

Capitol Region Council of Governments

Finance and Personnel Sub-Committee Draft Meeting Minutes November 3, 2022 9:30 am

This meeting was held remotely, consistent with provisions specified in Executive Order No. 7B.

Members and Alternates

Toni Moran
Raul de Jesus
Shari Cantor
Jon Colman
John Elsesser

Town/Organization

Mansfield
Hartford
West Hartford
Bloomfield
Coventry

Staff

Matt Hart
Tracey Malenfant
Jill Swenson
Pauline Yoder

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1. Call to Order

Mayor Moran called the meeting to order at 9:32 AM

2. Approval of [February 23, 2022 Minutes](#)

Jon Colman made a motion to approve the Minutes of the February 23, 2022. John Elsesser seconded the motion and it carried unanimously.

3. [Status of Auditor RFP and Recommendation for Policy Board](#)

Ms. Yoder gave an overview of the RFP results. CLA, the incumbent and King, King and Associates responded. Staff review recommends CLA for approval at the Policy Board.

Jon Elsesser made a motion to recommend CLA to the Policy Board, Jon Colman seconded, and the motion carried unanimously.

4. Executive Director Review Process

a. Process

b. [Executive Director Objectives for FY 2022-2023](#)

Ms. Moran gave an overview of the planned process for the Executive Director's goals & objectives, and his annual performance review. Executive Committee would receive the evaluation matrix in May along with the Executive Director's self-evaluation. The Executive Committee would then be asked to complete the evaluation matrix by June for a compilation and presentation for July. Mr. Hart proposed, and the committee agreed

to move to a fiscal year basis for the objectives and evaluation.

The objectives and goals will be shared with the executive committee at its next meeting as well as the Policy Board.

John Elsesser motioned to approve the process as outlined, Jon Colman seconded, and the motion carried unanimously.

5. Staffing & Organizational Updates

Mr. Hart updated the committee on plans to fill a vacant slot with a Director of Regional Planning & Development instead of a department deputy. The committee concurred with the change.

6. Class and Compensation Study Update

Ms. Yoder gave a brief update on the Class and Compensation study, and that the draft will be adjusted to include the new Director position. The financial impact on member towns will be minimal. Two staff salary adjustments will be made and the consultant proposed two title changes. The final study will be presented to the Personnel Finance Committee once complete. Mr. Hart noted the importance of conducting the studies to stay current and that the consultant recommended a banded system instead of a step system.

7. Adjournment

Jon Colman made a motion to adjourn and Shari Cantor seconded. The meeting was adjourned at 10:11 AM

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Esta es una reunión virtual. Para mayor información sobre la conexión, por favor contactar a Karen Stewartson al correo electrónico: kstewartson@crcog.org

To będzie zebranie zdalne. O informacji o odpowiednim linku internetowym poprosimy kontaktować Karen Stewartson na adres e-mail kstewartson@crcog.org lub pod numerem telefonu 860-724-4293