

**BUDGET AND OPERATIONS COMMITTEE OF THE  
CLEAN ENERGY FINANCE AND INVESTMENT AUTHORITY  
Minutes – Special Meeting  
Wednesday, November 6, 2013**

A special meeting of the Budget and Operations Committee (“Budget Committee”) of the Board of Directors of the **Clean Energy Finance and Investment Authority (the “CEFIA”)** was held on November 6, 2013, at the office of the Clean Energy Finance and Investment Authority, 845 Brook Street, Rocky Hill, CT 06067.

1. **Call to Order:** The meeting was called to order at 9:22 a.m. Budget Committee members participating: Mun Choi (by phone), Daniel Esty, and Norma Glover (by phone).

Staff Attending: Mackey Dykes, Bryan Garcia, Suzanne Kaswan, Brian Farnen and Shelly Mondo.

2. **Public Comments:** There were no public comments.

3. **Approval of Meeting Minutes:**

The Budget Committee members were asked to consider the minutes from the July 15, 2013 meeting.

**Upon a motion made by Mr. Choi, seconded by Ms. Glover, the Budget Committee members voted unanimously in favor of adopting the minutes from the July 15, 2013 meeting as presented.**

4. **Sick Leave Bank:**

Mr. Dykes discussed the background of the Sick Leave Bank that was established at Connecticut Innovations (“CI”) in 2009 and adopted by the CEFIA Board in December 2011 as part of the Employee Handbook. He noted that the policy was similar to but more restrictive than the Sick Leave Bank policy for classified managers in State Service.

Ms. Kaswan discussed the number of employees who have participated and donated hours to the Sick Leave Bank since 2009, noting that none of the donated hours have been used. She stated that since the Sick Leave Bank is now being operated jointly for the benefit of CI and CEFIA, approximately 400 hours have been donated. Ms. Kaswan explained that when the policy was created, it was more restrictive because there were fewer employees participating. With both organizations participating, there is a more substantial pool and CEFIA can be less restrictive. Ms. Kaswan discussed the cost analysis associated with the Sick leave Bank. She noted that time for the donated

hours has already been allocated, and no additional funding is required. Ms. Kaswan mentioned that other state and quasi-public agencies in addition to private companies have similar Sick Leave Bank policies.

Ms. Kaswan reviewed the proposed modifications to the amendments presented to the Board on October 18, 2013. A discussion ensued on the concern raised at the Board meeting about not being eligible if an employee has been disciplined for sick leave abuse. Ms. Kaswan explained that a modification has been made to allow a team consisting of senior staff and human resources staff to waive this requirement depending upon the circumstances of an employee.

In response to a question, Ms. Kaswan indicated that the same policy will be presented to CI and its appropriate subcommittee.

**Upon a motion made by Mr. Esty, seconded by Ms. Glover the Budget and Operations Committee voted unanimously in favor of adopting the following resolution regarding CEFIA's Sick Leave Bank policy:**

**RESOLVED**, that the Budget and Operations Committee recommends that the CEFIA Board of Directors approves the following CEFIA Handbook revisions marked in **bold**:

The CEFIA Sick Leave Bank is a pool of sick days that has been established by employees of CEFIA who have made a donation of their accumulated sick days. The Bank is available to members to draw up to ten (10) eight- hour sick days per year in the unfortunate event that they experience a qualified illness or injury.

Sick Leave Bank members will receive benefits in the form of paid sick leave if all of the following requirements are met:

- the member has a medical condition that prevents them from working that has been verified by a Medical Certificate OR a member's immediate family member has a medical condition that has been verified by a Medical Certificate and requires the Sick Leave Bank member's care;
- the member has been out on approved medical leave (paid or unpaid) as described above for at least two consecutive weeks.
- the member has exhausted all of their sick, ~~vacation~~, personal leave and compensatory time;
- **the member has exhausted all of their vacation time in excess of 30 days (or 240 hours);**
- the member has not been disciplined for an absence-related reason for the past 12 months; **provided, however, a committee comprised of Senior Management and Human Resources may waive this requirement;**
- the member has completed a Sick Leave Bank Withdrawal Request Form and it has been approved by human resources.

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Ms. Glover expressed concern with the manner in which this issue was presented to the Board. She requested that in the future the Board and Committee be advised about issues in a timely manner and well in advance of meetings. Since Ms. Glover may not be able to attend the next Board meeting, Mr. Esty indicated that he would communicate Ms. Glover's message to the Board.

5. **Adjournment**: Upon a motion made by Ms. Glover, seconded by Mr. Choi, the Budget Committee members voted unanimously in favor of adjourning the November 6, 2013 meeting at 9:45 a.m.

Respectfully submitted,

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Daniel Esty, Chairperson of Budget  
Committee