

STATE OF CONNECTICUT HEALTH AND EDUCATIONAL FACILITIES AUTHORITY

Minutes of the  
Human Resources/Audit-Finance Committee Meeting

April 19, 2017

The Human Resources Committee and the Audit-Finance Committee of the Board of Directors of the State of Connecticut Health and Educational Facilities Authority met in joint session on Wednesday, April 19, 2017 at 11:30 a.m.

The meeting was called to order by Mr. John Biancamano, Committee Chair at 11:34 a.m. and, upon roll call, those present were as follows:

PRESENT:           John M. Biancamano, Chair, Human Resources & Audit-Finance  
                          Committee  
                          Patrick Colangelo  
                          Robert Dakers<sup>1</sup> (Rep. Secretary Benjamin B. Barnes)  
                          Dr. Peter W. Lisi  
                          Mark Varholak

ABSENT:            Sarah K. Sanders (Rep. for Honorable Denise Nappier)

ALSO PRESENT:    Jeanette Weldon, Executive Director  
                          JoAnne Mackewicz, Controller  
                          Michael Morris, Managing Director  
                          Cynthia Peoples, Managing Director  
                          Debra Pinney, Manager, Administrative Services  
                          And Kathy Owens, Administrative Assistant

---

<sup>1</sup> Mr. Dakers joined the meeting at 11:39 a.m.

Mr. Biancamano requested a motion to add an Executive Session as the last item on the agenda. Dr. Lisi moved to add the Executive Session and Mr. Colangelo seconded the motion.

Upon roll call, the “Ayes”, “Nays” and “Abstentions” were as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTENTIONS</u></b>
John M. Biancamano Patrick Colangelo Mark Varholak Dr. Peter W. Lisi	None	None

#### **APPROVAL OF MINUTES – COMBINED COMMITTEE MEETING OF APRIL 20, 2016**

Mr. Biancamano requested a motion to approve the minutes of the April 20, 2016 Combined Committee meeting of the Human Resources/Audit-Finance Committee. Mr. Colangelo moved to approve the minutes. Dr. Lisi seconded the motion.

Upon roll call, the “Ayes”, “Nays” and “Abstentions” were as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTENTIONS</u></b>
John M. Biancamano Patrick Colangelo Dr. Peter W. Lisi	None	Mark Varholak <sup>2</sup>

---

<sup>2</sup> Mr. Varholak was not a member of the Committee at the time of this meeting.  
s:\admin\board - chefa\committees\human resources and audit finance committee\2017\4192017\minutes\combined committee meeting of 4192017.docx  
Meeting Date: 4/19/2017

**APPROVAL OF MINUTES – AUDIT-FINANCE COMMITTEE MEETING OF  
SEPTEMBER 21, 2016**

Mr. Biancamano requested a motion to approve the minutes of the September 21, 2016 Audit-Finance Committee Meeting. Dr. Lisi moved to approve the minutes. Mr. Biancamano seconded the motion.

Upon roll call, the “Ayes”, “Nays” and “Abstentions” were as follows:

**AYES**

John M. Biancamano  
Dr. Peter W. Lisi

**NAYS**

None

**ABSTENTIONS**

Patrick Colangelo<sup>3</sup>  
Mark Varholak<sup>4</sup>

**REVIEW OF PROPOSED STAFF COMPENSATION AND BENEFITS BUDGET FOR  
FY 2018**

Ms. Peoples provided revised copies of the proposed CHEFA Budget Summary (Exhibit I) and proposed CHEFA Salary and Benefits Expense (Exhibit II) reports to the Committee. Ms. Peoples pointed out that the changes on Exhibit I were made to projected actuals for outside services and program related expenses for June 30, 2017, eliminating original proposed budgeted items Management does not expect to spend by fiscal year end.

---

<sup>3</sup> Mr. Colangelo was not present at the September 21, 2016 Audit-Finance Meeting.

<sup>4</sup> Mr. Varholak was not a member of the committees at the time of this meeting.

s:\admin\board - chefa\committees\human resources and audit finance committee\2017\4192017\minutes\combined committee meeting of 4192017.docx

Meeting Date: 4/19/2017

Ms. Peoples reported that the CHEFA Salary & Benefit Expense (Exhibit II) reflects a proposed budget based on a merit scale which reflects the same scale proposed last year, which is 50% of the standard CHEFA merit scale. She stated that for non-officers, the increase would range from 0.0% to 2.5% and for Officers the increase would range from 0.0% to 2.0%. She added that there is currently 19 staff employed. The total proposed compensation budget including labor grade adjustments results in a 2.14% increase over last year's budgeted staff compensation.

Ms. Peoples pointed out that an incentive item was added to the Exhibit II handout. The incentive would be for staff participating all year on the Grant Internal Review Committee (IRC). A discussion ensued.

The Committee agreed that the non-exempt staff should receive overtime pay for reviewing grants beyond regular work hours and no additional incentive was necessary.

Ms. Peoples provided an overview of the medical and life insurance benefits. She stated the Authority is budgeting an 18% increase for medical over last year's premiums. There are currently five employees that opt-out of CHEFA's medical plan. For life insurance, the Authority is expecting a 5.5% increase in premiums and for dental approximately a 14% increase. The Authority anticipates making a change to the dental program for the calendar year 2018 which will allow staff to opt-out of the dental plan if they so choose. In doing so, the Authority will pass on at least 1% of the premium to employees.

Mr. Biancamano requested a motion to approve the proposed FY 2018 Compensation and Benefits budget, excluding the incentive for the IRC. Mr. Varholak moved to approve the proposed FY 2018 Compensation and Benefits budget, excluding the incentive for the IRC. Mr. Colangelo seconded the motion.

Upon roll call, the “Ayes”, “Nays” and “Abstentions” were as follows:

**AYES**

John M. Biancamano  
Patrick Colangelo  
Dr. Peter W. Lisi  
Mark Varholak

**NAYS**

Robert Dakers

**ABSTENTIONS**

None

**REVIEW PROPOSED REVISIONS TO THE VACATION POLICY**

Ms. Peoples reported that Management is recommending revisions to the CHEFA Vacation Policy. She proposed a change in the number of years of service for which vacation time is earned. Ms. Peoples indicated that Management proposed to breakout the years of service into five-year increments as opposed to the current schedule of 2, 8 and 15 year increments. Ms. Peoples outlined the proposed vacation days earned for each proposed service level. A discussion ensued.

The Committee recommended Management change the 0-2 years of service level from 10 vacation days for non-officers to 15 vacation days and for Officers with 0-2 years of service from 15 vacation days to 20 vacation days.

Mr. Biancamano requested a motion to approve the changes to the current vacation policy as recommended by the Committee to be effective July 1, 2017, and suggested that the recommendation go to the full Board for approval. Mr. Colangelo moved to approve the changes to the current vacation policy as recommended by the Committee and Dr. Lisi seconded the motion. All were in favor.

Upon roll call, the “Ayes”, “Nays” and “Abstentions” were as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTENTIONS</u></b>
John M. Biancamano Patrick Colangelo Robert Dakers Dr. Peter W. Lisi Mark Varholak	None	None

## **EXECUTIVE SESSION**

Mr. Biancamano stated that it was no longer necessary for the Committee to go into Executive Session. The Committee agreed.

Mr. Biancamano requested a motion to adjourn the meeting. Mr. Varholak moved to adjourn the meeting. Mr. Colangelo seconded the motion.

Upon roll call, the “Ayes”, “Nays” and “Abstentions” were as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTENTIONS</u></b>
John M. Biancamano Patrick Colangelo Robert Dakers Dr. Peter W. Lisi Mark Varholak	None	None

The meeting adjourned at 12:40 p.m.

Respectfully submitted:

John M. Biancamano, Chair  
Human Resources Committee and  
Audit-Finance Committee