The meeting was called to order at 3:07 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. **Approval of BET HR Committee Meeting Minutes**

   The Committee agreed to take up the Minutes, as amended, for February 13, 2018, February 22, 2018, and March 8, 2018, at its May meeting.

2. **HR Reports**

   - **Vacant and Posted Position Listings** - Ms. Pepe explained that the List of Vacant Positions aligned with the steps in TOG's hiring process. Many pre-screened and skill-tested applicants, who have been awaiting open positions, are now on prospective interview candidate lists that have been sent to departments. The Human Resources Department may not have received a request to fill a position because job descriptions are under review or are being updated or candidates have been referred to the department for written examinations. In one instance, a BOE Administrative Assistant position had been reclassified based on job description skill revisions. It has been shifted from a clerical support position (GMEA) to a professional customer service stand-alone position (LIUNA) with a change in job functions.

   - **Monthly Health Insurance Update** - Ms. Pepe informed the Committee that TOG employees had received a quarterly alert advising of an open enrollment period when employees are eligible to change their elections for healthcare coverage. The Firefighters' Union (IAFF), AFL-CIO, has agreed and is moving to the CT State Partnership Plan (SPP) for healthcare benefits as of July 1, 2018. Other TOG employees will be receiving information about new premium costs under SPP shortly. A change of vendors providing record-keeping for employee defined benefits and defined contribution plans will be taking place on July 1 and October 1, 2018, respectively. Since the current vendor's contract was expiring, and request for proposal (RFP) had been issued and Empower Inc. was selected as the new vendor.
- **Workers' Compensation Expense Report** – Mr. Mynarski commented that at 39 weeks into FY18 a surplus of $316,000 is anticipated. He pointed out that two years ago, the BET had reduced anticipated Workers' Compensation costs by $400,000. If the current surplus were added to this year's budget figure, the TOG would be experiencing a surplus of approximately $700,000.

3. **New Business**

   Mr. Turner advised the Committee that the Retirement Administrator had resigned and, at the next meeting, the Human Resources Department would be requesting that the position revert to an earlier model of a 2-person unit. The Comptroller and HR Director provided some background of what would likely be requested. They indicated that job descriptions were being revised and would be forwarded to Committee members prior to the next meeting. They also explained that Mr. Pellegrino, Chair of the Retirement Board, was requesting that candidates have additional analytic skills to support interaction with TOG’s outside investment advisor, Neuberger Berman. The proposed new positions would be reflected in the HR Department headcount but not in its budget because they are paid by the Retirement Board. One position would have a customer service orientation to respond to telephone, walk-in and online pension-related inquiries, whereas the Administrator’s responsibilities would be expanded to include working with contracts, assisting in resolving claims and developing analytic models. The Comptroller and the HR Director indicated that they would be supportive of the request if it was made.

4. **Adjournment**

   Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 3:52 P.M.

   The next regular meeting of the Human Resource Committee is scheduled for Tuesday, May 15, 2018, at 3:00 P.M. (*subsequently changed to 4:00 P.M.*) in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Anthony Turner, HR Committee Chairman