

MINUTES

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Seymour Housing Authority

➤ 897th Meeting

The 897th Meeting, a Regular meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living in the Multipurpose Room located at 26 Smith Street, Seymour, on Wednesday June 8, 2011 and was called to order by Chairperson White at 5:30 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Belucci, Dota, Horelick, and White. Executive Director David Keyser and Attorney Gregory Stamos were also in attendance.

➤ Public Session

None.

➤ Previous Minutes

Chairperson White introduced the previous meeting minutes of the 896th Regular Meeting.

Commissioner Belucci motioned to accept the minutes of the 896th Regular Meeting held June 8, 2011. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked for discussion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion as amended to vote aye. Voting aye were Commissioners Bellucci, Dota, Horelick, and White. Chairperson White declared the motion carried and the minutes accepted.

➤ Bills & Communication

Chairperson White introduced the Bills. (See Exhibit I)

After detailed discussion, review and questions Commissioner Horelick motioned to approve the bills as presented and authorize payment of the bills. Commissioner Dota seconded the motion. The Executive Director distributed and explained the detail spreadsheet relative to the American Express bill included in Exhibit I. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the Bills approved for payment as presented.

A review of the Communications followed.

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➤ Executive Director's Report

See Attached Exhibit II

The Executive Director explained details of the Executive Director's report and answered all pertinent questions.

➤ Old Business

None

➤ New Business

Chairperson White introduced Personnel Policy Revisions.

The Executive Director explained the proposed changes in the Personnel Policy. (See Exhibit III)

The Executive Director explained the reasons for the change. He commented that the current wording or processing of accrued time is based on an hourly percentage of worked time. He gave an example of a regularly scheduled 14 hour person. This individual would be intended to earn 28 hours of vacation time over a 12 month period based on a decimal calculation multiplied by hours worked. He stated that inadvertently, the payroll tracking system would calculate this accrual on all hours worked, so if this person was used to fill in someone's shift over a weekend or night, the accrual would not stop and the person would then accrue more vacation time than was originally intended exceeding 28 hours. The Executive Director stated that the proposal was to place all benefit PTO, Vacation and Sick time into the individual employee's banked time at the time of hire and then annually from that point forward. This way, the computer system would only be used to record time taken off against the banked time. He further stated that if an individual's regularly scheduled time is changed by management then the benefit time would be changed by the Supervisor. For example, if a 14 hour person was changed to be a 25 hour person, then the accrued time would be changed to 50 hours PTO accrual. He stated that this change in the personnel policy would finally change it to what was intended by management consistently for several years. The prior changes inadvertently changed the process without intention. The Director stated that the implementation of this policy would take place for July 1, 2011. He further stated that whatever time was accrued and used as of June 30, 2011 would be unchanged and a 6 month accrual would be placed in the individual banks on July 1, 2011. This change will make the accounting for this much easier to follow by SHA staff and HR Consulting Staff.

After further discussion, Commissioner Horelick motioned to adopt the Personnel Policy amendments as presented and to authorize the Executive Director to implement the changes for July 1, 2011. Commissioner Bellucci seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Dota, Bellucci, Horelick and White. Chairperson White declared the motion carried.

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➤ Any Other Business

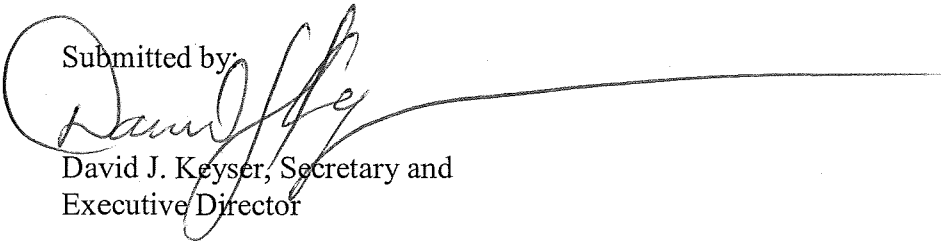
The Executive Director distributed a speaking points presentation he intended to deliver at the next Police Commission meeting. He invited the Board to attend the meeting. He stated we were added to the agenda to speak about the Community Police position.

The Executive Director and Attorney Stamos described a recent training they attended at a Conn Nahro monthly meeting. They reported that they learned much about the process and the staffing available at CHRO.

➤ Adjournment

Chairperson White asked for a motion to adjourn the 897th meeting of the Seymour Housing Authority. At 5:59 P.M. Commissioner Dota motioned to adjourn the 897th Meeting of the Seymour Housing Authority. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Chairperson White declared the motion carried and the 897th Meeting, a Regular Meeting, duly adjourned.

Submitted by:



David J. Keyser, Secretary and
Executive Director