



## **Approved Minutes**

HARTFORD PARKING AUTHORITY  
Special Meeting Agenda  
Friday, June 26, 2009  
9:00 AM  
155 Morgan Street, Hartford, CT 06103

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Present: Chairperson Paddi LeShane  
Vice Chairman & Treasurer Richard Twilley  
Commissioner James Thompson  
Commissioner Albert Barrueco

Also Present: Jim Kopencey, Executive Director  
Carey Redd, Associate Director

### **Roll Call / Attendance**

Ms. LeShane called the Hartford Parking Authority (HPA) Special Board Meeting to order at 9:12 PM.

Mr. Redd conducted roll call and there was a quorum.

Commissioners teleconferenced into the meeting.

Mr. Thompson joined teleconferenced meeting at 9:15.

Mr. Twilley with the concurrence of the Commissioners recommended that the Board take a Roll Call vote if a motion had to be voted on.

1. Hartford Parking Authority Vacation Policy – Ms. LeShane stated that the Special Meeting was called to discuss the proposed revisions to the Hartford Parking Authority's Vacation Policy which would go into effect July 1, 2009 and then introduced Commissioner Barrueco, who presented an overview of the policy.

Commissioner Barrueco stated that the proposed revisions to the Hartford Parking Authority's Vacation Policy will supersede all prior HPA Employee vacation policies and the vacation policy is only applicable to Full Time employees. The Board's definition of a "full time" employee for purposes of the vacation policy is any employee who is regularly scheduled to work more than twenty five hours per week. Vacation days are not provided to part-time employees (i.e., employees who are regularly scheduled to work less than 25 hours per week.)



The new vacation policy includes a:

- Revised Vacation Table
- Revised Vacation Bank Provision
- Provision to ensure employees hired prior to July 1, 2009 are not adversely effected
- Provision that authorizes the Executive Director to waive the two (2) week notice for approval of time off

Ms. LeShane stated that the Commissioners tried to balance the HPA's financial obligation for paid vacation benefits to full-time employees with a policy designed to motivate the HPA staff to take vacation.

In response to Mr. Barrueco's comments, Mr. Kopencey along with Mr. Redd's concurrence stated that the revisions were fair and he appreciated the clarifications to the policy.

Ms. LeShane stated the Commissioners believe the proposed revisions to the Hartford Parking Authority's Vacation Policy, which would go into effect July 1, 2009, achieved the HPA Board's goals and called for a motion to approve the policy. The motion was made by Mr. Twilley, seconded by Mr. Thompson and unanimously carried by roll call vote.

2. Open Session – No Public Comment was rendered.
3. Adjournment - Ms. LeShane called for a motion to adjourn. A motion was made by Mr. Thompson, seconded by Mr. Twilley, and carried unanimously by roll call vote. The Friday, June 26, 2009 Special Board Meeting adjourned at 9:30 AM.