

Organizational Synergy & Human Resources Committee
October 12, 2022
Regular Meeting Minutes

A Regular Meeting of the Organizational Synergy & Human Resources Committee of the Materials Innovation and Recycling Authority was held on October 12, 2022. Present via video or audio conferencing were:

Members Present: Chairman James Hayden
 Susan Weisselberg
 Bert Hunter (arrived 9:00)

Present from MIRA: Tom Kirk, President
 Mark Daley, Chief Financial Officer
 Laurie Hunt, Director of Legal Services
 Peter Egan, Director of Operations and Environmental Affairs
 Cheryl Kaminsky, Manager of Accounting and Financial Reporting

Others present: Miguel Escalera, Kainen Escalera & McHale

Committee Chairman Hayden called the meeting to order at 8:32 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 April 27, 2022 OS & HR meeting.

Committee Chairman Hayden requested a motion to accept the minutes of the April 27, 2022 OS & HR Committee meeting. The motion to approve the minutes was made by Director Weisselberg and seconded by Committee Chairman Hayden.

The motion to accept the minutes was approved.

2. Approval of the Minutes of the June 15, 2022 OS & HR meeting.

Committee Chairman Hayden requested a motion to accept the minutes of the June 15, 2022 OS & HR Committee meeting. The motion to approve the minutes was made by Director Weisselberg and seconded by Committee Chairman Hayden.

The motion to accept the minutes was approved.

3. Approval of the Minutes of the June 29, 2022 OS & HR meeting.

Committee Chairman Hayden requested a motion to accept the minutes of the June 29, 2022 OS & HR Committee meeting. The motion to approve the minutes was made by Director Weisselberg and seconded by Committee Chairman Hayden.

The motion to accept the minutes was approved.

4. Approval of the Minutes of the August 10, 2022 OS & HR meeting.

Committee Chairman Hayden requested a motion to accept the minutes of the August 10, 2022 OS & HR Committee meeting. The motion to approve the minutes was made by Director Weisselberg and seconded by Committee Chairman Hayden.

The motion to accept the minutes was approved.

5. Approval of the Minutes of the September 14, 2022 OS & HR meeting.

Committee Chairman Hayden requested a motion to accept the minutes of the September 14, 2022 OS & HR Committee meeting. The motion to approve the minutes was made by Director Weisselberg and seconded by Committee Chairman Hayden.

The motion to accept the minutes was approved.

6. Review and Recommend – Amendment to Section 9.3, Paid-time-off Rollover Provision, of the Authority’s Employee Handbook.

Committee Chairman Hayden requested a motion to approve the aforementioned resolution. The resolution was made by Director Weisselberg and seconded by Committee Chairman Hayden.

WHEREAS, Section 9.3 of the Authority’s Employee Handbook currently provides that full-time employees are eligible to rollover personal and vacation leave time up to a maximum accumulation of 60 days; and

WHEREAS, staff availability necessary to carry on safe and efficient operations in the final months of calendar year 2022 is anticipated to be challenging due to such rollover limitation;

NOW, THEREFORE, it is

RESOLVED: That Section 9.3 of the Employee Handbook shall be amended to increase the maximum rollover of leave time potentially accumulated by full-time employees from 60 days to 80 days.

President Kirk explained the need to increase the maximum rollover of leave time potentially accumulated by full-time employees from 60 days to 80 days. He said that several employees currently have accumulated more leave time than permissible for rollover, and said that use of the excess leave time during the remainder of 2022 would be problematic for Authority operations.

The resolution previously made and seconded was approved.

7. OS & HR UPDATE

Mr. Kirk provided a brief update regarding the Employees Status report. He said there are six pending reductions-in-force to be implemented on or before the end of February 2023. He discussed a proposed Org Chart with the Committee, and said he wanted to be able to assure remaining employees that no further reductions would take place through the end of FY '23.

8. EXECUTIVE SESSION

Committee Chairman Hayden requested a motion to go into Executive Session to discuss personnel employment matters, including anticipated FY 23 organizational structure and required staffing. The motion was made by Director Weisselberg and seconded by Committee Chairman Hayden. Committee Chairman Hayden requested that Tom Kirk, Mark Daley, Peter Egan, Laurie Hunt, and Attorney Escalera remain for the Executive Session in addition to the Committee members. The motion was unanimously approved.

The Executive Session began at 8:47 a.m. and concluded at 9:22 a.m., and Committee Chairman Hayden declared the meeting adjourned.