



Dissolution Authority

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MEMORANDUM

TO: MIRA Dissolution Authority Human Resource Committee
FROM: Rachel Taylor, Human Resource Committee Chairperson
DATE: July 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, July 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 June 5, 2024 meeting minutes (Attachment 1)
4. Discussion – Initial Draft Outline Master Schedule for Authority Transition
5. HR Update (Attachment 2)

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

**Human Resources Committee
June 5, 2024
Special Meeting Minutes**

A Special Meeting of the Human Resources Committee of the MIRA Dissolution Authority was held on June 5, 2024. Present either in person or by video or audio conferencing were:

Committee Members Present: Committee Chairperson Rachel Taylor
 Authority Chairperson Bert Hunter
 Director Michael Walsh

Other Directors/Members Present: Director Michael Looney

Present from MIRA: Mark Daley, President
 Cheryl Kaminsky, Comptroller

Others present: None

PUBLIC COMMENT

Committee Chairperson Taylor called the meeting to order at 8:32 a.m. She stated that there were no members of the public who wished to comment and proceeded with the agenda.

1. Approval of the Minutes of the January 17, 2024 HR Committee Meeting

Committee Chairperson Taylor asked for a motion to approve the January 17, 2024 minutes. The motion to approve the minutes of the January 17, 2024 HR Committee meeting was raised by Chairperson Hunter and seconded by Committee Chairperson Taylor. The minutes were approved by roll call:

	Raised	Second	Yea	Nay	Abstain
Rachel Taylor, Committee Chairperson		X	X		
Michael Walsh			X		
Chairperson Hunter	X		X		

2. Discussion of Health and Welfare Plan Renewals for July 1, 2025

Committee Chairperson Taylor asked Mr. Daley to proceed with the discussion. Mr. Daley stated that our current medical insurance is with Anthem. It is the Partnership Plan 2.0 and is in contract through 6/30/25 so we do not have to do anything with that. There is basically a \$100 per month increase in medical plan rates effective July 1st which is in line with the 6.5% increase included in the FY25 adopted budget.

Our other health and welfare coverages are with Principal. These include dental, vision, life and AD&D. There is an automatic renewal if not terminated. Mr. Daley stated that in mid-April we recommended Principal's automatic renewal quotes which included 6.5% increase on dental and flat for all other coverages as they were considered reasonable. However, it was then decided to have Assured Partners test the market to see what was out there in case we wanted to consider a change. Assured Partners presented us with two options to our current coverage on May 2nd, one from Guardian and one from Reliance Standard. Reliance only quoted the life and AD&D. Guardian quoted all the lines. Guardian matched the vision rates and had savings amounting to less than \$2,000 per year on dental but the life and AD&D coverages were lower than our current plan at essentially the same cost. Switching to Guardian would mean having our employees go through a re-enrollment for very little savings and lower coverages which we would not recommend. Management feels that we should stick with the original recommendation which would be a report out to the Board next month.

Chairperson Hunter stated that it may be helpful to the Board to receive the same information and for management to put its recommendation into a resolution for the Board. Committee Chairperson Taylor asked for a motion to have the HR Committee recommend to the Board the suite of benefits by way of a resolution. Chairperson Hunter made the motion and it was seconded by Committee Chairperson Taylor. The motion was then approved by roll call:

	Raised	Second	Yea	Nay	Abstain
Rachel Taylor, Committee Chairperson		X	X		
Michael Walsh			X		
Chairperson Hunter	X		X		

3. Reduction In Force Funding, Process and Scheduling

Committee Chairperson Taylor asked Mr. Daley to lead the discussion. Mr. Daley stated that in the January meeting we reviewed the severance fund and determined that it was over-funded by about \$500,000. The Committee agreed that we need to properly size the fund. During the FY25 budget process, we included a resolution to transfer \$500,000 from the severance fund to the Property Division General Fund. That transfer has now occurred and the balance in the fund is about \$943,000. Mr. Daley stated that this remains about 15% above our current estimate of the severance cost of \$815,000.

Mr. Daley also pointed out that part of the severance package is payment of 4 months of COBRA coverage which was developed some time ago under the presumption that the organization continues in some form with a medical, dental and vision plan in place. We did research the availability of COBRA when an organization completely shuts down and unfortunately, it is not an option. Mr. Daley stated that the employees will need to seek their own coverage, likely from the exchange when the RIF's occur. We were unable to access costs of comparable coverage from the exchange as they will be quoted based on individual circumstances.

Mr. Daley then noted that it does not appear that the legislature has acted to extend the 7/1/25 effective date of DAS becoming the successor and our statutes being repealed, or the 7/1/26 effective date of the Authority terminating. He stated that this means we must proceed with the 6/30/25 effective date for employees to be terminated as there is no condition in the bill to transfer employees to DAS. Therefore, the schedule that we previously developed has us beginning the process with counsel in December 2024, initial notice of the plan to all employees in January 2025 and then formal termination notices in March 2025. Mr. Daley stated that this will be done in a way to complete all payment processing prior to the DAS takeover.

Mr. Daley stated that he is developing a master schedule of activities to help guide us through the wind down. The master schedule includes Authority Routine Business, Authority Wind-Down Activity and DAS Stand Up Activity. The full schedule will be ready for distribution prior to the next HR Committee meeting which is scheduled for July 17th. Mr. Daley stated that DAS should be present.

Chairperson Hunter thanked Mr. Daley for all the information. He also stated that there will need to be a sit down with DAS at some point regarding current activities and services needed for the remaining towns. Chairperson Hunter stated that DAS will lean heavily on the present employees for help with the transition.

4. Discussion of SFI and Ethics Training Status

Committee Chairperson Taylor asked Ms. Kaminsky to proceed with the discussion. Ms. Kaminsky stated that in March 2024 all MIRA employees completed the ethics training. The training course used was the on-line ethics training through the Office of State Ethics.

Ms. Kaminsky also stated that all required SFI filers completed their filings on time. On May 23, 2024, the Office of State Ethics released the May newsletter which stated that 99.9% of the agencies had timely filings and MIRA was listed under the 100% timely filers.

5. Discussion of the FY25 Budget as it applies to Payroll/Benefits.

Committee Chairperson Taylor asked Mr. Daley to proceed with the discussion. Mr. Daley stated that as part of the FY25 budget, there is a 4% increase for employees, except for him, which will be implemented as of July 1, 2024. Since the pay period falls within June and July, the increase will be pro-rated for the first payroll in July. Mr. Daley also stated that per his contract, his increase is based on a CPI adjustment and he will get those numbers to Chairperson Hunter.

6. HR Update

Committee Chairperson Taylor asked Ms. Kaminsky to proceed with the discussion. Ms. Kaminsky stated that we are reporting through March 31, 2024. Since the last report, 1 employee left the agency which brings the number of employees down to 13. All of the employees are full time and we also have 2 temps.

We the departure of that employees, we now have 5 female and 8 male employees. The average age and average length of service changed, otherwise, there were no other changes.

Chairperson Hunter asked which position was vacated. Mr. Daley responded that it was a scale/enforcement position. He also added that we advertised and interviewed for the job, however, no one ended up taking the position. Mr. Daley then stated that in a turn of events, the employee who left is going to be returning with a start date of June 24th.

With no further business, Committee Chairperson Taylor adjourned the meeting at 8:55 a.m.

ATTACHMENT 2

HR Quarterly Report

Quarter Ending 6/30/24

Year	
CY2024/FY2024	

Quarter	
1QCY24/3QFY24	

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	2
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Medical Coverage Status	
	6/30/2024
Family	4
E+1	3
EO	4
Total	11

Changes	
New Hire	1
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	53
Avg Length of Service	19.08
Hartford Residents	0
Participating Town Residents	1

Wellness Stipend	
FY 24 (Jul - March)	7

Injuries (YTD)	
WC/Non WC	1
Medical/FMLA	
Lost Time	
OSHA	