



# **CLEAN ENERGY**

## FINANCE AND INVESTMENT AUTHORITY

### **AGENDA**

Budget and Operations Committee of the  
Clean Energy Finance and Investment Authority  
865 Brook Street  
Rocky Hill, CT 06067

Friday, December 7, 2012  
8:30 a.m. - 8:45 a.m.

Staff Invited: George Bellas, Brian Farnen, Bryan Garcia, Bert Hunter and Mackey Dykes

1. Call to order
2. Public Comments – 5 minutes
3. Review of updated FY13 schedule of positions - 5 minutes
4. Review of proposed telecommuting policy - 5 minutes
5. Adjourn

\*Denotes item requiring Committee action

\*\* Denotes item requiring Committee action and recommendation to the Board for approval

**Call-in information: (877) 273 - 4202**

**Conference room: 5157592**

***Next Meeting: January TBD***

***Clean Energy Finance and Investment Authority, 865 Brook Street, Rocky Hill, CT***



# CLEAN ENERGY

## FINANCE AND INVESTMENT AUTHORITY

### **RESOLUTIONS**

Budget and Operations Committee of the  
Clean Energy Finance and Investment Authority  
865 Brook Street  
Rocky Hill, CT 06067

Friday, December 7, 2012  
8:30 a.m. - 8:45 a.m.

Staff Invited: George Bellas, Brian Farnen, Bryan Garcia, Bert Hunter and Mackey Dykes

1. Call to order
2. Public Comments – 5 minutes
3. Review of updated FY13 schedule of positions - 5 minutes

**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;

**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 - 5 minutes

**RESOLVED**, that the CEFIA Budget and Operations Committee hereby recommends the proposed changes to the telecommuting policy to the CEFIA Board of Directors.

5. Adjourn

\*Denotes item requiring Committee action

\*\* Denotes item requiring Committee action and recommendation to the Board for approval

***Next Meeting: January TBD  
Clean Energy Finance and Investment Authority, 865 Brook Street, Rocky Hill, CT***



**CLEAN ENERGY**  
FINANCE AND INVESTMENT AUTHORITY

## Memo

**To:** Budget and Operations Committee, Clean Energy Finance and Investment Authority

**From:** Mackey Dykes, Chief of Staff

**CC:** Bryan Garcia, President

**Date:** December 7, 2012

**Re:** New FY13 Schedule of Positions

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Section VII of the operating procedures of the Clean Energy Finance and Investment Authority (CEFIA) directs the President to establish a schedule of positions and total staffing levels for CEFIA. This plan, according to the by-laws, must be approved by the Budget and Operations Committee. CEFIA proposes a new schedule of position (attached), with the following changes to the previous schedule of positions that was approved as part of the FY13 budget:

- 1) Removing the Associate Director, Finance and replacing with two Project Assistants, Finance.
- 2) Changing Associate, CPACE to Manager, CPACE

Both of these changes will better align the staff to the growing needs of these new CEFIA teams, Finance and CPACE.

As a result of this action, the FTE count will increase by one to 30 but all spending will be within the approved FY13 compensation budget of \$2,831,300 in salaries/wages and \$1,755,400 in employee benefits.

**Clean Energy Finance and Investment Authority  
FY 2013 Operations and Program Budget  
Schedule of Positions**

<u>Position</u>	%	FY12 Staffing	FY 13 Staffing
	<u>CEFIA</u>	<u>Plan</u>	<u>Plan</u>
1 Manager of Evaluation, Measurement and Verificaton	100%	X	X
2 Chief of Staff	100%	X	X
3 General Counsel	100%	X	X
4 Paralegal	100%	X	X
5 President, CEFIA	100%	X	X
6 Director, Government and External Relations	100%	X	X
7 Senior Manager, Clean Energy Finance	100%		X
8 Director of Statutory and Infrastructure Programs	100%		X
9 Executive Vice President and Chief Investment Officer	100%	X	X
10 Director, CPACE	100%		X
11 Project Assistant	100%	X	X
12 Project Assistant	100%	X	X
13 Manager, Clean Energy Finance	100%		X
14 Director of Energy Efficiency Deployment	100%	X	X
15 Administrative Assistant	100%	X	X
16 Associate of Clean Energy Deployment	100%	X	X
17 Senior Manager of Marketing and Outreach	100%	X	X
18 Director of Residential Programs	100%		X
19 Director of Institutional Programs	100%		X
20 Manager, CPACE	100%		X
21 Project Assistant, Finance	100%		X
22 Project Assistant, Finance	100%		X
23 Associate, New Technologies	100%	X	X
24 Senior Manager of Marketing and Outreach	100%	X	X
25 Senior Manager of Clean Energy Deployment	100%	X	X
26 Executive Assistant	100%	X	X
27 Associate of Marketing and Outreach	100%	X	X
28 Associate Director of Technology Innovation	100%	X	X
29 Project Assistant	100%	X	X
30 Director, Energy Market Initiatives	100%	X	X
Program Mgr.-Lead by Example (Tremaine Foundation)	100%	X	X
Manager of Clean Energy Deployment	100%	X	
Associate of Technology Innovation	100%	X	
Associate of Clean Energy Deployment	100%	X	
Associate of Clean Energy Deployment	100%	X	
Director, New Technologies.	100%	X	
Manager of Clean Energy Deployment	100%	X	
<b><u>CI Shared Employees</u></b>			
1 VP Finance and Administration	50%	X	X

2 Manager,Human Resources - PT	50%	X	X
3 Director IT and Facilities	50%	X	X
4 Senior IT Systems Administrator (new hire FY13)	50%		X
5 IT and Software Training	50%	X	X
6 Controller	50%	X	X
7 Senior Accountant	50%	X	X
8 Accounting Assistant	100%	X	X
9 Payroll and AP	50%	X	X
10 Receptionist	50%	X	X



**CLEAN ENERGY**  
FINANCE AND INVESTMENT AUTHORITY

# Memo

**To:** Board of Directors, Clean Energy Finance and Investment Authority  
**From:** Bryan Garcia, President  
**Date:** December 7, 2012  
**Re:** Proposed Handbook Change – Telecommuting Policy

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We would like to propose the following change to the CEFIA Handbook. We are requesting deleting the specific guidelines regarding telecommuting from the Handbook. This change mirrors CI's Telecommuting Policy and will allow us to have the discretion to use telecommuting in order to best meet the business needs of CEFIA. CEFIA's current telecommuting policy with proposed deletions and CI's current telecommuting policy are excerpted below for review.

## CEFIA'S CURRENT TELECOMMUTING POLICY EXCERPTED FROM THE CEFIA HANDBOOK

### Telecommuting

Telecommuting is a management option that allows an employee to work at home or an alternate work site; it is not an employee entitlement. Telecommuting does not change the hours of work. An employee may be considered for this option when the following minimum criteria are met:

1. In most instances, the employee must have completed their introductory period and have been performing his/her current job duties for at least 60 days.
2. The employee has requested to telecommute by filling out a telecommuting agreement which will outline the terms and conditions of their telecommuting arrangement.
3. CEFIA has determined that the employee's job can be readily and effectively completed at an alternate site.
4. CEFIA determines that the employee's absence from the office is not detrimental to office operations, overall productivity, the working conditions of other employees, or services to clients and customers.
5. The employee's performance has been satisfactory or better.
6. The employee agrees to abide by the guidelines of the Telecommuting Policy.

The following guidelines for telecommuting are to be followed in accordance with each employee's individual telecommuting agreement:

- ~~1. Each employee must specify a regular telecommuting day on their telecommuting agreement including hours to be worked per day, start time, end time, breaks, lunch periods, and duration if this is implemented on a project basis.~~
- ~~2. No employee shall telecommute more than one (1) day per week;~~
- ~~3. No employee shall telecommute on Mondays or Fridays.~~
- ~~4. No employee shall telecommute during a week where there is a holiday or that employee has a scheduled day off.~~
- ~~5. If an employee would like to telecommute in the case of inclement weather, they must have a signed "inclement weather" telecommuting agreement on file.~~
- ~~6. Telecommuting is not an entitlement. If business needs dictate the employee's physical presence in the office, the employee is required to report to work.~~
- ~~7. In order to meet the business needs of the agency, an employee may request an adjustment to the telecommuting schedule outlined in this agreement. No adjustment may be made without prior supervisory approval~~

## CI Handbook Language

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1. In most instances, the employee must have completed their introductory period and have been performing his/her current job duties for at least 60 days.
2. The employee has requested to telecommute by filling out a telecommuting agreement which will outline the terms and conditions of their telecommuting arrangement.
3. CI has determined that the employee's job can be readily and effectively completed at an alternate site.
4. CI determines that the employee's absence from the office is not detrimental to office operations, overall productivity, the working conditions of other employees, or services to clients and customers.
5. The employee's performance has been satisfactory or better.



