



MEMORANDUM

TO: MIRA OS & HR Committee

FROM: Jim Hayden, OS & HR Committee Chairperson

DATE: October 27, 2022

RE: Notice of OS & HR Committee Meeting

There will be a Special Meeting of the Organizational Synergy and Human Resources Committee of the Materials Innovation and Recycling Authority (MIRA) Board of Directors on ***Wednesday, November 2, 2022 at noon. Members of the public may attend the meeting in person (mask required) in the Board Room at 200 Corporate Place, Suite 202, Rocky Hill CT. 06067 or telephonically by calling (929) 205-6099, entering meeting ID: 886 2282 0104 #, and then entering the password 350267 # when prompted.***

The purpose of the meeting will be the following matters:

- I. Pledge of Allegiance.
- II. Public Comment (3 minutes per speaker).
- III. Executive Session to discuss personnel employment matters, including anticipated FY 23 organizational structure and required staffing.
- IV. Review and Recommend – Amendment to Section 9.1, Vacation, of the Authority's Employee Handbook (***Attachment 1***).
- V. Review and Recommend – Resolution Regarding Authority Organization (***Attachment 2***).
- VI. Discussion Regarding Health and Welfare Broker of Record Services Agreement (***Attachment 3***).

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, Director of Operations

Mark Daley, CFO

ATTACHMENT 1

**RESOLUTION REGARDING AMENDMENT TO SECTION 9.1 OF THE
EMPLOYEE HANDBOOK**

WHEREAS, the Authority has long-serving employees on whom it depends for institutional knowledge and expertise; and

WHEREAS, the Authority values its employees highly and deems it appropriate to acknowledge and reward long service;

NOW, THEREFORE, it is

RESOLVED: That beginning in 2023, any employee who has completed thirty (30) years of service with the Authority shall receive an additional five (5) days of vacation per calendar year; and

Further **RESOLVED**: That Section 9.1, Vacation, of the Employee Handbook shall be amended accordingly.

MATERIALS INNOVATION AND RECYCLING AUTHORITY
Organizational Synergy & Human Resources Committee

AMENDMENT TO SECTION 9.1 OF THE EMPLOYEE HANDBOOK

November 2, 2022

The Authority values long-term service and considers it appropriate to recognize such service by the award of additional paid leave time. A copy of the relevant portion of Section 9.1 of the Employee Handbook is shown below, red-lined to indicate the proposed change.

9.1 Vacation

Full-time and part-time employees will accumulate vacation leave at the rate of two times their normal monthly accrual. Employees are eligible to start accruing the 1st of the month following their date of hire. Part-time employees must work a minimum of 20 hours per week. Employees scheduled for less than 20 hours per week are not eligible for paid vacation time.

After ten (10) years of service with CRRA, full-time employees will receive an additional vacation day for each year of service up to fifteen (15) years, as follows:

Calendar Years of Service	Total Vacation Days Earned
1 st	Up to 15
2 nd – 10 th	15
11 th	16
12 th	17
13 th	18
14 th	19
15 th and up	20

The additional day of vacation will become effective after completion of the calendar year containing the employee's anniversary date. Vacation time will not accrue during any period of time in which, for more than one week the employee is on any type of leave and CRRA is not paying the employee's normal wages. Beginning in 2023, any employee who has completed thirty (30) years of service with the Authority shall receive an additional five (5) days of vacation per calendar year.

PROCEDURAL REQUIREMENTS

Author: Laurie Hunt, Director of Legal Services

Committee Requirements:

- Assigned MIRA OS&HR Committee
- Quorum – 50% of the Directors on the Committee (3 Director Committee – 2 Director quorum)
- Item carries with majority of Directors present

Director	Raised	Second	Aye	Nay	Abstain
Jim Hayden (Chair)					
Bert Hunter					
Sue Weisselberg					

Board Requirements:

- Quorum – 6 Directors that include at least two (2) Directors appointed to the Board in their capacity as a Municipal Official (Don Stein, Carl Fortuna and Dave Steuber)
- X Item carries with majority of Directors present unless otherwise specified
- Specified as requiring 2/3 of full Board (8 Directors)
 - Purchasing and Contracting Rules & Procedures (22a-266(c))
 - Contract Over 5 Years or Greater than \$50,000 Annual Consideration(22a-268)
 - Proposed Procedure (1-120)
 - Special Capability Exception Over \$10,000 (Procurement Policy Section 3.1.2.5)
 - Settlement Exception (Procurement Policy Section 3.1.2.7)
 - Acquisition or Sale of Real Property (Procurement Policy Section 5.1.3 & 5.2.3)
- Specified as requiring 2/3 of Directors present and eligible (Bylaws Section 504)
 - Expenditure of \$50,000 or more for outside consultant
 - Entering Executive Session
 - Addition of Agenda Item at a regular meeting

Director	Raised	Second	Aye	Nay	Abstain
Chairman Stein					
Vice Chairman Hayden					
Lenard Assard					
Carl Fortuna					
Bert Hunter					
Ed Mone					
Richard Soderman					
Dave Steuber					
Sue Weisselberg					
Ad Hoc Members					
Luke Bronin (CSWS)					

ATTACHMENT 2

RESOLUTION FOR THE MATERIALS INNOVATION AND RECYCLING AUTHORITY
BOARD OF DIRECTORS

REGARDING AUTHORITY ORGANIZATION

WHEREAS, The Materials Innovation and Recycling Authority ("Authority") bylaws provide that the Directors shall establish from time to time such rules and regulations as may be necessary to provide an adequate and systematic procedure for handling the personnel affairs of the administrative staff of the Authority; and

WHEREAS, The Directors have established hiring, compensation, promotion and dismissal procedures (known as Policy and Procedure No BOD 012) which provide, among other things, that the creation of all positions and the duties and compensation therefore are subject to the prior approval of the Board of Directors; and

WHEREAS, The Authority has established an Internal Management Procedure known as the Authority's Employee Handbook which provides, among other things, that the organization of the Authority is established by the President and approved by the Board of Directors, and that from time to time the President may recommend to the Board revisions in the staffing structure to meet the changing needs of the administration; and

WHEREAS, The Authority has closed its CSWS Resource Recovery Facility in Hartford due to its age, serviceability and underlying economics, transitioned to waste transfer operations on behalf of a significantly reduced base of municipal customers, and commenced a consolidation of staff and duties in response to these circumstances; and

WHEREAS, Such consolidation of staff and duties involves a reduction in force from a total of 30 budgeted positions in the fiscal year 2022 adopted budget to a total of 15 positions substantially effective as of January 2023 as shown graphically in the Organizational Structure (Post January 2023) and Realignment of Duties included in Exhibit A attached hereto; and

WHEREAS, The Authority now desires to codify and approve such consolidation of staff and duties as required under its Bylaws, Policy and Procedure No BOD 012, and the Employee Handbook also as shown in the Position Summaries included in Exhibit A attached hereto; and

WHEREAS, At its September 21, 2022 meeting, the Authority resolved that the practice of requiring two signatures on Authority checks shall continue after Mark Daley assumes the position of President on January 6, 2023 by requiring signatures of Mark Daley as President and Cheryl Kaminsky as Manager of Accounting and Financial Reporting and now desires to further specify such payments and authorize employees to transfer funds electronically in accordance with its past practices and adopted resolutions.

NOW THEREFORE, be it

RESOLVED: That this Board hereby approves the Materials Innovation and Recycling Authority Organizational Structure (Post January 2023), Position Summaries and Realignment of Duties depicted in Exhibit A attached hereto.

FURTHER RESOLVED: That the funds of the Authority deposited or invested in any financial institution be subject to withdrawal at any time through checks, notes, bills of exchange, acceptance, or other instruments for payment of money when made, signed, accepted or endorsed on behalf of the Authority, by two of the following: Mark Daley and Cheryl Kaminsky.

FURTHER RESOLVED: That any funds that are transferred using methods of Automatic Clearing House (ACH), wire transfer, or electronic banking shall be endorsed on behalf of the Authority, by two of the following: Mark Daley, Cheryl Kaminsky, Todd Arcelaschi and Barbara Dillon provided however that Mark Daley must be one of the two signers.

PROCEDURAL REQUIREMENTS

Author: Mark Daley, Chief Financial Officer

Committee Requirements:

- Assigned MIRA OS & HR Committee
- Quorum – 50% of the Directors on the Committee (3 Director Committee – 2 Director quorum)
- Item carries with majority of Directors present

Director	Raised	Second	Aye	Nay	Abstain
Jim Hayden (Chair)					
Bert Hunter					
Sue Weisselberg					

Board Requirements:

- Quorum – 6 Directors that include at least two (2) Directors appointed to the Board in their capacity as a Municipal Official (Don Stein, Carl Fortuna and Dave Steuber)
- X Item carries with majority of Directors present unless otherwise specified
- Specified as requiring 2/3 of full Board (8 Directors)
 - Purchasing and Contracting Rules & Procedures (22a-266(c))
 - Contract Over 5 Years or Greater than \$50,000 Annual Consideration(22a-268)
 - Proposed Procedure (1-120)
 - Special Capability Exception Over \$10,000 (Procurement Policy Section 3.1.2.5)
 - Settlement Exception (Procurement Policy Section 3.1.2.7)
 - Acquisition or Sale of Real Property (Procurement Policy Section 5.1.3 & 5.2.3)
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Chairman Stein					
Vice Chairman Hayden					
Lenard Assard					
Carl Fortuna					
Bert Hunter					
Ed Mone					
Richard Soderman					
Dave Steuber					
Sue Weisselberg					
Ad Hoc Members					
Luke Bronin (CSWS)					

EXHIBIT A

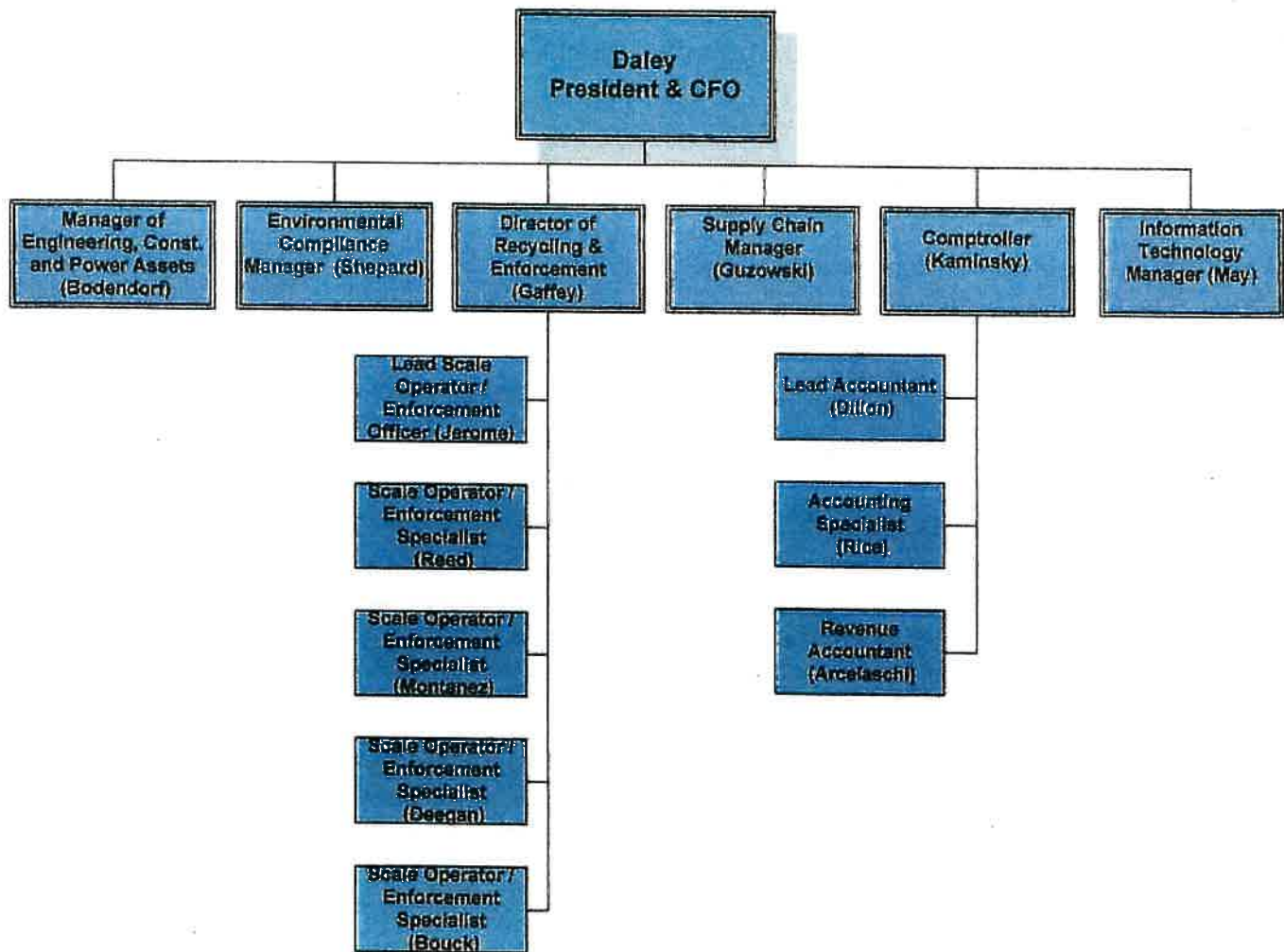
Materials Innovation and Recycling Authority

Organizational Structure (Post January 2023),

Position Summaries

Realignment of Duties

Materials Innovation and Recycling Authority Organizational Structure (Post January 2023)



POSITION SUMMARIES
MATERIALS INNOVATION AND RECYCLING AUTHORITY
ORGANIZATIONAL STRUCTURE (POST JANUARY 2023)

President & CFO

Supervise the administrative affairs and technical activities of the Authority in accordance with the directives of the Board, perform all duties incident to the office of the President including those imposed by statute, the Authority's bylaws and by resolution of the Authority. Direct the finance, accounting, budgetary, treasury and cash management functions of the Authority, and perform such other duties as the Board shall delegate from time to time, in a manner consistent with the directives of the Board, the Authority's bylaws and all applicable statutes and regulations.

Director of Recycling & Enforcement

Ensures the efficient receipt, transfer and processing of Municipal Solid Waste through Authority facilities. Oversees transfer station and related operating contracts used in the fulfillment of the Authority's municipal solid waste and recycling processing obligations including CWPM, Covanta and Enviro Express. Directs the activities and supervises the Lead Scale Operator / Enforcement Officer and Scale Operator / Enforcement Specialists. Enforces delivery obligations under Municipal Service Agreements and Waste Hauler Agreements. Remains well versed in technology and market industry trends with the potential to affect the Authority's operations.

Lead Scale Operator / Enforcement Officer (Title Change from Scale / Enforcement Officer)

Assists the Director of Recycling & Enforcement in scheduling work hours for the Scale Operator / Enforcement Specialists and serves as backup to the Specialists as needed to accommodate vacation or personal leave. Handle daily customer interaction at the Authority's facilities. Observes customer activity, surveillance, documents violations, and educates customers on compliance with MIRA regulations. Examines waste, determines compliance with applicable regulations and contracts, prepares weight transaction tickets for all customers having waste disposal permits with the MIRA. Also observes and reports to Director the daily operation activities as performed by MIRA's contract operators to ensure compliance with the contract. Operates scale recording computer devices. Manages the fleet of operations / enforcement vehicles and provides on-site representation of the Authority for fire system testing and security alarm contact at assigned facilities.

Scale Operator/Enforcement Specialist (4)

Handles daily customer interaction at the MIRA's facilities; accepts municipal solid waste and recyclables from MIRA customers and operates scale recording computer devices. Prepares weight transaction tickets for all customers having waste disposal permits with MIRA. Also observes and reports to management the daily operation activities as performed by MIRA's contract operators to ensure compliance with the contract.

Manager of Engineering, Construction and Power Assets (Title Change from Senior Environmental Engineer)

Responsibilities include planning, development, construction and operation of complex civil engineering and environmental projects at all Authority facilities. Advises the President on related issues and solutions thereto. Manages MIRA's Power Assets. Responsible for oversight of construction and demolition activities undertaken pursuant to the CSWS Resource Recovery Facility Closure Plan. Develop and execute plans for the routine inspection, securing, economizing and preserving closed waste management infrastructure for potential future use. Assist in executing the Authority's program for the sale or scrap of surplus Authority equipment.

Environmental Compliance Manager

Manages the environmental programs of the Authority. Management and oversight of air compliance, wastewater compliance, and solid waste compliance, including air emissions and water discharges from solid waste and resource recovery facilities, assembly and/or review of air emission reports and water discharge monitoring reports, assembly and/or review of environmental permit applications and radioactive materials license registrations, management of MIRA's air emission credit trading program, and environmental research and analysis. Responsible for signing such reports and documents as the authorized representative for MIRA pursuant to RCSA 22a-430-3(b)(2)(B), and RCSA 22a-449(c)(110) incorporating 40 CFR 270.11. Responsible for oversight of environmental testing, planning and remediation activities undertaken pursuant to the CSWS Resource Recovery Facility Closure Plan. Manage certain activities associated with preservation of MIRA's closed facilities, sale or scrap of surplus Authority equipment.

Supply Chain Manager (Title Change from Manager of Contracts and Procurement)

Directs and oversees the development, management and reporting on the status of the Authority's operating and capital budgets. Secures the Authority's supply chain in accordance with the Authority's Procurement Policies and Procedures, applicable statutes and regulations. Ensures that essential goods and services are available to the Authority under reasonable terms, conditions and prices established through fair, transparent and competitive processes. Develops and executes plans and procedures for the sale or scrap of surplus Authority property and equipment. Maintains a high degree of waste and recycling industry knowledge and expertise to ensure the Authority operates in the most cost efficient manner. Administer and implement the Authority's purchasing system. Develop procurement and finance-related resolutions and mandated reports for the Authority's Board of Directors and external agencies concerning contracting and purchasing activities. Serve as custodian for the Authority's Internal Management Procedures. Develop and maintain content for the Authority's website. Perform functions of Buyer.

Comptroller (Title Change from Manage of Accounting and Financial Reporting)

The Comptroller directs and oversees the Authority's accounting, financial reporting and human resource support functions including oversight and supervision of all staff assigned to the Accounting and Financial Reporting department. This position ensures control and compliance for various functions such as the general ledger, accounts payable, billing and accounts receivable, cash management, financial reporting, payroll and benefits, and fixed assets. Also ensures compliance with generally accepted accounting principles ("GAAP") and Governmental Accounting Standards Board ("GASB") Statements and provides related technical assistance and advice to the President. Direct the month-end, quarter-end and year-end closing processes, and the annual independent audit and State Compliance audit. Assist the President in the overall management of internal control programs. Administers human resource support functions, serves as the Authority's Ethics Compliance Officer and administratively supports the Authority's Organizational Synergy and Human Resource Committee.

Lead Accountant

The Lead Accountant has an important role in ensuring the timely progress of accounting workflow through the preparation and submission of vouchers and check runs, journal entries, reconciliations and audit reports to the Comptroller for review in conformance with applicable standards and the established month end, quarter end and year-end closing schedules and processes. This position also assists the in the overall management of internal control, financial reporting and analysis and the yearly independent audit and State Compliance Audits.

Accounting Specialist

The Accounting Specialist is responsible for the Authority's accounts receivable functions including collecting, applying and depositing customer payments in a timely and accurate fashion and for maintaining the integrity of customer billing accounts. Performs collections activities for assigned customers. Supports both the Finance and Accounting department's journal entry review, voucher review and posting activities. The Accounting

Specialist is also responsible for overseeing document control and acts as office manager in regards to ordering supplies and answering the phone.

Revenue Accountant (Title Change from Billing Analyst)

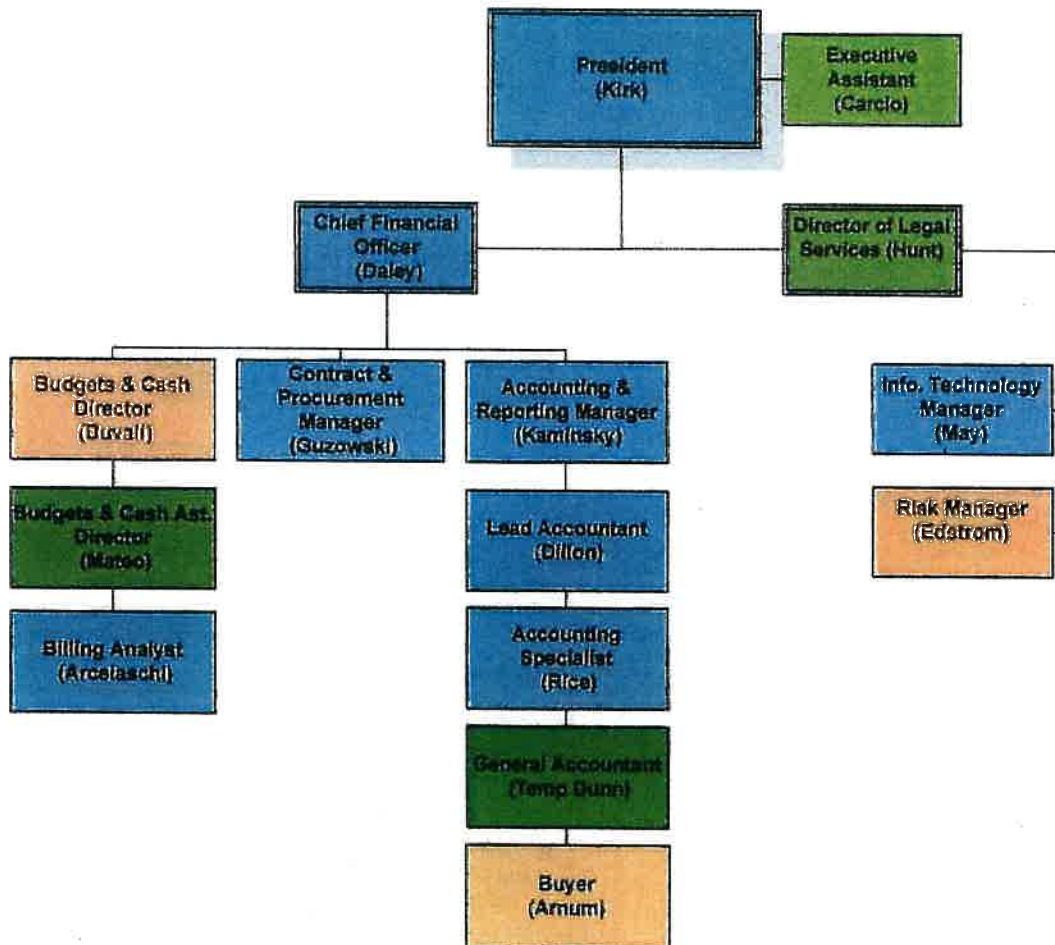
The Revenue Accountant is responsible for the all billing functions of Authority projects. Responsible for issuing invoices for service in a timely and accurate fashion and for maintaining the integrity of customer scale record accounts. This position serves as the primary day-to-day interface between the Authority and customers related to account and billing inquiries. Perform analytical tasks for other departments as required. The Revenue Accountant is also responsible for the administration of the Authority's finances and ensures the timely progress of treasury and cash management functions, including the preparation and posting of journal entries in conformance with applicable standards, schedules and processes.

Information Technology Manager

Manage technical infrastructure projects and IT support for all MIRA offices, including facilities operated under contract by NAES. Effectively manage and prioritize day-to-day IT support request and resolution workflow for technical operations issues. Coordinate and supervise ongoing technical operations and IT support initiatives for corporate applications, core systems and infrastructure. Gather and document complete requirements to inform corporate policies and procedures for system security and usage. Create, maintain, and enforce standards, policies, procedures, and best practices for implementation of technical solutions and delivery of information systems services. Research, recommend, and manage implementation of enhancements to internal systems to meet changing business needs. Ensure continuous improvements in system availability, reliability and interoperability of corporate infrastructure. Originate and advance the best possible technical solutions for business, development and support infrastructure. Conduct corporate infrastructure-related hardware and software evaluations. Conduct contract negotiations and maintain vendor contracts. Provide for the electronic communication of public records developed in support of the Authority's operations. Support Authority staff in the maintenance and administration of security systems installed at Authority facilities.

Refer to full job descriptions included in Attachment 1 for additional information.

Realignment of Duties FY 2022 Budgeted Administrative Staffing (15)



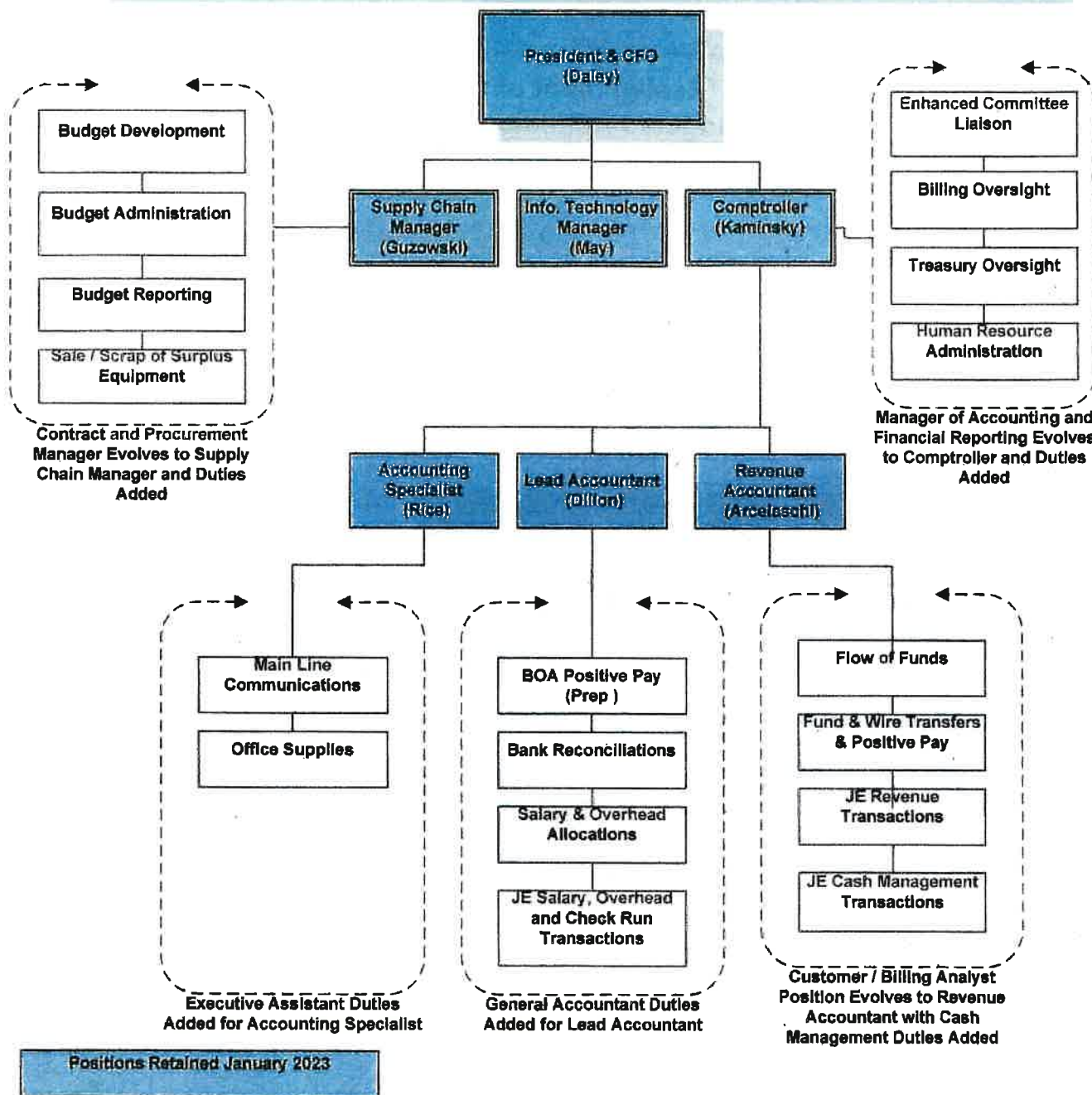
3 Eliminations Prior to January 2023

4 Eliminations by January 2023

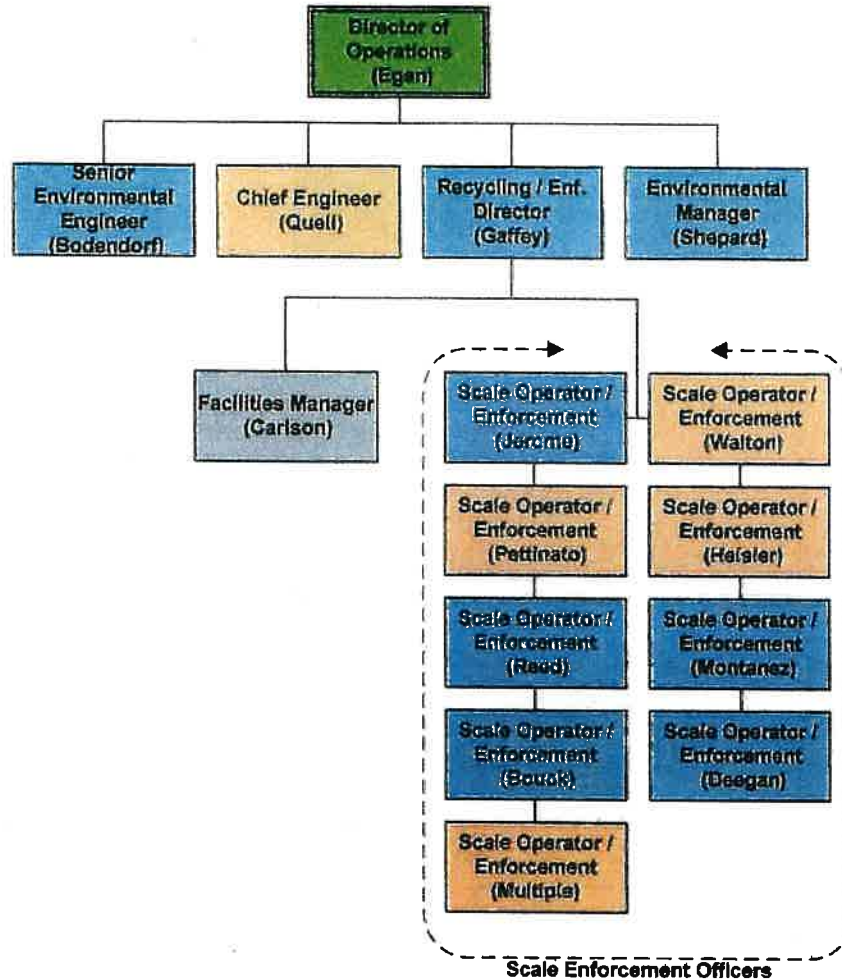
2 Positions (President & CFO) Merged in January 2023

7 Positions Retained after January 2023 Including Merged President / CFO

Realignment of Duties January 2023 Administrative Staffing (7)

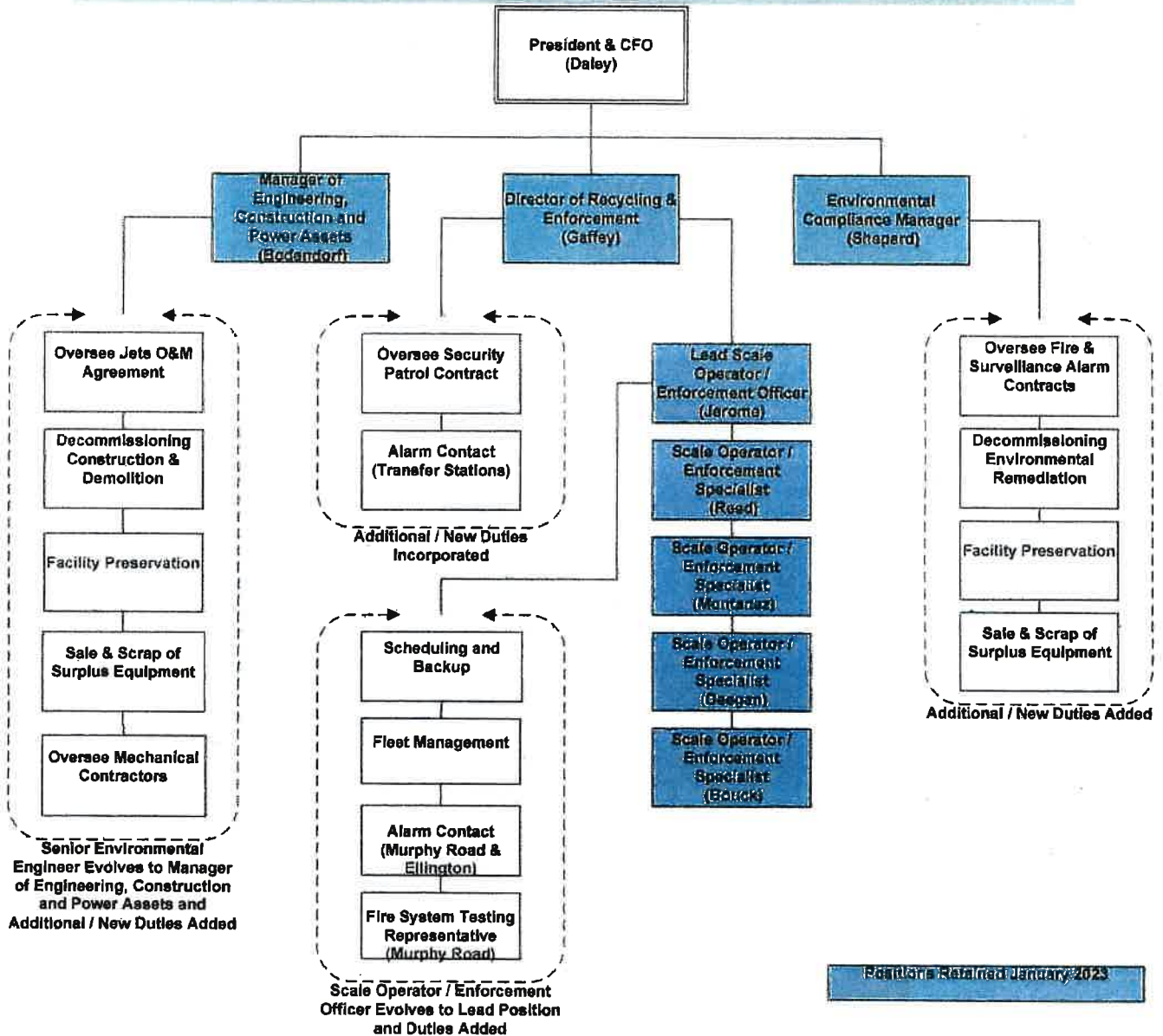


Realignment of Duties FY 2022 Budgeted Operations Staffing (15)



5 Eliminations Prior to January 2023
1 Elimination in January 2023
1 Elimination Shortly After January 2023
8 Positions Retained After January 2023

Realignment of Duties January 2023 Operations Staffing (8)



ATTACHMENT 1
JOB DESCRIPTIONS

Materials Innovation and Recycling Authority
Director of Recycling & Enforcement

Reporting Relationship

Reports to the President

Essential Job Functions

Ensures the efficient receipt, transfer and processing of Municipal Solid Waste through Authority facilities. Oversees transfer station and related operating contracts used in the fulfillment of the Authority's municipal solid waste and recycling processing obligations including CWPM, Covanta and Enviro Express. Directs the activities and supervises the Lead Scale Operator / Enforcement Officer and Scale Operator / Enforcement Specialists. Enforces delivery obligations under Municipal Service Agreements and Waste Hauler Agreement. Remains well versed in technology and market industry trends with the potential to affect the Authority's operations. Specific responsibilities include:

- Responsible for the operational management of MIRA's solid waste and recycling transfer stations; directs oversight of contractors' operation and maintenance of the stations in compliance with contractual and CT DEEP permit requirements.
- Responsible for directing MIRAs team of scale operators and enforcement officers who are responsible for operating scales at all Authority disposal and recycling facilities with major emphasis on customer service and host community compliance. Enforcement personnel are also responsible for inspections of incoming loads at all facilities for compliance with MIRA Permitting, Billing and Disposal Procedures, CT DEEP Permits and state law.
- Monitors and analyzes waste and recycling tonnages, both into and out of the MIRA transfer stations to ensure that waste originating in municipalities that have Municipal Solid Waste (MSW) and Recycling Agreements with MIRA is being delivered by haulers in accordance with Hauler Delivery Agreements and MSW and Recycling is efficiently transferred to MIRA's designated facilities with the intent of providing cost savings and revenue enhancement to MIRA.
- Direct field surveillance at competing facilities to ensure that MSW and recycling that is under contract with MIRA is not diverted to non-MIRA facilities.
- Administers transfer station operating contracts including the Murphy Road Recycling Transfer Agreement; establishes performance criteria and evaluates operations effectiveness including resolving operational problems and contractual discrepancies.
- Analyzes and coordinates operational factors of MIRA's transfer stations including financial, marketing, scheduling and staffing issues. Coordinates administrative factors including budgets, annual operation budget recommendation and administrative plans.
- Supervises and administers operating contracts for Transfer Station operation, maintenance and transportation contractors. Conducts facility inspections and DEEP General Permit compliance inspections.

- Advises the President regarding recycling, enforcement, transfer station and waste flow issues.
- Monitors transfer station budgets as it relates to overall contract expenses.
- Acts as liaison with project municipalities, state governmental agencies, environmental organizations, and related entities. Directs outreach and marketing efforts aimed at increasing recycling participation rates and revenues in both the residential and business sectors. Interfaces with and coordinates customer service issues for customers and member communities.
- Regularly attends and represents the Authority and its interests at meeting of various public entities and, where appropriate, professional organizations, where the subject matter relates to solid waste management, recycling, and waste reduction.
- Prepares studies and reports on special projects and issues as required.
- Oversee and manage contract with United Security Incorporated providing security patrols at MIRA's property located at 300 Maxim Road and 1 Reserve Road in Hartford, CT.

Physical Requirements

- Ability to lift items or boxes generally weighing up to 40 pounds
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to stand for long periods of time, work in, around and over waste generated materials and withstand odorous conditions at facilities.

Knowledge, Skills and Experience

- 8-10 years experience in the operation of a solid waste management program or facility including considerable high level supervisory and administrative experience;
- An excellent understanding of the issues related to integrated solid waste management, recycling and environmental issues
- Bachelor's degree.
- Thorough knowledge of pollution control as it relates to solid waste management.
- Thorough knowledge of the principles, standard methods and practices of solid waste collection and recycling operations and facilities.
- Ability to obtain within six months of beginning employment, a State of Connecticut Solid Waste, Resource Recovery Facility and Transfer Station/Landfill Operators License.

- Ability to enforce MIRA rules and regulations regarding facility use with firmness and tact and to establish and maintain effective working relationships with contractors, customers, vendors, associates, superiors, and the general public.
- Familiarity with and utilization of personal protective equipment during the normal daily routine.
- Thorough knowledge of the funding process in municipal environment as related to budgeting, cost accounting, financial planning and management.
- Excellent communication and presentations skills.
- Ability to evaluate plans and designs of physical facilities relating to solid waste management.
- Ability to establish and maintain effective working relationships with customers, the public, elected officials.

Effective January 2023

Materials Innovation & Recycling Authority
Lead Scale Operator/Enforcement

Reporting Relationship

Reports to the Director of Recycling & Enforcement (Director)

40-hour per week schedule

This is a salaried position within the Authority and additional hours may be required pending the responsibilities of the job.

Essential Job Functions

Assists the Director in scheduling work hours for the Scale Operator / Enforcement Specialists and serves as backup to the Specialist as needed to accommodate vacation or personal leave. Handle daily customer interaction at the Authority's facilities. Observes customer activity, surveillance, documents violations, and educates customers on compliance with MIRA regulations. Examines waste, determines compliance with applicable regulations and contracts, prepares weight transaction tickets for all customers having waste disposal permits with the MIRA. Also observes and reports to Director the daily operation activities as performed by MIRA's contract operators to ensure compliance with the contract. Operates scale recording computer devices. Manages the fleet of operations / enforcement vehicles and provides on-site representation of the Authority for fire system testing and security alarm contact at assigned facilities. Examples of Duties are:

- Assists the Director with recording violations of legal and contractual obligations and CT DEEP permit requirements, including the management of the enforcement database. Assist the Director with duties such as monitoring Scale/Enforcement specialists who operate scales, scheduling, and field enforcement assignments.
- Prepares letters to haulers and municipalities regarding violations of MIRA Procedures and CT DEEP regulations.
- Assists Director with training programs and other employee development.
- Travels to and performs routine checks of incoming waste and recyclables at various Authority facilities to ensure that all waste meets Authority regulations and is delivered under a valid customer agreement; turns back vehicles and/or waste materials not meeting Authority regulations.
- Periodically checks origins of waste by surveillance of vehicles and examination of waste; and takes appropriate action, including reporting to the Director all violations.
- Gathers evidence of violations and prepares reports for the Director.
- Meets with haulers to educate them on MIRA regulations and procedures, and violations thereof (and related penalties).
- Routinely performs scale weighing of all MIRA permitted waste & recyclable haulers accessing the specific facility daily.
- Maintains records of any hauler violations, vehicle tare weights, and makes recommendations regarding the restriction of repeated violators.
- Monitors and reports on the daily activities of the MIRA contracted operators of the specific facility, to ensure they are adhering to the operating contract requirements.
- Performs radiation testing and adheres to all reporting requirements.

- Manages MIRA fleet of vehicles for fueling, maintenance and licensing purposes.
- Oversee the 3-year fire sprinkler testing by Hartford Sprinkler as required by NFPA for 211 and 171 Murphy.
- Orders supplies and gear used by Scale/Enforcement personnel.
- Often required to work weekends and holidays.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.
- Perform other duties as requested by Director.

Physical Requirements for Field Positions

- Ability to lift items or boxes generally weighing up to 40 pounds and infrequently weighing more than 40 pounds, if over 40lbs. a two-person lift may be required.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time. Ability to stand for long periods of time.
- Ability to work in various inclement weather conditions including severe cold and warm temperatures.
- Ability to stand for long periods of time, work in, around and over waste generated materials and withstand odorous conditions at facilities.
- Able to wear company provided Personal Protective Equipment (PPE).

Knowledge, Skills, and Experience

- An Associate's degree from a recognized college or university in law enforcement/regulatory enforcement, communications or equivalent experience plus 3 years of customer service experience in a related field or, high school diploma and an equivalent combination of education and experience.
- Knowledge of investigative and inspection techniques.
- Knowledge of solid waste management principles and practices related to waste facilities, and transfer station operations.
- Ability to enforce MIRA rules and regulations regarding facility use with firmness and tact and to establish and maintain effective working relationships with contractors, customers, vendors, associates, superiors, and the general public.
- Ability to operate scale recording computer devices.
- Good oral and written communications plus record keeping.
- Proficient in performing weigh station and scale operations duties as directed.
- Ability to work with the contract operators, customers, as well the ability to operate scale recording computer devices.
- A valid Operator's License from the state of residence is required.
- Familiarity with and utilization of personal protective equipment during daily routine.
- Ability to obtain within six months of beginning employment, a State of Connecticut Solid Waste, Resource Recovery Facility and Transfer Station/Landfill Operators License.

Effective January 2023

Material Innovation and Recycling Authority
Scale Operator/Enforcement Specialist

Reporting Relationship

Reports to the Director of Recycling & Enforcement

40-hour work week schedule

Essential Job Functions

Handles daily customer interaction at the MIRA's facilities; accepts municipal solid waste and recyclables from MIRA customers and operates scale recording computer devices. Prepares weight transaction tickets for all customers having waste disposal permits with MIRA. Also observes and reports to management the daily operation activities as performed by MIRA's contract operators to ensure compliance with the contract. Examples of Duties are:

- Routinely performs scale weighing of all MIRA permitted municipal solid waste & recyclable haulers accessing the specific facility (Essex and Torrington Transfer Stations) daily.
- Performs inspections of incoming municipal solid waste and recyclables at MIRA facilities to ensure they are delivered in compliance with Authority Permitting, Billing and Disposal Procedures and the Connecticut Department of Energy and Environmental Protection General Permit ; turns back vehicles and/or waste materials not meeting.
- Communicates with haulers (as directed) on MIRA regulations and procedures, and violations thereof and related penalties.
- Maintains records of any hauler violations, vehicle tare weights, and makes recommendations regarding the restriction of repeated violators.
- Monitors and reports on the daily activities of the MIRA contracted operators of the specific facility, to ensure they are following through with the operating contract requirements.
- Performs field investigations (as directed) to ensure that all municipal solid waste and recycling tons from municipalities that have Municipal Service Agreements with MIRA are delivered to the MIRA designated facility.
- Additional duties as assigned by Supervisor.

Physical Requirements for Position

- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to stand for long periods of time work in, around and over waste generated materials and withstand odorous conditions at facilities.

- Ability to lift items or boxes generally weighing up to 40 pounds.
- Ability to work in various inclement weather conditions including severe cold and warm temperatures.
- Able to wear company provided Personal Protective Equipment (PPE).

Knowledge, Skills, and Experience

- High school diploma plus 3 years of customer service experience in a related field.
- Valid Connecticut Motor Vehicle Driver's License.
- Proficient in performing weigh station and scale operations duties as required or directed on a daily basis; ability to operate scale recording computer devices.
- Knowledge of inspection and field investigation techniques.
- Knowledge of solid waste management principles and practices related to waste facilities, and transfer station operations.
- Ability to understand and follow directions and to communicate effectively with peers and Supervisors
- Ability to enforce Authority rules and regulations regarding facility use with firmness and tact and to establish and maintain effective working relationships with contractors, customers, vendors, associates, superiors, and the general public.
- Organized record keeping skills.

FLSA Status- Non-Exempt

Effective January 2023

Materials Innovation and Recycling Authority
Manager of Engineering, Construction And Power Assets

Reporting Relationship

Reports to the President

Essential Job Functions

Responsibilities include planning, development, construction and operation of complex civil engineering and environmental projects at all Authority facilities. Advises the President on related issues and solutions thereto. Manages MIRA's Power Assets. Responsible for oversight of construction and demolition activities undertaken pursuant to the CSWS Resource Recovery Facility Closure Plan. Develop and execute plans for the routine inspection, securing, economizing and preserving closed waste management infrastructure for potential future use. Assist in executing the Authority's program for the sale or scrap of surplus Authority equipment. Examples of duties include:

Manages MIRA environmental, engineering and construction projects, contractors and consultants.

- Keep up-to-date on legislative and regulatory initiatives as they relate to solid waste and renewable energy issues pertinent to the Authority.
- Ensure MIRA facilities maintain compliance with storm water permits, including monitoring, reporting, inspecting, training, and record keeping.
- Initiates purchase requisitions for operations, construction, and engineering agreements and projects.
- Oversee management of the JTF contract with NAES Corporation.
- Manage construction and demolition activities undertaken pursuant to the CSWS Resource Recovery Facility Closure Plan in consultation with the Environmental Compliance Manager including development and review of proposed scopes of work, oversight of consultant and contractor activities, review and approval budgets, progress reports and invoices.
- Co-Manage Semi-Annual Solid Waste Compliance Inspections of Ellington TS with Environmental Compliance Manager.
- Co-Manage Annual Solid Waste Compliance Inspection of Watertown TS with Environmental Compliance Manager.
- Develop and execute a program to routinely inspect closed or dormant waste management facilities to ensure proper security, functionality and preservation for potential future use including, but not limited to, pavements, scales, doors, roofs and utility infrastructure.
- Review and approve all operating costs incurred at closed or dormant waste management facilities. Reduce and eliminate costs not incurred pursuant to the Authority's plan to ensure proper security, functionality and preservation of such facilities.
- Manage mechanical contractors (HVAC; Electrical, etc.) at 211 and 171 Murphy Road.
- Ensure that all responsibilities as outlined on the Environmental Division Compliance Calendar are completed in a timely manner. Continue to develop and refine the compliance calendar with regard to compliance responsibilities, as necessary.
- Support President in coordinating legal and environmental staff in the development and construction of

Solid Waste Facilities.

- Assist in executing the Authority's program for the sale or scrap of surplus equipment including identifying and confirming items considered surplus, logistical, engineering and environmental considerations for the removal and disposition of such equipment.
- Develops and maintains good relations with the Department of Energy and Environmental Protection on a variety of developmental, permitting and regulatory matters.
- Develop, implement and maintain internal system of engineering analysis for on-going and anticipated civil and environmental engineering projects.
- Develops an engineering plan for civil and environmental projects, including alternatives and the implications thereof.
- Read, comprehend, prepare, and analyze engineering plans for use by MIRA staff. Supervise other staff, as required.
- Direct, coordinate, and manages activities of various consultants and contractors involved with civil, environmental and engineering projects of the Authority's Facilities.
- Coordinate, direct and manage the work of consulting engineers, contractors, and facility operators.
- Make recommendations on methods to minimize and reduce costs.
- Ensure ongoing reporting, maintenance and operation of MIRA's solar energy generating facilities.
- Plan, procure, develop, and manage, and operate projects involving clean energy (solar, wind, anaerobic digestion, energy storage, etc.).

Manages MIRA power products, contractors and consultants.

- Develops power products Lead Market Participant (LMP) procurement and agreement documents and/or procurement and agreement documents for auction of the electricity generated.
- Serve as ongoing liaison between the LMP and/or electricity purchaser.
- Provides administrative contract management of the LMP and/or electric purchaser agreements.
- Reconciles all invoices and statements associated with the LMP and/or electric purchase agreements.
- Develops and maintain computerized financial projections, generation and revenue related to MIRA power products.
- Serves as liaison/point of contact for ISO-New England and NEPOOL related matters and compliance activities.
- Submits ISO quarterly and annual financial statements.
- Monitor ISO tariff/rule changes for their impacts to MIRA power products.
- Supports MIRA's compliance efforts associated with the NERC Bulk Electric Reliability Standards as needed and directed.
- Serves as MIRA's Standard Market Design Security Administrator.

Physical Requirements for Field Positions

- Ability to lift items or boxes generally weighing up to 40 pounds and infrequently weighing more than 40 pounds, if over 40lbs. a two-person lift may be required. Awkward or odd shaped heavy items should be handled with two people.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time. Ability to stand for long periods of time.
- Position requires exposure to all weather conditions.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

Knowledge, Skills and Abilities

- A Master's degree from a recognized college or university in Engineering, plus ten (10) years of progressively responsible experience in environmental engineering; OR, equivalent combination of education and experience.
- Must have excellent knowledge of civil and environmental engineering concepts, methods and construction procedures as they relate to the development, construction and operation of solid waste management and energy facilities.
- Excellent knowledge of environmental regulations and permitting processes, particularly as they relate to solid waste management and energy facilities.
- Knowledge of the ISO New England power markets and energy and REC markets as they relate to the Authority.
- State of Connecticut Professional Engineer's license required.
- Excellent oral and written communication skills.
- Basic knowledge of Land Surveying principles.
- Basic knowledge of computer aided drafting software.
- Ability to provide supervision to field personnel in non-handicap accessible areas and make observations at site locations.
- Ability to travel on business, as required.
- Ability to work outside the normal business day.

Effective January 2023

Materials Innovation and Recycling Authority
Environmental Compliance Manager

Reporting Relationship

Reports to the President

Essential Job Functions

Manages the environmental programs of the Authority. Management and oversight of air compliance, wastewater compliance, and solid waste compliance, including air emissions and water discharges from solid waste and resource recovery facilities, assembly and/or review of air emission reports and water discharge monitoring reports, assembly and/or review of environmental permit applications and radioactive materials license registrations, management of MIRA's air emission credit trading program, and environmental research and analysis. Responsible for signing such reports and documents as the authorized representative for MIRA pursuant to RCSA 22a-430-3(b)(2)(B), and RCSA 22a-449(c)(110) incorporating 40 CFR 270.11. Responsible for oversight of environmental testing, planning and remediation activities undertaken pursuant to the CSWS Resource Recovery Facility Closure Plan. Manage certain activities associated with preservation of MIRA's closed facilities, sale or scrap of surplus Authority equipment. Examples of Duties are:

- Manage environmental planning and remediation activities undertaken pursuant to the CSWS Resource Recovery Facility Closure Plan in consultation with the Senior Environmental Engineer/Manager of Construction and Power Products including development and review of proposed scopes of work, oversight of consultant and contractor activities, review and approval budgets, progress reports and invoices.
- Assist in the development and execution of a program to routinely inspect closed or dormant waste management facilities to ensure proper security, functionality and preservation for potential future use including, but not limited to, pavements, scales, doors, roofs and utility infrastructure.
- Assist in executing the Authority's program for the sale or scrap of surplus equipment including identifying and confirming items considered surplus, logistical, engineering and environmental considerations for the removal and disposition of such equipment.
- Manage contract(s) for remote security and fire monitoring of MIRA facilities, both active and closed.
- Primary MIRA contact for security and fire alarm response at MIRA's closed resource recovery facility in Hartford.
- Manage the inspection, testing and maintenance of the sprinkler system at MIRA's closed resource recovery facility in Hartford (upon exit of NAES from its contract with MIRA).

- Reviews and provides comments on proposed environmental legislation and proposed environmental regulations, with federal, state and local agencies.
- Reviews and makes recommendations regarding proposed environmental legislation pertaining to air emissions and water discharges from Authority facilities.
- Maintains the Authority's air emission credit inventory and oversees the Authority's air emission credit trading program.
- Recommends and implements policies and procedures to improve air and water pollution control operations and ensure compliance with current regulations.
- Conducts environmental research with respect to air emissions, wastewater discharges and pollution control techniques.
- Conducts Air, Water and Solid Waste Environmental Compliance Audits and inspections at facilities under MIRA oversight, including closed facilities that remain permitted for potential future use.
- Prepares and/or reviews applications for environmental permits required to ensure air, water and solid waste compliance.
- Reviews proposed Remedial Action Plans for South Meadows remediation project, and communicates the implications of proposed actions to MIRA management.
- Coordinates and manages the activities of various consultants involved with the environmental projects of the Authority.
- Supports response and reporting associated with emergency incidents (i.e., spills, fires, etc.)
- Assists in managing contractors and plant operators regarding environmental compliance projects.
- Makes recommendations on methods to minimize and reduce costs associated with environmental compliance and operation and maintenance of air and water pollution control systems.
- Assists staff in a variety of environmental tasks including stormwater evaluations, demonstration projects, ground water projects, engineering projects, and environmental analysis.
- Ensures that all responsibilities as outlined on the Environmental Division Compliance Calendar are completed in a timely manner. Continues to develop and refine the compliance calendar with regard to compliance responsibilities, as necessary.

- Develops and maintains working relations with the Connecticut Department of Energy and Environmental Protection regarding developmental, permitting and regulatory matters.
- Represents the Authority during environmental compliance inspections conducted by regulatory agencies (Connecticut Department of Energy and Environmental Protection and U.S. Environmental Protection Agency), and ensures that all questions and/or issues raised by inspectors are properly addressed.
- Ensures proper profiling and disposal of industrial waste streams (non-hazardous and/or hazardous) generated at Authority sites.
- Works closely with the Authority's management during negotiations with municipalities, vendors, regional authorities and other parties on environmental matters.

Physical Requirements for Field Positions

- Ability to lift items or boxes generally weighing up to 40 pounds and infrequently weighing more than 40 pounds, if over 40lbs. a two-person lift may be required. Awkward or odd shaped heavy items should be handled with two people.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time. Ability to stand for long periods of time.
- Position requires exposure to all weather conditions
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

Knowledge Skills and Abilities

- A Bachelor's degree from a recognized college or university in an appropriate technical field, which may include environmental engineering, chemical engineering, or a related technical discipline plus at least ten years of progressively responsible environmental experience, OR
- Master's degree in the above fields, plus eight to ten years of progressively responsible environmental experience.
- Licensed Professional Engineer in the State of Connecticut.
- Excellent knowledge of the general principles and practices of federal and state environmental laws and regulations.

- Excellent knowledge of technical environmental principles, practices and technologies as related to environmental facilities, including solid waste management facilities.
- Excellent ability to understand and evaluate environmental problems related to air and water quality issues.
- Trained in accordance with US Department of Transportation regulations (49 CFR) for hazardous materials transportation.
- Working knowledge of the Connecticut Remediation Standard Regulations and Water Quality Standards.
- Ability to read and comprehend environmental drawings or plans.
- Ability to plan and organize investigations of environmental problems and recommend solutions with consideration for related environmental issues.
- Ability to supervise other professional staff in the completion of work projects.
- Good written and oral communication and computer skills.
- Ability to inspect non-handicap accessible areas and make observations at site locations.
- Ability to work independently and with minimal supervision.
- Ability to travel moderate distances on business, as required.
- Must be able to work outside the normal business day.

Effective January 2023

Materials Innovation and Recycling Authority
Supply Chain Manager

Reporting Relationship

Reports to the President

Responsibilities and Accountabilities

Directs and oversees the development, management and reporting on the status of the Authority's operating and capital budgets. Secures the Authority's supply chain in accordance with the Authority's Procurement Policies and Procedures, applicable statutes and regulations. Ensures that essential goods and services are available to the Authority under reasonable terms, conditions and prices established through fair, transparent and competitive processes. Develops and executes plans and procedures for the sale or scrap of surplus Authority property and equipment. Maintains a high degree of waste and recycling industry knowledge and expertise to ensure the Authority operates in the most cost efficient manner. Administer and implement the Authority's purchasing system. Develop procurement and finance-related resolutions and mandated reports for the Authority's Board of Directors and external agencies concerning contracting and purchasing activities. Serve as custodian for the Authority's Internal Management Procedures. Develop and maintain content for the Authority's website. Perform functions of Buyer. Strive to achieve the most efficient workflow and coordination of supply chain activities among all Authority divisions and staff. Specific responsibilities include:

Procurement-and-Contract-specific Responsibilities and Accountabilities

- Plans, directs, and manages the overall procurement/buying activities of the Authority under the direction of the President/Chief Financial Officer.
- Approves/oversees preparation of requests for proposals, requests for qualifications, bidding and bid proposals and specifications including the terms and conditions of contracts being bid.
- Ensures a proper level of outreach to potential proposers and bidders is conducted through advertising, direct contact and posting of opportunities on the Authority's website and the Department of Administrative Service's State Contracting Portal.
- Conducts pre-proposal conferences, pre-bid, pre-award, and vendor meetings as needed. Prepares and analyzes bid tabulations, evaluates proposals to determine bid compliance with specifications and to determine the lowest responsible bidder.
- Oversees the selection process including establishment of selection committees, review of submissions to ensure compliance with proposal / bid specifications and requirements, prepares and analyzes bid tabulations, documents of the evaluation and selection process

undertaken through established committees and presents recommendations to management and the Board on contracting and purchasing activities.

- Oversee and enforce administrative contract compliance requirements including insurance, bonding and State mandated requirements.
- Provides technical training to assist in the planning, scheduling and effective utilization of procurement activities. Assesses department needs, recommends and implements improvements to agreed service levels.
- Interviews, inspect samples, negotiate contracts, and maintain relationships with Authority vendors working to achieve best possible cost structure for the organization. Prepares contract documents, executes awards, and administers contracts.
- Conducts activities of the Buyer, or supervises Buyer position as applicable, including reviewing purchase requisitions, establishing vendors in procurement software, integrating between procurement and accounting software, and coordinating with software technical support to troubleshoot and resolve any issues. Performs outreach to requisitioners, approvers and vendors to ensure purchase requisitions are properly entered and approved.
- Evaluates overall contract provisions, price and past performance of contracts and contractors and approve contract or price changes.
- Oversees the Request for Service process to ensure that applicable contract provisions and Authority policies and procedures are followed when contracted professional services are utilized.
- Administers the Authority's purchasing system including establishment and maintenance of user access privileges, purchase order and contract routing schemes, purchase authorization types and exceptions and general oversight of the system to ensure its proper functionality and use.
- Establish and maintain a system of reporting of the Authority's purchasing activities consistent with applicable statutes, Authority policies and good management practices including a monthly report of exceptions to the competitive bidding process, contracts over \$50,000 annually, report and schedule of upcoming solicitations, minority and small business enterprise contracting.
- Develops, review and approves new or improved administrative and purchasing procedures to maintain economy and efficiency of the operation.
- Demonstrates efforts for continuous improvement of operations, including decrease of turnaround times, vendor quality, streamlining of work processes, and ensuring that the Authority is provided with quality vendors.

- Prepares and presents procurement-related resolutions for approval by MIRA's Board of Directors
- Prepares, reviews and submits monthly reports for State Elections and Enforcement Commission (SEEC) regarding MIRA purchasing and contract activities.

Budget-specific Responsibilities and Accountabilities

- Manages the development of operating and capital budgets for the Authority including its general administrative expenses, the Connecticut Solid Waste System, its Property and Landfill divisions consistent with all relevant policies, procedures, contractual requirements and methodologies including direct interface with operations and other key managers and staff. Provides guidelines and assistance in the compilation of division and program budgets including related financial modeling and analysis.
- Monitors, manages and controls the Authority's operating and capital budgets through development of monthly budget spreads, developing budget uploads and executing budget clearing functions within the Authority's purchasing system. Identifies and implements budget line item transfers as necessary to ensure the Authority's operational needs are met within overall budget parameters.
- Develops and maintains financial modeling spreadsheets and reports and drafts annual budget development schedules.
- Prepare and analyze assigned aspects of the Authority's monthly Board of Director's Financial Report including budget versus actual waste flows, energy production, recycling commodity flows, metal sales, operating revenues and expenses.

Responsibilities and Accountabilities related to Disposition and Sale of Authority Assets

- Develops plan, procedures solicitations and contracts concerning the sale or scrap of surplus equipment for approval by the President and Board of Directors.
- Takes lead role in implementing approved programs for the sale of surplus equipment and scrap from MIRA's closed facilities.
- Coordinates opportunities to view used assets by perspective buyers.
- Designs and posts public notices to prospective buyers regarding sale of surplus equipment.

Other Miscellaneous Responsibilities and Accountabilities

- Coordinates development of content for MIRA's website including posting of required public records and other information, including when necessary Board documents as a backup to the IT Manager. Serves as a backup to Board Secretary to post Board documents to website. Coordinates with Information Systems Operations Manager and contracted computer-information services provider to ensure website is properly hosted and functioning.

- Coordinates with the President/CFO and applicable staff as applicable to periodically review and update Internal Management Procedures (IMPS). Ensures that IMPS conform to MIRA policies and all applicable regulations. Maintains central repository of MIRA's IMPS. Ensures that IMPS are developed using a standardized format.
- Coordinates the logistics of special projects such as moving Authority headquarters offices
- Miscellaneous duties to help MIRA attain its goals

Physical Requirements for Administrative and or Office Positions

Physical Requirements

- Ability to lift items or boxes generally weighing up to 20 pounds and infrequently weighing more than 20 pounds, if over 20lbs. a two-person lift may be required. Boxes of paper should be broken down into smaller parcels for handling.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to understand and follow directions and to communicate effectively.

Knowledge, Skills and Experience

- Strong knowledge of procurement methods and procedures of a centralized purchasing function including buying, quality assurance, and contract administration and contract law.
- 8-10 years experience in the procurement arena coupled with 3-5 years experience leading a procurement organization in a similar sized organization preferably in a waste management organization.
- Ability to balance understanding of facility operations with financial goals.
- Bachelor's degree in Business or equivalent experience required.
- Must have strong organizational and negotiations skills.
- Sound listening, judgment and decision making skills.
- Strong analytical skills.
- Excellent communication and presentations skills.
- Strong working knowledge of relevant purchasing software and Computer systems.

- Strategic thinker willing and capable of implementing programs endorsed by the Authority.
- Must have a can do, relentless, imaginative approach to the work.

FLSA Status- Exempt

Effective January 2023\

Materials Innovation and Recycling Authority
Comptroller

Reporting Relationship

Reports to the President

Responsibilities and Accountabilities

The Comptroller directs and oversees the Authority's accounting, financial reporting and human resource support functions including oversight and supervision of all staff assigned to the Accounting and Financial Reporting department. This position ensures control and compliance for various functions such as the general ledger, accounts payable, billing and accounts receivable, cash management, financial reporting, payroll and benefits, and fixed assets. Also ensures compliance with generally accepted accounting principles ("GAAP") and Governmental Accounting Standards Board ("GASB") Statements and provides related technical assistance and advice to the President. Direct the month-end, quarter-end and year-end closing processes, and the annual independent audit and State Compliance audit. Assist the President in the overall management of internal control programs including the Authority's Accounting Policies and Procedures. Administers human resource support functions, serves as the Authority's Ethics Compliance Officer and administratively supports the Authority's Organization Synergy and Human Resource Committee. He/she will strive to achieve the most efficient workflow and coordination of activities among the Accounting and Financial Reporting, Budgets and Contracts and Procurement departments. Specific responsibilities include:

- Overall responsibility for all accounting functions ensuring that the Authority's general ledger entries comply with GAAP and GASB and appropriate supporting documentation and records of all entries are established and maintained.
- Plans and directs the month-end, quarter-end, and year-end closing process including the monthly reconciliation of all funds and accounts of the Authority.
- Verify year end accruals provided by the requisitioners before it is accrued by the Lead Accountant.
- Ensures the accurate completion and timely delivery of the Authority's annual financial statements in a form presentable to the Authority's independent auditors including all supporting trial balances and schedules.
- Manages the annual independent audit of the Authority's financial statements and preparing its Annual Report and Annual Comprehensive Financial Report (ACFR). Participate in the selection of the auditor and serve as designated liaison with the auditors. Coordinate field work, confirmations and respond to inquiries throughout the audit process. Draft and update notes to financial statements including supporting

schedules, review and reconciliation of Management's Discussion and Analysis and ACFR write ups to the financial statements and notes and ensure the annual independent audit is completed within established deadlines with an unmodified "clean" opinion.

- Act as liaison with State Auditors for the State Compliance audits. Coordinate with the Authority's managers for solutions and actions resulting from audit exposures.
- Oversee preparation, review and delivery of timely and accurate external reports as required by State statute including Section 22a-263 quarterly and annual operations reports addressing the Authority's private and local government contracting activities, bonding, budgets, revenues, expenses and distributions of surplus funds; and Section 1-123 quarterly and annual reports addressing bonding, projects, outside payments, revenues and expenses, affirmative action, work force composition, total employees and positions vacated and filled, fund and account balances, and the Authority's planned activities.
- Oversee, review and reconcile the Authority's monthly Board of Director's Financial Report to the general ledger in a timely and accurate manner.
- Oversight of the Authority's accounts payable activities including central receipt and distribution of invoices for approval by the requester, setup of weekly check runs within the accounts payable system, review and approval of the check run including the funding request for subsequent approval by the President
- Oversight of the Authority's accounts receivable activities including deposits, billing, and collection functions.
- Oversight of weekly check run processing including sign off of vouchers, identifying invoices for payment, approval and sign of the check run report for funding of the check run, review and approve check run package and forward to President for final approval. Early release checks as needed.
- Oversight of petty cash and company credit card.
- Responsible for voiding payments and reissuing payments as needed. Prepare disbursement notification and give to Revenue Accountant to return funds if already funded.
- Oversight of payroll activities including review and acceptance or rejection of bi-weekly payroll files established for the Authority within the Automatic Data Processing (ADP) time and labor and payroll processing systems. Includes oversight of the Authority's bi-weekly payroll package reconciling all payroll and benefit costs and data to the Authority's roster, personnel policies and employee benefit elections and development of associated journal entries. Prepares the funding request and payroll package for approval by the President.

- Oversight of the Authority's 401K and 457B employee retirement plan contribution activities including review, reconciliation and submission of the bi-weekly contribution files to Fidelity and Prudential ensuring all employee and employer contributions are made in accordance with the Authority's personnel policies and employee benefit elections and that loans, withdrawals and transfers are processed appropriately. Prepares the funding request for approval by the President.
- Maintain knowledge base of new accounting developments and pronouncements and research certain accounting matters as needed or requested. Implementation of newly issued accounting pronouncements.
- Develop, maintain and administer general ledger and financial reporting systems including user access rights that preserve an appropriate segregation of duties.
- Assist the President in formulating, developing and implementing department goals.
- Communication of accounting policies and procedures to management and employees. Act as resource to employees and management on questions and interpretation of accounting policies and procedures.
- Responsible for the monitoring and enforcement of internal controls for areas required. Coordinate with President to identify and improve internal controls.
- Responsible for the development and implementation of internal and external auditing processes undertaken to ensure the reliability and integrity of the Authority's financial statements, books and records.
- Direct the bi-annual fixed assets physical inventory for each of the Authority's projects and report its results to President, Finance Committee and Board of Directors.
- Prepare and file the 1099 Miscellaneous, 1099 NEC Forms and 1096 Form and ensure timely filings.
- Prepare and distribute the 1042S and 1042T forms and ensure timely filings.
- Prepare and file timely the State Sales & Use Tax report.
- Perform and assist President with various financial and accounting projects.
- Process payment of special items by check. Example: manual paycheck.
- Oversight of Accounting department's historical records.
- Liaison to the Finance Committee.

Human Resource and Employee Benefits

- Administers human resource support functions including disability, unemployment, FMLA, FSA and COBRA. Administers employee exit requirements or onboarding as required. Serve as liaison to the Authority's medical benefits broker.
- Serves as the Authority's Ethics Compliance Officer including administration of ethics training and financial disclosure requirements
- Administratively supports the Authority's Organization Synergy and Human Resource Committee including development of agendas, meeting reports and minutes.
- Responsible for maintaining personnel file records, BOD appointment letters and letters of resignation.
- Responsible for affirmative action requirements.

Physical Requirements for Administrative and or Office Positions

- Ability to lift items or boxes generally weighing up to 20 pounds and infrequently weighing more than 20 pounds, if over 20lbs. a two-person lift may be required. Boxes of paper should be broken down into smaller parcels for handling.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

Knowledge Skills & Experience

- Extensive knowledge of accounting principles and practices
- Extensive knowledge of government accounting, auditing, and reporting requirements
- Excellent knowledge of personal computers and spreadsheet applications
- Ability to develop and implement procedures to increase the efficiency and effectiveness of the Accounting Department
- Ability to independently carry out department objectives with limited supervision
- Ability to establish and maintain effective working relationships with managers, auditors, public and other employees
- Ability to work long hours during year-end closing
- Strong organization, leadership and interpersonal skills required
- Strong research and analytical skills
- Strong oral and written communication skills.

Bachelor's degree in accounting from an accredited college or university. Certified Public Accountant and/or Master's degree in a related field are required plus ten years of experience in

finance and accounting. Public and governmental accounting experience is required. Five years management experience and prior supervisory experience required.

FLSA Status: Exempt

Effective: January 2023

Materials Innovation and Recycling Authority
Lead Accountant

Reporting Relationship

Reports to the Comptroller

Responsibilities and Accountabilities

The Lead Accountant has an important role in ensuring the timely progress of accounting workflow through the preparation and submission of journal entries, reconciliations and audit reports to the Comptroller for review in conformance with applicable standards and the established month end, quarter end and year-end closing schedules and processes. This position also assists the in the overall management of internal control, financial reporting and analysis and the yearly independent audit and State Compliance Audits. Specific responsibilities include:

- Prepare and sign all monthly, quarterly and year- end journal entries. Submit entries to the Comptroller for review and sign off.
- Down load all bank statements and prepare list of outstanding checks.
- Complete Disbursement Notification Forms as needed to inform Revenue Accountant of money transfers needed.
- Prepare and sign reconciliations of all accounts for month-end, quarter- end and year- end closings. Submit to the Comptroller for review and sign off.
- Prepare monthly fixed asset review packages and entries for certain projects by reviewing MIRA's general ledger and identifying capital items. Submit to the Comptroller for approval and sign off.
- Prepare and sign the write off entries for disposal of fixed assets. Submit the entries to the Comptroller for review, approval and sign off.
- Update asset management module, review and post quarterly depreciation after obtaining approval and sign off from the Comptroller.
- Prepares vouchers, obtains necessary signatures for vouchers to ensure compliance with the signature authorization limits established by management. Submit to Comptroller for approval.
- Performs weekly check run and associated documents for the Revenue Accountant to do the positive pay and transfer monies from other divisions to the General Fund. Submit to Comptroller for approval.

- Process employee reimbursements by working with the Comptroller to ensure compliance with insurance requirements. Ensures necessary approvals are obtained and works with the Supply Chain Manager to ensure proper coding of expenses.
- Responsible for processing MIRA's contract operator's monthly operating draw request. The following steps are performed:
 - Recalculate amounts in the draw request
 - Agree amounts on draw request to supporting documentation provided
 - Verify payroll reported in contractor's general ledger against payroll invoice provided.
 - Submit the draw request for review and sign off by the Comptroller and the President/CEO/CFO.
- Update financial accounting system with new account codes and reference codes approved by the Comptroller.
- Perform monthly revenue audit by selecting samples from general ledger and tracing the samples to source documents and payments. Reconcile and document differences. Prepare and sign a report of the sampling detail, findings and reconciliation and submit to the Comptroller for review and sign off.
- Perform monthly audit of MIRA's Contractor expenses by reviewing and selecting samples from Contractor's general ledger. Samples are traced to the source documents. Prepare a report of the sampling detail, findings and reconciliation and submit to the Comptroller for review and sign off.
- Record keeping: Audit of journal entries and paid vendor files to ensure all items are scanned in and accounted for in the files.
- Assist Comptroller in preparation of Notes to Financial Statements and Comprehensive Annual Financial Report as needed.
- Assist in compiling information for annual independent audit, State compliance audits and other audits.
- Assist the Comptroller in completion of special projects as needed.
- Review and sign off on daily cash collections entered into MIRA's accounting system by Accounting Specialist.
- Manage and conducts the bi-annual fixed assets physical inventory for each of the Authority's projects as per directions from the Comptroller.
- Process bi weekly payroll.
 - Ensure approval of timesheets by employees and supervisors

- Enter various batches such as wellness, medical opt out, overtime adjustment, personal time payout, employee final payout, severance payments, executive leave etc. into payroll.
- Make employee change requests such as tax changes, status changes, address changes, 401k contribution changes, benefits deductions etc.
- Act as the Comptroller's back up for oversight of payroll activities including review and acceptance or rejection of bi-weekly payroll files established for the Authority within the Automatic Data Processing (ADP) time and labor and payroll processing systems. Includes oversight of the Authority's bi-weekly payroll package reconciling all payroll and benefit costs and data to the Authority's roster, personnel policies and employee benefit elections and development of associated journal entries. Prepares the funding request and payroll package for approval by the CFO.
- Act as the Comptroller's back up for oversight of the Authority's 401K and 457B employee retirement plan contribution activities including review, reconciliation and submission of the bi-weekly contribution files to Fidelity and Prudential ensuring all employee and employer contributions are made in accordance with the Authority's personnel policies and employee benefit elections and that loans, withdrawals and transfers are processed appropriately. Prepares the funding request for approval by the CFO.
- Acts as backup in the absence of the Accounting Specialist in receiving checks. Batch, setup and scan checks into the remote deposit system. Match the payment received to open invoices in Epicor. Apply payments received to customer accounts and rectify payment discrepancies with the customers. Add payments to revenue sheet. Compile and file receipts/deposit documentation.
- Acts as backup in the absence of the Accounting Specialist in reviewing bank statements from the prior day to verify correctness of remote deposits and correct any errors identified. Also identify and apply any incoming wire payments that must be applied to customer accounts.
- Acts as backup in the absence of the Revenue Accountant for customer account billings, statements and sales adjustments.
- Acts as backup in the absence of the Revenue Accountant to answer questions from customers and scale operators as needed.
- Acts as backup in the absence of the Revenue Accountant for permit applications, application renewals and issues vehicle permits for the use of CSWS facilities.
- Acts as backup in the absence of the Revenue Accountant for transfer of funds among and between both the Authority's Bank of America accounts and the Authority's Short Term Investment "STIF" accounts as needed.

Physical Requirements for Administrative and/or Office Positions

- Ability to lift items or boxes generally weighing up to 20 pounds and infrequently weighing more than 20 pounds, if over 20lbs. a two-person lift may be required. Boxes of paper should be broken down into smaller parcels for handling.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

Knowledge Skills & Experience

- Good knowledge of accounting principles and practices
- Good knowledge of governmental accounting, auditing, and reporting requirements
- Excellent knowledge of personal computers and spreadsheet applications
- Ability to independently carry out department objectives with limited supervision
- Ability to establish and maintain effective working relationships with manager and other employees
- Ability to work long hours during year-end closing
- Strong organization, leadership and interpersonal skills
- Strong research and analytical skills
- Strong oral and written communication skills

Bachelor's degree in accounting from an accredited college or university or related experiences. Public and governmental accounting experience is recommended.

FLSA Status: Exempt

Effective: November 2022

Materials Innovation and Recycling Authority
Accounting Specialist

Reporting Relationship

Reports to the Comptroller.

Responsibilities and Accountabilities (Accounts Receivable)

The Accounting Specialist is responsible for the Authority's accounts receivable functions including collecting, applying and depositing customer payments in a timely and accurate fashion and for maintaining the integrity of customer billing accounts. Performs collections activities for assigned customers. Supports both the Finance and Accounting department's journal entry review, voucher review and posting activities. The Accounting Specialist is also responsible for overseeing document control and acts as office manager in regards to ordering supplies and answering the phone. Specific responsibilities include:

- Receive checks. Match payment received to open invoice in the general ledger. Apply payments received to customer accounts and rectify payment discrepancies with the Customer Billing/Analyst and the customers.
- Review bank statements from prior day to verify correctness of prior day's remote deposit system batch. Correct any errors identified. Also identify any incoming wire payments that must be applied to customer accounts. Apply wire payments to customer accounts.
- Batch, setup and scan checks previously received and applied to customer accounts into the remote deposit system. Prepare and reconcile the revenue sheet to the bank and general ledger and then distribute. Compile and file receipts / deposit documentation.
- Review daily cash management entries. The Revenue Accountant will provide system printout of cash management transactions together with approved funds transfer form and related backup. Check that the account from which funds are withdrawn and the account to which funds are deposited as shown on the cash management entry matches the accounts shown on the transfer form and backup. Also verify correct entry date on cash management transaction, the amount, and the description.
- Coordinate insurance certificate requirements with the Supply Chain Manager.
- Prepares daily receipts for deposit, tracks customer activity, and reports on account status and past due accounts by updating and distributing the aging report. Follows up on past due accounts.
- Communicates with other Authority staff as needed with regard to hauler payment delinquencies and lock-outs.

- For journal entries prepared by the Lead Accountant and Revenue Accountant, review system-generated journal entry report and compare to underlying journal entry approval documentation to verify correctness of account codes, amounts and descriptions.
- Miscellaneous duties as assigned to help MIRA attain its goals

Responsibilities and Accountabilities (Accounts Payable)

- Receipt of invoices from the accounts payable email box or from the mail, determine the requisitioner for each invoice based on the purchase orders and distribute copy of invoices to requisitioners for electronic approval in the purchasing system.
- Work with the vendors, Buyer and/or requisitioners to resolve any invoice issues.
- Distribute weekly approved checks to vendors, file the Authority's weekly check run package and maintain the paid vendor files.
- Entry of PO's as needed for various invoices.
- Review payment voucher documents to ensure they accurately reflect invoices including correctness of vendor, amount, invoice number and project code.

Responsibilities and Accountabilities (Document Control)

- Obtain approval from the Connecticut State Librarian for purging and or destruction of Authority files or records or transfer records to permanent storage.
- Maintain records in a way that allows all persons who need access to find and retrieve what they need.
- Remove or destroy records only with authorization: don't retain records authorized for destruction.
- Keep official records separate from other data files.
- Protect records that contain security classified, confidential business, or other types of sensitive information with appropriate safeguards.
- Maintain cataloging system for records at off-site storage.
- Routing and tracking of vendor contracts from management and staff.

Responsibilities and Accountabilities (Office Manager)

- Answer main line and direct calls and answer questions.
- Order office supplies as needed.

- Keep telephone directory of employees up to date.
- Assemble and distribute the Finance Committee, P&P Committee, OS and HR Committee, and Board meeting packages.
- Coordinate maintenance and stocking of vending machines.

Physical Requirements for Administrative and or Office Positions

- Ability to lift items or boxes generally weighing up to 20 pounds and infrequently weighing more than 20 pounds.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

Knowledge, Skills & Experience

- A Bachelor's degree from a recognized college or university in accounting or business or equivalent experience in accounting (4 years); or
- Associate's degree from a recognized college or university or equivalent experience in accounting (4 years); or
- Incumbent with equivalent organizational experience.
- Knowledge of billing and accounts receivable practices.
- Excellent computer skills with an emphasis on experience billing/accounting software.
- Knowledge of Authority operations and functions.
- Good communication skills.
- Thorough knowledge of alpha-numeric cataloging and sequencing systems.
- Ability to research, analyze and organize effectively.
- Knowledge of records retention schedule applicable to MIRA.
- Knowledge and ability to operate variety of office machines including bindery equipment.

Effective January 2023

Materials Innovation and Recycling Authority
Revenue Accountant

Reporting Relationship

Reports to the Comptroller

Responsibilities and Accountabilities

The Revenue Accountant is responsible the all billing functions of Authority projects. Responsible for issuing invoices for service in a timely and accurate fashion and for maintaining the integrity of customer scale record accounts. This position serves as the primary day-to-day interface between the Authority and customers related to account and billing inquiries. Perform analytical tasks for other departments as required. The Revenue Accountant is also responsible for the administration of the Authority's finances and ensures the timely progress of treasury and cash management functions, including the preparation and posting of journal entries in conformance with applicable standards, schedules and processes. Specific responsibilities include:

- Communicates directly with all Authority customers to establish access to and use of facilities, answer questions concerning billings, account statements and sales adjustments, explain policies and procedures, conduct collections as necessary, and address issues related to the recording of scale operations.
- Prepares analyses, forecasts and reports of waste deliveries and commitments and other revenue generating activities of the Authority at the request of the Comptroller and President/CFO/CEO. Prepares specific customer reports concerning the status of waste deliveries and commitments as requested by the customer. Maintains historical records of waste deliveries and all billing information including storage and retrieval of archive boxes for the billing department. Responds to requests for analysis of historical records of waste deliveries for Enforcement and Operations.
- Reviews and prepares permit applications, application renewals, and issues vehicle permits for the use of CSWS facilities. Follows up with applicants as necessary for additional information. Reviews letters of credit to ensure that customers comply with Authority policy. Enters permit information into revenue management system.
- Maintain customer files (Permits, Guaranty of Payment, and Insurance). Review Guaranty of Payment documents and calculate compliance with the procedures. Request customer insurance renewals and review certificates for compliance with the procedures.
- Prepares and issues all Authority monthly invoices to customers ensuring that customer accounts and invoices are accurate, complete and reflect the appropriate pricing structure and all amounts due under the terms of each municipal, hauler and interruptible solid waste service agreement, including arrangements for "spot" waste deliveries, as well as all power sales, recycling and other Authority revenue contracts. Ensures all invoices,

billing and collection activities are conducted in accordance with Authority policies and procedures. Prepares, imports, and post related Journal Entries.

- Responsible for maintaining billing system database, including the matrix of tip fees assessed to municipal tiered, hauler, interruptible and spot waste customers, importation of data, data review, interaction with scale operators, ticket processing, and maintenance and update of stored tare weights used to record ticket information.
- Provides instructions and scale training to enforcement personnel on scale software, responds to inquiries from enforcement personnel about software related issues and troubleshoots software problems.
- Prepare and maintain the Solid Waste Assessment Tax Worksheet. Compiles all tonnage and weight record information used for reporting purposes to the Department of Energy and Environmental Protection, Authority staff, and management. Prepares internal reports on account and weighing activity as requested.
- Assist Authority Management with the review and update of Billing Procedures.
- Prepare and execute the monthly flow of funds procedure for the Authority's Connecticut Solid Waste System and its Property Division. Perform monthly reconciliations for bank and internal accounts. Creates the Funds Transfer Form and backup for the Comptroller's approval and complete the funds transfer including bank transfer entries after receiving the approval.
- Execute the "Positive Pay" function electronically within the Authority's Bank of America General Fund Checking account for each of the Authority's weekly check runs including review and conversion of the check run file and upload of the converted file to Bank of America. Execute positive pay for other approved non-routine check payments.
- Execute the transfer of funds among and between the Authority's Short Term Investment Fund "STIF" accounts and its Bank of America General Fund Checking account including preparation of the Funds Transfer Form for approval by the Comptroller, set up and electronic execution of approved transfers through use of templates established within the STIF system. Maintain STIF system templates including set up of new and disabling of existing templates as approved by the Comptroller.
- Set up wire/ACH transfer payments from the Authority's Bank of America General Fund Checking "Cash Pro" system for electronic approval by the President/CFO/CEO. Secure written approval of the Comptroller for all wire/ACH transfer payments.
- Execute other treasury and cash management functions consistent with Authority policies and procedures.
- Creates and posts journal entries for each management transactions including preparation of backup records for all transactions.

- Monitors daily incoming and outgoing bank transactions, performs the day to day business relationships with the Authority's financial institutions.
- Miscellaneous duties as assigned to help MIRA attain its goals.

Physical Requirements for Administrative and or Office Positions

- Ability to lift items or boxes generally weighing up to 20 pounds and infrequently weighing more than 20 pounds.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

Knowledge, Skills & Experience

- A Bachelor's degree from a recognized college or university in accounting or business or equivalent experience in accounting (4 years); or
- Associate's degree from a recognized college or university or equivalent experience in accounting (4 years); or
- Incumbent with equivalent organizational experience.
- Knowledge of billing, accounts receivable and customer service practices.
- Excellent computer skills with an emphasis on experience in computerized billing/accounting software.
- Knowledge of accepted investment management practices.
- Knowledge of Authority operations and functions.
- Good communication skills.
- Knowledge of operational procedures with regard to vehicle weighing.
- Ability to manage hauler accounts and assist customers in understanding invoices.

Effective January 2023

Materials Innovation and Recycling Authority
Information Systems Operations Manager

Reporting Relationship

Reports to the President

Essential Job Functions

Manage technical infrastructure projects and IT support for all MIRA offices, including facilities operated under contract by NAES. Effectively manage and prioritize day-to-day IT support request and resolution workflow for technical operations issues. Coordinate and supervise ongoing technical operations and IT support initiatives for corporate applications, core systems and infrastructure. Gather and document complete requirements to inform corporate policies and procedures for system security and usage. Create, maintain, and enforce standards, policies, procedures, and best practices for implementation of technical solutions and delivery of information systems services. Research, recommend, and manage implementation of enhancements to internal systems to meet changing business needs. Ensure continuous improvements in system availability, reliability and interoperability of corporate infrastructure. Originate and advance the best possible technical solutions for business, development and support infrastructure. Conduct corporate infrastructure-related hardware and software evaluations. Conduct contract negotiations and maintain vendor contracts. Provide for the electronic communication of public records developed in support of the Authority's operations. Support Authority staff in the maintenance and administration of security systems installed at Authority facilities.

Examples of duties include:

- Manage the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including telecommunications, WAN (Wide Area Network), servers, PCs, operating systems, hardware, software, peripherals, office automation equipment and Cell phones.

Specific applications include:

- Workstation management (Malware/virus prevention, desktop management tools, group policy enforcement);
- Server management (VM-Ware virtual infrastructure, Microsoft Servers, Netware, e-mail, LDAP, backups, Active Directory, web hosting, backup management);
- Network security management (Firewall security; content filtering; virus, malware and spam filtering; VPN's);
- Application management (MS Office, email, accounting, purchasing and scale systems software, document management, payroll, administration of MIRA's web site and other business related applications);
- Database systems management (SQL Server, Access and Centura);
- Variety of cloud based applications (Payroll, backup and security);
- VPN for multiple sites, including site to site VPN using both wired and wireless circuits;

Specific hardware includes:

- networked PC's located in MIRA's HQ and 6 satellite offices;
- networked PC's located in the PBF and WPF offices(operated by NAES) ;

- a mixture of 8+ physical servers hosting 16+ virtual servers distributed among 4 main sites (MIRA and NAES Offices);
 - Multifunction copiers (Canon and Xerox) for both MIRA and NAES;
 - A variety of Cisco routers, switches and wireless access points;
 - SonicWall firewalls and wireless access points;
 - Corporate telephone systems and PBX
- Manage and maintain the WAN and all telecommunication services, including data, phone, cell phone and internet access, and the administration of all virtual meetings.
- Maintain a log of computer systems management and schedule computer maintenance on an on-going basis.
- Manage all technological resources required by staff in accordance with current procurement regulations; including:
 - Asset management (inventory, physical asset and software management);
 - Purchasing (hardware, software, peripherals, and other miscellaneous goods and services); and
 - Vendor Management and negotiation (contract negotiation, vendor selection, price negotiation, and service agreements).
- Document business processes with a focus on re-engineering those processes through automation, integration or elimination.
- Develop an overall understanding of the flow of information through the organization to facilitate the smooth collection and organization of data.
- Develop and maintain effective, easily accessible and responsive network architecture.
- Research and analyze changes in technology, particularly as they relate to the organization, and report and make recommendations to management.
- Identify and advise management of security or other computer related problems.
- Monitor internal and external developments and make recommendations on policy updates to ensure compliance with applicable laws and regulations and to correctly reflect management perspective and style.
- Supervise corporate wide back-ups for both MIRA and NAES servers.
- Plan and direct training sessions for staff on the various software programs available and on the various types of hardware.
- Inform and advise staff about system or program changes and actions required to implement them.
- Oversee provision of end-user services, including help desk and technical support services.

- Benchmark, analyze, report on and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- Manage financial aspects of the IT department, including purchasing, budgeting and budget review.
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing and service provision.
- Manage outside vendors and determine the necessity and timing for consultation with outside computer experts.

Physical Requirements for Administrative and or Office Positions

- Ability to lift items or boxes generally weighing up to 20 pounds and infrequently weighing more than 20 pounds, if over 20lbs. a two-person lift may be required. Boxes of paper should be broken down into smaller parcels for handling.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

Knowledge, Skills, and Experience

- Education:
 - A Master's degree from a recognized college or university in computer science or a closely related field plus two years of experience in systems management;
- OR
- A Bachelor's degree from a recognized college or university in computer science or a closely related field plus five years of experience in systems management.
- Experience managing day-to-day technical support requests in an IT support organization.
- Significant professional experience with enterprise computing support and implementation, including Active Directory, Microsoft Server, SQL, Exchange and Linux.
- Significant professional experience with enterprise desktop software including a variety of Windows OS's, MS Office and Crystal reports.
- Significant knowledge of networking and security, with an in-depth understanding of network security, content filtering, intrusion detection, and intrusion prevention including hands-on work with firewalls, authentication and authorization technology, security packages.
- Significant professional experience with personal computers, servers, routers, and other hardware.

- Thorough knowledge of WAN technologies, including Cisco routers and Sonicwall firewalls.
- Experience managing corporate telecommunications, including PRI, POTs lines and corporate PBX systems.
- Solid understanding of basic theories and principles of computer science and their application to the organization's programs and policies and the ability to apply these principles to the work at hand.
- Ability to make recommendations regarding the computer systems.
- Significant professional experience in managing outside vendors and determining the necessity and timing for consultation with outside computer experts.
- Ability to establish and maintain effective working relationships with superiors, associates and contractors.
- Knowledge of the organization's procedures, operations and functions.
- Ability to perform tasks efficiently within a strict deadline.
- Good oral and written communication abilities.
- Ability to work under a schedule outside of normal working hours.
- Some instate travel required.
- On call as needed.

Effective: January 2023

ATTACHMENT 3

DISCUSSION FOR THE MATERIALS INNOVATION AND RECYCLING
AUTHORITY BOARD OF DIRECTORS' ORGANIZATIONAL SYNERGY &
HUMAN RESOURCES COMMITTEE

**REGARDING HEALTH AND WELFARE BROKER OF RECORD
SERVICES AGREEMENT**

Overview

This is to inform the Organizational Synergy & Human Resources Committee and Board of Directors regarding Management's intent to enter into an agreement with AssuredPartners New England, Inc., the successful proposer, for Health and Welfare Broker Of Record Services, substantially as presented and discussed at this meeting:

- According to section 5.3.5 of MIRA's Procurement Policies and Procedures, MIRA solicits proposals at least once every three years for professional services.
- As such, MIRA issued an RFP (RFP23-HR-001) and received proposal(s) as described herein.
- The resulting proposal price does not meet the threshold requiring board approval of a contract for greater than \$50,000 Annual Consideration specified in 22a-268.

PROCEDURAL REQUIREMENTS

Author: Roger Guzowski, Contract and Procurement Manager

Committee Requirements: Not applicable - discussion/informational only. RFP results do not meet the threshold for Board approval specified in 22a-268 (Contract Over 5 Years or Greater than \$50,000 Annual Consideration)

Materials Innovation and Recycling Authority

Agreement Summary

Health and Welfare Broker Of Record Services

Presented to the Organizational
Synergy & Human Resources
Committee on:

November 2, 2022

Vendor/Contractor(s):

AssuredPartners New England, Inc.

Effective Date:

Term of Agreement for Broker-of-Record begins January 2023 to allow for placement services, if necessary for medical, dental, vision, life, and disability plans for plan years which begin on July 1.

Contract Type/Subject Matter:

Health and Welfare Broker Of Record Services.

Facility(ies) Affected:

Not Applicable

Contract Dollar Value:

All costs are based on a fixed fee price that is \$7,500 each year

Term:

Through December 31, 2025

Amendment(s):

Not applicable

Term Extensions:

Not applicable

Scope of Work:

The services generally include:

- Placement - all services necessary for the analysis, selection, establishment and/or renewal of MIRA's medical, dental, vision, life, disability and flexible spending account benefits offered to its employees (Health and Welfare Benefits)..
- Administration – claims handling / auditing, regulatory (ACA) updates and notifications, annual employee meeting, policy and rate review and verification, assisting employees with coverage questions and recommendations.

Termination:

May be terminated by MIRA upon at least thirty (30) days advance written notice.

Materials Innovation and Recycling Authority

Agreement Summary

Health and Welfare Broker Of Record Services

Organizational Synergy & Human Resources Committee

November 2, 2022

Executive Summary

This discussion is to inform the Organizational Synergy & Human Resources Committee of Management's intent to enter into an agreement with the following firm, the successful proposer, for Health and Welfare Broker Of Record Services, substantially as presented and discussed at this meeting:

- AssuredPartners New England, Inc.

Discussion and Overview of RFP

According to section 5.3.5 of MIRA's Procurement Policies and Procedures, MIRA solicits proposals at least once every three years for professional services.

The current agreement for Health and Welfare Broker Of Record Services expires on December 31, 2022

MIRA issued a Request for Proposals (RFP) for Health and Welfare Broker Of Record Services on August 22, 2022.

Via this RFP, MIRA sought to engage a Consultant to provide Health and Welfare Broker Of Record Services. The services generally include:

- Placement - all services necessary for the analysis, selection, establishment and/or renewal of MIRA's medical, dental, vision, life, disability and flexible spending account benefits offered to its employees (Health and Welfare Benefits)..
- Administration – claims handling / auditing, regulatory (ACA) updates and notifications, annual employee meeting, policy and rate review and verification, assisting employees with coverage questions and recommendations.

The availability of the RFP was advertised on the Department of Administrative Services State Contracting Portal website and on the MIRA website.

In addition, a notice regarding the availability of the RFP was sent to firms who submitted a notice of interest 3 years ago when the authority last issued an RFP for these services.

Responses to the RFP for Health and Welfare Broker Of Record Services were originally due September 29, 2022. Due to a lack of responses, this deadline was extended/RFP reissued via

addendum with a revised due date of October 19, 2022. MIRA received proposals from only one (1) firm:

- AssuredPartners of New England, Inc.

Assured partners has been providing these services to MIRA for approximately two years after they acquired MIRA's prior provider of these services (People's United Insurance Agency) in November 2020.

MIRA's President identified Mark Daley, Chief Financial Officer, to evaluate the Proposal that was received.

Financial Summary

All tasks are based on a fixed fee price of \$7,500 each year for the term.

This price does not meet the threshold necessitating Board approval as specified in 22a-268 (Contract Over 5 Years or Greater than \$50,000 Annual Consideration).

MIRA's FY23 budget for this service is \$24,000.