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SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Carl J. Amento, Executive Director

To: SCRCOG Board Members
From: Secretary Anthony DaRos
Date: July 21, 2010
Subject: **DRAFT** Executive Committee Minutes for meeting of June 23, 2010

Members Present:

Bethany: First Selectman Derrylyn Gorski
Branford: Anthony DaRos, *Secretary*
Milford: Mayor James Richetelli
New Haven: Mayor John DeStefano, Jr.
Wallingford: Mayor William Dickinson, Jr.
West Haven: Mayor John Picard, *Treasurer*
Woodbridge: First Selectman Sheehy, *Vice Chairman*
Staff: Carl Amento, Executive Director

The meeting of the SCRCOG Executive Committee was called to order at 9:05 A.M. by Vice Chairman Edward Sheehy.

Item #1 Adoption of Minutes

A motion to adopt the minutes of May 26, 2010 was made by First Selectwoman Gorski and seconded by Mayor Dickinson. The vote was unanimous to adopt with no changes.

Item #2 Executive Director Report

Executive Director Carl Amento reported on the Sustainable Communities Planning Grant, REX Development's move into SCRCOG offices, Secretary/Receptionist Barbara Bograd leaving SCRCOG employment, and an analysis performed by a local realtor demonstrating that the \$19.50 per sq. ft. gross rental rate of our current location compares favorably to other rentals of comparable space in the region. Amento also noted that he had met with FEMA representatives regarding the Pre-Disaster Hazard Mitigation Planning Grant and would like the Council to consider SCRCOG applying for a grant to create a regional plan. Ten of the fifteen regional planning organizations in the state have created regional plans. New Haven, East Haven and Milford have created local plans which could be incorporated into a regional plan. This matter will be discussed further at future meetings.

Executive Director Amento inquired whether the Executive Committee would add to the agenda a request for a waiver of bidding to allow York & Chapel to be selected to perform an updating of the SCRCOG website for up to \$5,000. The funds are appropriated in the FY 2010-11 SCRCOG budget. York & Chapel were recently selected in a competitive bidding process by RGP (now REX Development) to update the REX website, which project they recently completed.

First Selectman Sheehy moved to add the item to the agenda. First Selectwoman Gorski seconded the motion, which was approved unanimously. First Selectman DaRos moved that the Executive Director be authorized to engage the services of York & Chapel, with competitive bidding waived, to update the SCRCOG website with compensation not to exceed \$5,000. Mayor Dickinson seconded the motion, which was approved unanimously.

Item #3 Proposed Revisions to Personnel Management Procedures

Executive Director Amento noted that SCRCOG's liability-auto-property insurance agent requested that SCRCOG approve a Sexual Harassment Policy so as to be eligible for a lower premium for employer liability coverage. The proposed Sexual Harassment Policy, to be added to *SCRCOG's Personnel Management Procedures*, was reviewed.

Mayor DeStefano moved to approve the Policy and to add it to the *Personnel Management Procedures*. Mayor Dickinson seconded the motion. The motion was approved unanimously.

Item #4 Salary Adjustments for SCRCOG Executive Director and Staff for FY 2010-2011

Executive Director Amento reported that he had met with Chairman Zeoli, as instructed by the Executive Committee at its last meeting. The FY 2010-2011 budget had been approved with a line item for "Reserve for Salary Adjustments" of \$31,316. The joint recommendation of Executive Director Amento and Chairman Zeoli was to utilize \$13,920 of the reserve as follows: increase the Executive Director's compensation by \$6,750 from \$93,250 to \$100,000 to fulfill the Council's original salary offer to him when he was hired, and to increase the salary of SCRCOG staff by either 2 or 3%, depending upon individual performance evaluations for a total of \$7,170 or 2.4%. After discussion, First Selectwoman Gorski moved to approve the salary increases for SCRCOG staff for FY 2010-11. Mayor DeStefano seconded the motion, which was approved, with six votes in favor and Mayor Dickinson opposed.

Regarding the Executive Director's compensation, First Selectwoman Gorski moved that the salary be increased to \$100,000. Mayor DeStefano seconded the motion, which was approved by six in favor and one opposed (Mayor Dickinson). Mayor DeStefano moved that the Executive Director present to the Executive Committee at their next meeting a schedule of goals for this fiscal year, a copy of his employment agreement, and a proposed evaluation process measuring the Executive Director's performance against goals approved by the Executive Committee. First Selectman DaRos seconded the motion, which was approved unanimously.

Item #5 Recommendation on SCRCOG's Appointment to Tweed-New Haven Airport Authority

Executive Director Amento pointed out that a vacancy on the Tweed-New Haven Airport Authority needed to be filled by SCRCOG by July 1st. It was agreed that this item should be taken up at next month's meeting to allow time for persons interested to come forward.

Item #6 Other Business

There was no other business.

Item #7 Adjournment

A motion to adjourn was made at 9:50 A.M. by Mayor Picard, seconded by Mayor Dickinson. The vote was unanimous.

Respectfully submitted,
Anthony DaRos, Secretary