



DRAFT MEETING TRANSCRIPTION

Personnel Committee

Special Meeting

August 12, 2020 at 1:00 p.m.
via teleconference

Committee Members: Wilfred Blanchette, Jr., Chair of the Personnel Committee; James Heckman; and Michael Thompson (all via teleconference).

Staff Members: Greg Smith, President & CEO; Jodi Ketchale; Matthew Stone; and Annmarie Daigle.

I. Welcome:

(W. Blanchette): Good afternoon, this is Will Blanchette. I would like to call the Special Meeting of the Personnel Committee to order at 1:03 p.m. I would like to ask Matt to take us through the protocol for conducting this meeting.

(M. Stone): Thank you Mr. Chair. This is Matt Stone, General Counsel for the Lottery, just a reminder that we continue to operate under Governor Lamont's Executive Order regarding public access to meetings. This means there is no in person public attendance at these meetings; so the public is listening in on their own phone line. If the Committee were to go into Executive Session, that phone line will be taken out of the room during Executive Session and then brought back into the room after Executive Session. A reminder that speakers need to identify themselves by name each time they speak, this is particularly important for Board members when making motions, seconding motions, voting or abstaining, so that the public knows what members are taking what action. Finally, the audio of this meeting is being recorded, and we will post the transcript on our website after the meeting, per public meeting requirements. That is it for now, thank you.

II. Approval of the May 21, 2020 Personnel Committee Meeting Minutes:

(W. Blanchette): Thank you Matt. This is Will Blanchette, the second item on the agenda is to approve the minutes of the May 21, 2020 Personnel Committee Special Meeting.

(M. Thompson): So moved. This is Michael Thompson.

(J. Heckman): This is Jim Heckman, I need to abstain because I was not at that meeting.

(W. Blanchette): Ok, I can second it. Will Blanchette, second. Moved and seconded, all those in favor of approving the minutes please signify by saying 'Aye'.

(W. Blanchette, M. Thompson): Aye.

(W. Blanchette): Any opposed? The minutes are approved with an abstention from Jim.

III. Review and Discussion of the Professional Development Training Policy:

(W. Blanchette): Next item is the Review and Discussion of the Professional Development Training Policy. That's Greg?

(G. Smith): This is Greg. I am going to hand that off to Jodi Ketchale, our Director of Human Resources, to provide you the input on that policy.

(J. Ketchale): Good afternoon everyone, this is Jodi Ketchale, Director of Human Resources. We have a policy here regarding professional development for our employees, both management and union. The policy has been enhanced as it was previously pretty generic without a lot of specifics. Working with Matt and others we've developed a new Professional Development Training Policy that speaks to the need to provide professional development to all of our employees and also puts forth some rules regarding the amount of time away from work that employees may take to utilize these training classes. Also, it includes follow up afterwards to ensure that the classes were appropriately taken and that the money was well spent. I believe everyone has a copy, and I'd be happy to take any questions.

(W. Blanchette): This is Will Blanchette. I read through it and the only thing that comes to mind is, is there any competition for limited training spots and if so how is that handled?

(J. Ketchale): This is Jodi Ketchale, there has been no competition thus far. There have been issues with employees signing up and then not attending, or some employees who have taken an excessive amount of classes, so we wanted to put in some limits in place. We wanted to ensure there was still opportunity but at the same time not put any burden on employees who are not going for classes, those who are still in the office.

(W. Blanchette): Ok, so if there is a limited seating capacity at a particular event and more people apply than can attend, how would that be handled? And can you define an excessive number of requests?

(J. Ketchale): So generally if we have a limited number of spaces for a class and a number of employees who want to take it, we would look at who presented their application first and if there was a question from there we would look at the needs of the business. For example, if it made sense for someone to take an Excel class and they had never taken one before we would give priority to that person. We try to be very generous as far as allowing everyone to take the classes that they'd like, but we have business needs as well. To the second part, we have some employees who have requested to take upwards of five to eight classes per semester which would likely take them out of the office upwards of ten days per semester, or 20 days per year. That, in addition to other opportunities for training, earned vacation and accrued time, could result in an employee being out of the office for a month.

(W. Blanchette): And you are comfortable with being able to defend a denial, what's written in your policy?

(J. Ketchale): I believe so; we are allowing employees to have up to 40 hours per year, self-directed, and a manager can recommend other classes if they feel they are needed and that will not count towards the 40 hours, so it's a good compromise.

(W. Blanchette): Thank you. Any other questions?

(M. Thompson): I don't have any Will.

(J. Heckman): Neither do I.

(W. Blanchette): Greg, do we have to approve this?

(G. Smith): This is Greg. You don't have to approve this. The bylaws have the corporation bringing forward our policies and the Committee can make recommendations if they have them.

(W. Blanchette): So this will come before the Board as an issue that has been discussed by Personnel and we provided any recommendations that we have. Any further discussion on Item III?

IV. Review and Discussion of 2019 Affirmative Action Plan:

(W. Blanchette): Hearing none, on to Item IV, Review and Discussion of 2019 Affirmative Action Plan.

(G. Smith): This is Greg, I am going to start that off and then open it up to any questions from the Committee members and also let Jodi bring forth any thoughts that she feels are pertinent to the discussion.

Every year we prepare our Affirmative Action Report and Plan and bring it to the Personnel Committee and ultimately the Board for any questions they may have and essentially the acceptance of it. This year's report, which was reflective of the year 2019, shows that overall we are in good condition. There is a section on page nine which speaks to areas of underutilization where we show what I believe are a very reasonable quantity of areas that could be described as underutilized and then on the following page some goals that are also reasonable for us to work toward. They are described as milestones to work towards without mandating specific hiring or positions to be posted and filled. I like the condition of the report and the position that we are in. The goals we have set I think are fair, and with the status of our workforce -- we have about 20% that are aged 60 or older -- the opportunity for more hiring and regularly paced hiring going forward will present itself just by natural attrition from the workforce.

(W. Blanchette): Questions?

(M. Thompson): Yes, this is Michael Thompson, a quick one. Greg are there any major changes this year with the goals? I am trying to recall if we have gone through this recently.

(G. Smith): We have prepared this each year pretty regularly and when I first got here I think the plan was a much more voluminous report with many less specific items in it to affirmative action and equal opportunity employment, so this year's report is more focused on that without some of the extras included. I think Jodi did a very nice job on it, trimming it down to focus on what its intentions are, and I think the goals in it are much more normal and focused. Some of the prior years' goals were looking to achieve 100% utilization measures in a department where we are not actually hiring that many people. So this year's goals are more normal for us, well-crafted, and I think it keeps us focused on what is possible and what we should be working toward in a given year as opposed to goals that we would never achieve because it would require hiring that we do not need.

(M. Thompson): Great, thanks.

(W. Blanchette): Jim, do you have any questions?

(J. Heckman): No.

(W. Blanchette): This is Will again, I have two. Are we responsible to send a copy of this to CHRO, either the plan or the results?

(J. Ketchale): No, we are not required to share it with CHRO. We share it with the State Auditors and the Governor's office.

(W. Blanchette): Thank you. Any other comments on the Affirmative Action Plan? It was very well done.

(M. Thompson): Agreed. Thank you Jodi.

V. Adjournment:

(W. Blanchette): The next item is to entertain a motion to adjourn.

(J. Heckman): I'll make the motion, Jim Heckman.

(M. Thompson): Second, Michael Thompson.

(W. Blanchette): All in favor?

(All): Aye.

(W. Blanchette): Any opposed? Thank you all, we are adjourned at 1:17 p.m.

Respectfully submitted,

Matthew Stone
Corporate Secretary
Connecticut Lottery Corporation