



NOTICE OF SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

DATE: MONDAY, MAY 6, 2024
TIME: 8:00AM – 9:00AM– REMOTE ONLY

<https://us02web.zoom.us/j/83276868136?pwd=NXZOV1hqRzVEaFRzNIU1ZXVLSHkrZz09>

Meeting ID: 832 7686 8136
Passcode: 401102

AGENDA

(Dan Jerram, Chairman; Mike Criss, Vice Chairman; Patrick Roy, Secretary; Tom Weik, Treasurer, Gordon Ridgeway and Elinor Carbone, At-Large)

1. Call to Order
2. Review of the Draft FY24-25 NHCOC Annual Budget Workplan
3. Approval of the October 12, 2023 Special Meeting Minutes
4. Adjournment



SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

MINUTES – October 12, 2023

Members or Representatives in Attendance:

Canaan (Falls Village), Henry Todd, Chair
North Canaan, Charlie Perotti, Secretary
Morris, Tom Weik, Treasurer
New Hartford, Dan Jerram, At-Large
Barkhamsted, Don Stein, At-Large

Members Absent:

Harwinton, Mike Criss, Vice-Chair

Others Present:

Robert Phillips, Executive Director – NHCOC
Emily Hultquist, Deputy Director of Community and Economic Development – NHCOC – Item #4 only.

1. Determination of Quorum and Call to Order:

Chairman Todd called the meeting to order at 12:30PM. The Committee went out of agenda order to address item #4 first and go in reverse order of the agenda.

4. Re-formation of NWCT EDC as a Special Committee of the COG

The Executive Director requested direction on how to address the need for an Economic Development Committee for the Comprehensive Economic Development Strategy (CEDS) plan development and implementation under US Economic Development Agency direction as a recognized regional Economic Development District (EDD).

A motion was made (Jerram) and seconded (Perotti) and passed unanimously to recommend that the NHCOC Policy Board to create a Special Committee for the purposes of a regional Northwest CT Economic Development Collaborative with the committee leadership to be composed of three (3) member Chief Executive Officers (board members) and representatives from a broad spectrum of economic sectors as defined by the US EDA in the CEDS plan process.

3. Application of Vacation PTO for Senior Employees per Policies and Procedures Manual.

The Executive Director explained how the term “Senior Staff” in the NHCOC Policies and Procedures Manual was unclear as to what staff could be considered senior staff. Discussion ensued on staff titles and the generally accepted definition of senior levels of staffing, as well as general experience level of staff as they entered service of the COG.

A motion was made (Jerram) and seconded (Todd) and passed unanimously to direct the Executive Director to consider Senior Staff, as defined in the Policies and Procedures Manual, to only be the following NHCOC staff: Executive Director, Director of Community and Economic Development and Director of Transportation.

2. Proposed Human Resources Assistance through PayChex, LLC Expansion of Services.

The Executive Director explained the need for Human Resources assistance at the COG with so much change currently underway, including the need to review and update the Bylaws and Policies and Procedures Manual to match current HR practices and laws. PayChex is already a vendor being used for staff payroll purposes and they have offered to supply an HR Generalist to work exclusively with the COG, on a monthly basis only, for a period of time necessary for approximately \$500 per pay period. This is not an annual contract and can be terminated at any time at the discretion of the Executive Director.

The Executive Committee agreed that HR assistance was prudent at this time due to COG staffing changes/additions and should be ended prior to the start of the next Fiscal Year. The Executive Director was directed to proceed as proposed.

Approval of Minutes of the Special Meeting of the Executive Committee – June 7, 2023

Motion (Todd) to approve the minutes as presented, seconded (Stein) and approved 4-0. Abstention (Jerram).

Adjournment:

The meeting adjourned at 1:10PM