



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: October 10, 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, October 16, 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 July 17, 2024 meeting minutes (Attachment 1)
4. Discussion of HR related Wind Down Activities
 - a. Employee meeting held on August 27, 2024
 - b. 401K Pension Plan
 - c. FSA Plan
 - d. Voluntary and Group Life Insurance Coverage
 - e. ADP
 - f. Master Schedule modification for last payroll
 - g. Staffing Resources
5. HR Update (Attachment 2)
6. Executive Session to discuss attorney-client privileged memorandum from Attorney Miguel Escalera – exempt from disclosure under CGS 1-210(b)(10).

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
July 17, 2024
Regular Meeting Minutes**

A Regular Meeting of the Human Resources Committee of the MIRA Dissolution Authority was held on July 17, 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 8:33 a.m. She then turned the meeting over to Mr. Daley to run. He 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 June 5, 2024 HR Committee Meeting

President Daley asked for a motion to approve the June 5, 2024 minutes. The motion to approve the minutes of the June 5, 2024 HR Committee meeting was raised by Director Walsh 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		X		
Chairperson Hunter			X		

2. Initial Draft Outline Master Schedule for Authority Transition

Mr. Daley proceeded with the discussion regarding the draft outline of the Master Schedule for the Authority Transition. Mr. Daley stated that the Authority’s sunset date was not addressed in the Special Session so it remains July 1, 2025. There may be interest in modifying all the sunset dates to align at July 1, 2026 but we have to be prepared if that does not happen.

Mr. Daley stated that work has been done on a master schedule to guide us through the Authority’s sunset date. It addresses three areas - the wrap up or transition of current routine business, our wind down activities and the process of preparing DAS to take over. Mr. Daley stated that he will go

over the master schedule generally in the Board meeting later but the focus for this committee is to drill down on the schedule to lay out how to properly separate the employees.

Mr. Daley continued by stating that the master schedule includes a spreadsheet timeline and a narrative for the separations. Mr. Daley shared the spreadsheet time line and the narrative. Separation planning will start January 6, 2025 with HR counsel and conclude March 12, 2025 with a Board vote on template notices and separation agreements. After the Board vote, layoff notices will be issued no later than March 31, 2025 providing a three month working notice. Final separation agreement and release of claims will be provided on April 2, 2025 with a return date of June 2, 2025. This gives employees two months to consider the separation agreement. Then, there is a seven day revocation period which would end June 9, 2025.

Mr. Daley stated that accumulative leave would be paid in pay period ending June 20, 2025. This means that there can be no unscheduled leave from June 20, 2025 through June 30, 2025. Severance payments will be processed with the pay period ending June 20, 2025 but as physical checks which will be held in a safe until June 30, 2025. Severance agreements will be signed by the Authority on June 30, 2025 and severance checks will be distributed. Employees that prefer not to sign and return the separation agreements by June 2, 2025 will have their separation handled by DAS.

Mr. Hunter asked to go over how the payments will be made based on prior policy. Mr. Daley then went over the severance and related policies. Per the employee handbook, the separation payment will be equal to two weeks of pay per year of service with a minimum of ten weeks and a maximum of sixteen weeks of separation pay. Employees must sign the release in order to get this payment. There are nine employees eligible for the max sixteen weeks and four eligible for the minimum ten weeks. Per the contract, the President is eligible for twelve weeks. Mr. Daley also stated that per a MIRA Board resolution of June 2021, additional retention pay for ten key employees of up to ten additional weeks of severance was provided to hold the key employees through its transition. Six employees were provided with eight weeks retention and one was provided with ten weeks. Three key positions were vacated. Retention is in addition to the severance. In order to receive the severance or extra retention, employees must stay until June 30, 2025 and sign the release.

Mr. Daley pointed out that the total severance for all employees is estimated at \$814,000 and currently there is \$939,000 in the severance fund. He also stated that per a MIRA Board resolution of October 2022, the maximum accumulation of rollover leave time was increased to 80 days. Leave payout is currently estimated at \$513,000 which is funded as normal payroll not the severance fund. Board Chairperson Hunter stated that perhaps we should set up a reserve for the leave payout. Committee Chairperson Taylor agreed. The liability for the time payout is accrued on MIRA's books. The severance will be accrued on the FY24 books. Board Chairperson Hunter suggested bringing this up in the Finance Committee and getting their opinions.

3. HR Update

Committee Chairperson Taylor asked Ms. Kaminsky to proceed with the discussion. Ms. Kaminsky stated that we are reporting through June 30, 2024. Since the last report, the Authority hired (re-hired) a scale/enforcement employee. With that hire, the demographics changed slightly.

Ms. Kaminsky also stated that the benefits haven't changed except that the newly hired employee is participating in the benefit program. The Authority's coverages with Anthem (medical) and Principal (dental, vision, group and voluntary life) were renewed on July first.

The Authority also had 7 employees who took advantage of the wellness program during FY24.

Ms. Kaminsky stated that there was one workers comp injury this quarter.

With no further business, Mr. Daley adjourned the meeting at 8:56 a.m.

ATTACHMENT 2

HR Quarterly Report

Quarter Ending 9/30/24

Year	
CY2024/FY2024	

Quarter	
3QCY24/1QFY25	

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	
	9/30/2024
Family	4
E+1	3
EO	4
Total	11

Changes	
New Hire	0
Dismissal	0
Resignations	0
RIF	0
Raises (last issued)	7/1/2024
Promotions	0
Probation	0

401K	
Below 5%	2
Employees with loans	2

Demographics	
Female	5
Male	9
Average Age	53.29
Avg Length of Service	19.08
Hartford Residents	0
Participating Town Residents	1

Wellness Stipend	
FY25 (Jul - Sept)	1

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