



Dissolution Authority

300 Maxim Road, Hartford, Connecticut 06114

Telephone (860) 757-7700 Fax (860) 757-7725

MEMORANDUM

TO: MIRA Dissolution Authority Human Resource Committee
FROM: Rachel Taylor, Human Resource Committee Chairperson
DATE: January 11, 2024
RE: Notice of Human Resource Committee Regular Meeting

There will be a **Regular Meeting** of the Human Resource Committee of the MIRA Dissolution Authority on *Wednesday, January 17, 2024 at 8:30 am in the Board Room at 300 Maxim Rd., Hartford, CT. Members of the public may also attend the meeting telephonically by calling (929) 205-6099, entering Meeting ID: 811 4542 7912, and entering Passcode: 899063 when prompted (NOTE - there is very limited physical space in the Board Room - consequently, virtual public attendance is encouraged).* The meeting is scheduled to conclude at 9:15 am. The purpose of this meeting will be:

1. Call to Order; Chair's welcome
2. Public Comment (3 minutes per speaker)
3. Approval of November 29, 2023 meeting minutes (Attachment 1)
4. Overview of changes to employee handbook since 02/14:
 - a. Employee retention (Attachment 2)
 - b. Paid time off rollover (Section 9.3) (Attachment 3)
 - c. Vacation time (Section 9.1) (Attachment 4)
5. Discussion of RIF funding, process and PA23-170 scheduling (Attachment 5)
6. Discussion of upcoming RFS for HR Consulting and Temp Services
7. Discussion of Benefit Renewal (June 2024)
8. HR Update (Attachment 6)

If you will be unable to attend, please notify Cheryl Kaminsky (ckaminsky@ctmira.org) immediately.

cc: Bert Hunter, Chairperson

Mark Daley, President & CFO

Cheryl Kaminsky

ATTACHMENT 1

3. Executive Session

Committee Chairperson Taylor requested a motion to enter into Executive Session to discuss personnel employment matters. Mr. Daley was asked who should attend executive session. He stated that all the directors in attendance, Miguel Escalera, Ann Catino and himself. The motion to enter Executive Session was made by Chairperson Hunter and seconded by Committee Chairperson Taylor. Committee Chairperson Taylor stated they would enter Executive Session with those persons just named.

The Executive Session began at 12:43 p.m. and concluded at 1:22 p.m.

4. Out of Executive Session

Out of Executive Session, Committee Chairperson Taylor stated that no votes were taken in Executive session. She stated that they discussed changes to Mr. Daley's employment agreement that were initially discussed at the October 11, 2023 and tabled pending further information. Chairperson Hunter stated the changes to Mr. Daley's employment agreement will be on the agenda for the December 6, 2023 Board Meeting. A discussion will occur in the Board Executive Session with a vote to follow.

The meeting was adjourned at 1:23 p.m.

ATTACHMENT 2

Attachment 2 – Adopted June 9, 2021

RESOLUTION REGARDING MIRA EMPLOYEE RETENTION

WHEREAS, MIRA anticipates suspending waste combustion at the South Meadows Waste-to-Energy Facility (the “Facility”) and transitioning the Connecticut Solid Waste System to a transfer operation no later than June 30, 2022, to be followed by Facility decommissioning and potential other onsite activities; and

WHEREAS, as the transition to transfer operations progresses, MIRA fears an increasing number of voluntary employee departures, and is concerned about its ability to retain key personnel necessary to properly oversee and manage the remaining operation, decommissioning of the Facility and potential other onsite activities; and

WHEREAS, MIRA provides all employees whose employment is terminated without cause with three-months’ working notice (“Working Notice”) and the opportunity to receive a minimum of ten and maximum of sixteen weeks of separation pay and an equivalent payment of the fixed non elective five percent employer’s 401K retirement plan contribution, as approved by the MIRA Board of Directors at its December 20, 2012 Regular Meeting and set forth in the Employee Handbook (“Separation Payments”) together with additional payment of health and / or dental premiums under COBRA as set forth in the Employee Handbook; and

WHEREAS, the Board has determined that it is in the best interest of MIRA to retain those employees essential to the oversight of current operations, transitioning to transfer operations and decommissioning of the Facility; and

WHEREAS, MIRA fears that the promise of Working Notice and Separation Payments, while helpful, will be insufficient to retain key personnel;

NOW, THEREFORE, it is

RESOLVED: That the Board of Directors hereby adopts a budget, hereinafter the “MIRA Severance Budget” of two million five hundred and forty thousand dollars (\$2,540,000) for payment of MIRA Severance in accordance with MIRA’s Employee Handbook, the employee retention payments authorized below and Employment Contracts otherwise authorized by the board of directors, hereinafter collectively the “MIRA Severance Program”. The MIRA Severance Budget shall become effective July 1, 2021 and remain in effect unless and until modified by this Board. The MIRA Severance Budget shall be used for payment of all salary and benefits due in accordance with the MIRA Severance Program excluding such salary and benefits as may accrue during a Working Notice period; and

FURTHER RESOLVED: That the President is authorized to fund such severance payments first through use of the Short Term Investment Fund commonly known as MIRA's Severance Fund and having a balance of \$2,541,164.96 as of April 30, 2021 as shown on the Board of Director's Financial Report for the Period Ending April 30, 2021; and second, only in the event such MIRA Severance Budget and Severance Fund are insufficient for payment of such costs, through transfer of surplus funds identified within other duly adopted budgets of the Authority, CSWS or Property Division for the then current fiscal year pursuant to the President's existing authority; and third, only in the event such MIRA Severance Budget, Severance Fund and identified surplus funds are insufficient for payment of such costs, through use of such reserve funds as may subsequently be established by this Board of Directors for such purpose; and

FURTHER RESOLVED: That the following positions are key to MIRA's environmentally sound and fiscally appropriate operations through June 2022 and to required activities thereafter:

- Director of Recycling and Enforcement
- Chief Engineer
- Manager of Accounting and Financial Reporting
- Lead General Accountant
- Environmental Compliance Manager
- Senior Environmental Engineer
- Customer Billing Analyst
- Facilities Manager
- Information Systems Operations Manager
- Contract and Procurement Manager;

and

FURTHER RESOLVED: That, in addition to Separation Payments, the employees who currently hold the above-identified positions shall be eligible for retention payments of up to ten additional weeks' of separation pay together with an equivalent additional payment of the fixed non elective five percent employer's 401K retirement plan contribution, and the President is hereby authorized to commit payment thereof to the specified employees, provided that they remain employed in good standing through the date of release from employment by MIRA.

ATTACHMENT 3

Attachment 3 – Adopted October 12, 2022

RESOLUTION REGARDING AMENDMENT TO SECTION 9.3, PAID-TIME-OFF ROLLOVER
PROVISION, OF THE EMPLOYEE HANDBOOK

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

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

NOW, THEREFORE, it is

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

ATTACHMENT 4

Attachment 4 – Adopted November 9, 2022

**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.

ATTACHMENT 5

FUNDING:

Liabilities as of 1/05/2024

Severance Payout	\$751,733	paid from severance fund (see below)
Paid Time Off Payout	\$480,856	accrued - to be paid through regular payroll
3 Month Working Notice Period	\$488,080	paid through regular payroll
	<u>\$1,720,669</u>	

Budgeted Severance	\$	2,540,000.00	
Paid severance to date	\$	<u>1,250,442.68</u>	8 people
Budget balance	\$	<u>1,289,557.32</u>	more than covers the severance payout

Bal in Severance Acct 12/31/23	\$	1,372,054.89
Remaining Severance Payout		<u>\$751,733</u>
Severance Acct overfunded	\$	<u>620,321.89</u>

PROCESS REQUIREMENTS:

- Termination Letter
- Separation Agreements (Release of Claims)
- UC-61 filing (unemployment)
- Life Ins. Notice
- 401K Notice
- COBRA Notice
- Payment Processing

SCHEDULING:

- April 2024 HR Committee Mtg
- July 2024 HR Committee Mtg
- October 2024 HR Committee Mtg
- December 2024 Commencement of Process Requirements
- June 30; 2025 Completion of Process Requirements
- PA23-170 July 1, 2025 DAS as Successor

ATTACHMENT 6

HR Quarterly Report

Quarter Ending 12/31/23

Year	
CY2023/FY2024	

Quarter	
4QCY23/2QFY24	

Current Employee Info	
Full time	14
Part time	0
Total Employees	14

Benefits	
Traditional	11
Opt-out	3
Provider	Anthem
Broker	Assured Partners
Renewal date	7/1/2024
dental, vision, grp & vol life	Principal
Renewal date	7/1/2024

Salaried	8
Hourly	6
Total Employees	14

Temps	1
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Medical Coverage Status	
	12/31/2023
Family	4
E+1	3
EO	4
Total	11

Changes	
New Hire	0
Dismissal	0
Resignations	0
RIF	0
Raises (last issued)	7/1/2023
Promotions	0
Probation	0

401K	
Below 5%	2
Employees with loans	2

Demographics	
Female	5
Male	9
Average Age	52.5
Avg Length of Service	16.93
Hartford Residents	0
Participating Town Residents	1

Wellness Stipend	
FY 24 (Jul - Sep)	0

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