

**BUDGET AND OPERATIONS COMMITTEE OF THE
CLEAN ENERGY FINANCE AND INVESTMENT AUTHORITY
Minutes – Special Meeting
Friday, December 7, 2012**

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 December 7, 2012, at the office of the Clean Energy Finance and Investment Authority, 865 Brook Street, Rocky Hill, CT 06067.

1. **Call to Order:** Daniel Esty, Chairperson of the Budget Committee, called the meeting to order at 8:35 a.m. Budget Committee members participating: Mun Choi (by phone), Daniel Esty (by phone), and Norma Glover (by phone).

Staff Attending: George Bellas, Mackey Dykes, Bryan Garcia, and Shelly Mondo.

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

3. **Review of Updated FY3 Schedule of Positions:**

Mr. Dykes mentioned that staff recommends changes to the schedule of positions that was approved as part of the fiscal year 2013 budget. He reviewed the proposed changes which include: removing the Associate Director, Finance position and adding in its place two Project Assistants, Finance; and 2) changing the Associate, CPACE position to a Manager, CPACE position. The change would result in an increase by one full-time equivalent to thirty full-time equivalents, but all spending will be within the approved fiscal year 2013 compensation budget of \$2,831,300 in salaries/wages and \$1,755,400 in employee benefits. In response to a question, Mr. Dykes stated that the Manager CPACE position is approximately \$20,000 more than budgeted; but because the hiring is later than anticipated, there are sufficient funds in the salary/wages category.

Upon a motion made by Ms. Glover, seconded by Mr. Choi, the Budget Committee members voted unanimously in favor of adopting the following resolution approving the schedule of positions for CEFIA:

WHEREAS, Section VII of the Clean Energy Finance and Investment Authority (“CEFIA”) Operating Procedures requires the President to establish a schedule of positions for CEFIA; and

WHEREAS, Article 3.6 of the Bylaws requires the CEFIA Budget and Operations Committee to review and approve the staffing plan.

NOW, therefore be it:

RESOLVED, that the CEFIA Budget and Operations Committee hereby approves the attached schedule of positions.

4. Review of Proposed Telecommuting Policy:

Mr. Dykes mentioned that staff recommends deleting the specific guidelines regarding telecommuting from the Employee Handbook. He noted that this change would align CEFIA's Telecommuting Policy with CI's Telecommuting Policy and will allow management to have the flexibility and discretion to use telecommuting in a manner that best meets the business needs of CEFIA.

Upon a motion made by Ms. Glover, seconded by Mr. Choi, the Budget Committee members voted unanimously in favor of adopting the following resolution regarding CEFIA's Telecommuting Policy:

RESOLVED, that the CEFIA Budget and Operations Committee hereby recommends the proposed changes to the Telecommuting Policy to the CEFIA Board of Directors.

5. Adjournment: Upon a motion made by Ms. Glover, seconded by Mr. Choi, the Budget Committee members voted unanimously in favor of adjourning the December 7, 2012, meeting at 8:40 a.m.

Respectfully submitted,

Daniel Esty, Chairperson of Budget Committee