

Capitol Region Council of Governments

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EXECUTIVE COMMITTEE MEETING MINUTES CRCOG Boardroom, 241 Main Street, 4th Floor, Hartford, CT May 10, 2017 Noon

Attendance

Alex Beaudoin
Jon Colman
Joan Gamble
Matthew Hart
Scott Kaupin
David Kilbon
Marcia Leclerc
Robert Lee
Nancy Nickerson
Scott Shanley
Paul Shapiro
Ron Van Winkle
Steve Werbner

Town/Organization

Hartford
Bloomfield
Bloomfield
Mansfield
Enfield
East Granby
East Hartford
Plainville
Farmington
Manchester
Mansfield
West Hartford
Tolland

Staff

Cheryl Assis
Winsome Barnaby
Mary Ellen Kowalewski
Brittany Stephenson
Lyle Wray
Pauline Yoder

CRCOG
CRCOG
CRCOG
CRCOG
CRCOG
CRCOG

Guests

Cal Hauburger
Lisa Heavner
Kathie Lutz

Plainville
Simsbury
Rome Smith Lutz

1. Roll Call

Vice-Chairperson Marcia Leclerc called the meeting to order at 12:00 pm.

2. Public Comment

No public comments.

3. Approval of Minutes from August 10, 2016 and March 8, 2017

Vice Chairperson Leclerc requested a motion to approve the minutes from the August 10, 2016 and March 8, 2017 meetings.

Jon Colman moved to approve the minutes from August 10, 2016 and March 8, 2017. Dave Kilbon seconded. Motion carried unanimously.

4. Chair and Executive Director Remarks and Report

Lyle Wray provided the highlights for this item to the Committee. He highlighted the technology update, including CRCOG's new phones (voice over internet), the Nutmeg Network, and electronic document management. Working with Linda Savitsky, finance is in the process of preparing a manual of procedures and documentation. The rescheduled crumbling concrete foundation press conference will be Monday, May 15th at the LOB. Regarding the CEDS grant, CRCOG is still waiting on response from Philadelphia. The state of Washington has inquired about CRCOG's HR Portal salary survey system.

5. Action Item: 2017-2018 Proposed CRCOG Budget Presentation

Pauline Yoder presented the budget to the Committee. She highlighted the FY2017-2018 assumptions, FY2016-2017 accomplishments, and FY2017-2018 goals. She discussed the long term net income as well as summaries. If necessary, a budget amendment will be presented to the Policy Board at the next meeting.

Jon Colman moved to accept the 2017-2018 proposed budget. Dave Kilbon seconded. Motion carried unanimously.

6. Action Items: Annual Executive Director Performance Review and CRCOG Leadership Compensation

Jon Colman moved to discuss action item 6 and action item 8 together. Dave Kilbon seconded. Motion carried unanimously.

Marcia Leclerc and Scott Shanley presented these items to the Committee. The Finance and Personnel Committee reviewed the Executive Director's annual performance. There is strong concurrence that the Executive Director has done a terrific job melding in new communities over the past 18 months, as well as other initiatives-like

crumbling foundations. Wray advocates for his team and would not accept a 'bonus' for himself.

Dave Kilbon moved to accept the annual performance review of the Executive Director. Joan Gamble seconded. Motion carried unanimously.

The Finance and Personnel Committee has approved a retroactive one-time bonus of 1% from July 1, 2016 to June 30, 2017 (approximately \$18,000) and a base adjustment of 3% for fiscal year 2017-2018 for all employees with Wray exercising whatever management discretion current policy allows him on the retro as well as the 7/1/17 base adjustment.

Dave Kilbon moved to approve the one-time retroactive bonus and base adjustment. Jon Colman seconded. Motion carried unanimously.

7. Action Item: Resolution to Approve Memorandum of Understanding with the Secretary of State for Regional Election Monitoring

Pauline Yoder presented this item to the Committee. The Regional Election Monitor will be hired through CRCOG and works at the instruction of the Secretary of State. The resolution authorizes CRCOG Executive Director to execute the MOU and any amendments in conjunction with the Secretary of State.

Jon Colman moved to approve the memorandum of understanding. Dave Kilbon seconded. Motion carried unanimously.

8. Resignation and Appointment-CRCOG Secretary Lisa Pellegrini

Lyle Wray recognized former CRCOG Secretary Lisa Pellegrini for her work and contribution to CRCOG. The Committee agreed to present her with an appreciation award at the annual meeting.

Individuals were instructed to contact Chairperson Chip Beckett if interested in filling the CRCOG Secretary vacancy or to submit a nomination.

9. 2017 Legislative Session Update

Lyle Wray and Kathie Lutz provided this update to the Committee. The budget remains in disarray and the status of CRCOG 2017 priorities are unclear. There will be an update on Friday with the possibility of combined budgets. A bond meeting has been scheduled. Layoff notices will go out on Friday if there are no solutions.

10. Other Business

Vice-Chairperson requested brief introductions of Committee members, CRCOG staff, and guests.

Lyle Wray updated the Committee on potential speakers at the 2017 Annual Meeting. He has reached out to Matthew Nemerson and Dave Driver. He asked the Committee if there were any other speakers they would like him to contact. The Committee suggested Geno Auriemma who will be contacted. Wray will keep the Committee updated.

11. Adjournment

With no further discussion items, Vice-Chairperson Leclerc requested a motion to adjourn.

Scott Kaupin moved to adjourn the meeting. Jon Colman seconded. Motion carried unanimously. Meeting adjourned at 12:39pm.