

APPROVED
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES
Hartford Subcommittee of the MARB

Meeting Date and Time: Thursday, June 25, 2020 10:00 AM – 12:00 PM

Meeting Location: This was a telephonic meeting. Meeting materials may be accessed at the following website:
<https://portal.ct.gov/OPM/Marb/West-Haven-Committee-Meetings-and-Materials>

Call-In Instructions:

Telephone Number: (860) 840-2075

Meeting ID: 217 645 216

Members in Attendance: Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Mark Waxenberg, Robert White, David Biller, Matthew Brokman

City Officials in Attendance: Mayor Bronin, Jolita Lazauskas, Robert Dakers, Clarence Zachery, Leigh Ann Ralls

OPM Staff in Attendance: Bill Plummer, Julian Freund

I. Call to Order & Opening Remarks

The meeting was called to order at 10:06 AM.

II. Approval of Minutes: May 7, 2020 regular meeting

A motion was made by Ms. Shaw, with a second by Mr. White, to approve the minutes of the May 7, 2020 subcommittee meeting. The motion passed unanimously.

III. Review and Discussion: Plans for closing projected budget gaps

Mayor Bronin provided an overview of the City's plan for closing projected budget gaps in the 5-Year forecast. Mr. Dakers presented the handouts describing efficiencies and other mitigation measures. Mayor Bronin noted that, although the forecasted budgets projected gaps of roughly \$4.8 million per year in the out-years, the City looked for efficiencies and mitigating measures beyond that amount because the gaps do not reflect the potential impact of future bargaining unit negotiations. The Mayor indicated that reductions to capital expenditures may be necessary in future years to close budget gaps. Members discussed funding levels for capital projects and the impact of further reductions. A full analysis of the impact of deferred maintenance has not been conducted, but the City indicated it could provide an analysis of capital funding levels as compared to reported depreciation expense. Members also asked about the list of potential revenue enhancements and the need for legislative action to realize them.

IV. Review and Discussion: Analysis of FY 2021 full-time staffing

Mr. Dakers presented documents providing details on current staff vacancies, plans for filling vacant positions, and attrition assumptions in the FY2021 budget. The total value in salaries of the 141 current vacancies is approximately \$9.14 million. The FY 2021 budget assumes about \$2.5 million in attrition. Among the plans for filling current vacancies, a class of 12 police officers is planned to start police academy in January 2021 and another 15 in April 2021. Mayor Bronin explained that although all positions are critical, the City prioritizes the most critical positions to fill first.

V. Update: Corrective Action Plan re: FY 2019 Audit

Ms. Ralls provided a brief update on the status of laptop replacements and phased work being completed on an IT audit. Ms. Shaw asked about the City's progress in continuity of operations planning. Ms. Ralls indicated that portion of the IT plan will be covered in an upcoming phase. Mr. Zachery was not present during this portion of the meeting to provide an update on Board of Education findings. At subsequent meetings, the Subcommittee will be provided with written updates on the corrective action plan, including IT related items, from the City and Board of Education.

VI. Other Related Business

None.

VII. Adjourn

The meeting adjourned at 11:10 AM.