconded by Director Hayden. The motion was approved. Committee Chairman Hayden requested that the following people remain for the Executive Session in addition to the Committee members:

Tom Kirk
Laurie Hunt
Mark Daley

The Executive Session commenced at 8:42 a.m. and concluded at 9:15 a.m.

4. ADJOURNMENT

Chairman Hayden requested a motion to adjourn the meeting. The motion to adjourn made by Director Bailey and seconded by Director Hayden was approved.

The meeting was adjourned at 9:20 a.m.

Respectfully submitted,

Kanchan Arora

HR Quarterly Report

Year	Quarter
2020	4

Current	
Full time Employees	29
Part Time Employees	1
Salaried	17
Hourly	13
Total Employees	30
Temps	1

Demographics	
Female	9
Male	21
Average Age	52.9
Avg. Length of Service	14
Hartford Residents	0
Participating Town Residents	13

Changes (YTD)	
New Hire	0
Dismissal	0
Resignations	0
Raises	0
Promotions	0
Probation	0

401K	
Below 5% Contribution	2
Employees with Loans	4

Wellness	
FY21	2

Injuries (YTD)	
WC/Non WC	0
Medical/FMLA	2
Lost Time	0
OSHA	0

Benefits	
Health Savings Account	0
Traditional	21
Opt Out	9
Renewal Date	1/1/21, 7/1/21*
Provider	Anthem
Broker	RC Knox - Peoples