



DRAFT MEETING TRANSCRIPTION

Personnel Committee

Special Meeting

June 4, 2021 at 9:00 a.m.

via teleconference

Committee Members: Wilfred Blanchette, Jr., Chair of the Personnel Committee; Margaret Morton; and James Heckman (all via teleconference).

Staff Members: Greg Smith, President & CEO; Jodi Ketchale; Matthew Stone; and Annmarie Daigle.

I. Welcome:

(W. Blanchette): Good morning, this is Will Blanchette. I would like to call the Special Meeting of the Personnel Committee to order at 9:00 a.m. I would like to ask Matt to take us through the protocol for conducting this meeting, Mr. Stone?

(M. Stone): Thank you Mr. Chairman. This is Matt Stone, General Counsel for the Lottery, just a reminder that Executive Order regarding public access to meetings is still in effect and the primary thing for the Committee and speakers to remember is to identify themselves by name each time they speak; that is a requirement of the order so please do your best. That is it for now, thank you.

II. Approval of the October 6, 2020 Personnel Committee Meeting Minutes:

(W. Blanchette): This is Wilfred Blanchette, Chairman of the Personnel Committee and we'll begin with a review of the Affirmative Action Plan. I'm sorry, we'll do the meeting minutes first. Do I have a motion to approve the meeting minutes from October 6, 2020?

(M. Morton): This is Peg Morton, I'll move that we approve the minutes.

(W. Blanchette): Blanchette will second. All those in favor?

(All): Aye.

(W. Blanchette): Any opposed? Abstentions? Hearing none, the minutes are approved.

III. Review of Affirmative Action Plan:

(W. Blanchette): Next is item is the Review of the Affirmative Action Plan, is that Jodi?

(G. Smith): This is Greg, I'm going to let Jodi take the lead or point to me, whichever you prefer?

[Mr. Heckman joined the meeting at 9:01 a.m.]

(J. Ketchale): I'll let you start and jump in as needed.

(G. Smith): Ok. And Mr. Heckman has just joined the meeting; we are just starting. The CLC's Affirmative Action Plan report was completed this winter/spring and we always bring it forward for review with the Personnel Committee which is our action today. Some comments regarding the report for the Committee – 2020 saw the corporation set some reasonable hiring goals, what was interesting though in some ways due to the pandemic we did not fill every opening that did occur during the year. We had some positions that due to not having field sales people calling physically on their routes for example, we did not need to fill every single position relative to that, waiting for times like now where we are now able to get people back into their positions doing their work at a pre-pandemic level. And so due to that we didn't have every single opportunity to hire which means that will affect our ability to achieve each of the hiring goals in the 2020 report. I will point out for anyone who's following along on page nine, where we did hire, we have these goals listed by job category and where we did hire we achieved four of the nine goals that were relative to those positions and the categories of employees that we set to achieve. To reach every one of our goals, we actually need to have applicants for all the jobs that might equal some of the goals that we've set whatever the category. We can only achieve those goals if we actually get an applicant in the category so one of the things that Jodi in Human Resources and her staff has done is make some improvements in our outreach and those comments relative to those improvements Jodi may touch on but those are included in the report itself. The latter half of the report being about 90 pages long is a lot of statistical calculations and comparisons to statewide employment; there is some good information in Exhibit 3B on pages 44 through 49, I am not going to be taking you through that but I identified those pages because they are about the clearest way of showing how are goals are determined for each employment category and for each of the groupings whether it be African American Male or Female, Hispanic Male or Female or Other Male or Female and so we have done a nice job of assembling that, we have shown where the goals come from clearly. I'm going to shift away from those demographics and comment on one about the age of our employees. If you look at the chart on page 50 we are an older company -- those are my words, not anyone else's -- the largest group of employees we have is in age 50s and we have more employees in our 60s than employees in their 20s, and we have more employees in their 60s than we have employees in their 30s so it is something that we might be slightly tipping the scale on the 50 and older compared to the 50 and younger but one of the other aspects that may attend to that, is 1) we've already had a number of employees choose retirement in this past year regardless of whether they are in their 50s or 60s but they have made a decision in their life or they met an eligibility based on their pension, and we also expect more in the next twelve months as we reach that often spoken of June 2022 time period where a new agreement might come into play and there may be some enticements or effects of someone retiring before that or after that. I won't be surprised if we are hiring some folks that are younger than 50 knowing that it's a common thought that people who are in state positions stick around for a while and we are seeing some effects of that but it's a natural occurrence that when people get into their 60s that they look at retirement in a much more clear fashion and I think we'll be seeing some more of that in the next 12 to 24 months. Lastly from me, the last part of our report includes a lot of our communications efforts that Human Resources has gone through and that includes samples of our outreach on training, some of the good publications regarding good HR practices, samples of job postings and a few other things. Jodi may want to speak to those as needed but just some sample pages for people to get a read on the efforts we use to get a read on the efforts that we use in our normal communications with our staff and

potential applicants. I'm going to stop there and let Jodi add on then we'll open it up to any questions or comments from the Committee.

(J. Ketchale): Thanks Greg. This is Jodi. You hit the nail on the head for a lot of it – we did have an unusual year last year, we had a number of employees who maybe had planned to leave and chose not to because of the situation with the pandemic – retirements were put off, things like that. Our planned hires for the year were down, which was not a bad thing. We also worked on expanding our outreach coverage, communication, we updated things like our EEO statement to make it more relative for the current situations in the world, like I said expanded outreach, this included joining the Connecticut Community College Consortium, which allows us to post all of our jobs to all of the Community Colleges in the entire state as well as other sites like diversity.com which targets groups such as people with disabilities, veterans, the Hispanic community, LGBTQ groups, really looking to expand our outreach into different diverse organizations. We also are now actively posting our positions on social media, LinkedIn, Indeed, Facebook, etc. to really broaden our outreach. We've been getting good responses from all those and we are excited as we have a new tracking system that will be kicking off hopefully next month and we'll be able to specifically track each of those locations much easier going forward to see where are efforts are paying off. We are excited for the next year coming up, but I think with all of the challenges that we had over this past year, we did a really good job of internally promoting folks, getting in some new people, we're really looking forward to the next year and expanding even more.

(G. Smith): This is Greg. If there are any questions from our Committee members, we are happy to address them. I think the report is very full, it has a good opening number of pages of narrative and explanation, commitments and then the statistical and sample communication efforts are the latter half. Again, happy to address any thoughts that you want to raise.

(W. Blanchette): This is Will Blanchette, does anyone have any further questions? I have one, how frequently are we required to review or republish, and have we gotten any comments from the regulators, either the auditors or the EEOC on our prior efforts?

(G. Smith): This is Greg. Regarding the regulators or state auditors, we had no comments relating to hiring in any regard on the most recent biennial audit and there were no repeats either; we addressed one of the findings on a hiring matter back in 2016 and 2017 so I am unaware of anything from EEOC and by Jodi's expression it looks as though she is unaware.

(W. Blanchette): Thank you, any further questions on this matter?

(M. Morton): This is Peg, I am happy to hear Jodi speaking of transgender, I think it is important that we pay attention to gender identification, thank you.

(J. Ketchale): Absolutely.

(J. Heckman): I have no questions, Jim Heckman.

IV. Annual Review of Policies:

a. CLC Employee Attendance Policy:

(W. Blanchette): Thank you. We can move on now to the Annual Review of Policies, is that Greg.

(G. Smith): I'll have Jodi speak to that.

(J. Ketchale): Thank you. We are regularly trying to review our policies to make sure they are up-to-date and there have been no changes. This session we reviewed our Employee Attendance Policy and our Employee Dress Down Policy.

b. CLC Employee Dress Down Policy:

(J. Ketchale): Regarding the Employee Dress Down Policy, just some minor changes that we are looking to make, specifically showing that when a holiday falls on a Friday, dress down does not jump to Thursday; not a big deal but we've had some employees who have transferred to other agencies where they did that so we're trying to make it consistent. Also the policy restricts tops for dress down day, they need to be a lottery tee shirt, they cannot be just any Red Sox, Snoopy, etc., I've seen them all coming through the building. We are trying to keep a consistent and professional image even on Fridays. We also had to clarify what is considered a sneaker, we had a couple of issues with people randomly wearing sneakers that we wanted to address, and just to make it clear, consistent -- that's where these updates come from. Does anyone have any questions on the changes or updates that we've made?

(W. Blanchette): This is Will; do we have to approve these or do we just recommend approval to the full Board? It doesn't seem to be a matter for the Board.

(J. Ketchale): This is not for approval, just a review by the Committee.

(W. Blanchette): Are there any comments on either of these policies? Hearing none, we can go into Executive Session to discuss the potential staffing that we anticipate.

(M. Morton): Peg Morton, I'll move that we go into Executive Session.

(J. Heckman): Heckman, second.

(W. Blanchette): Motion made and seconded to go into Executive Session at 9:16 a.m. All in favor?

(All): Aye.

(W. Blanchette): So voted.

V. Executive Session:

a. Discussion of Draft Staffing Plan for Expanded Gaming:

[Executive Session]

VI. Discussion and Action, if any on Items Discussed in Executive Session

(W. Blanchette): This is Will Blanchette. We are back in public session at 9:30 a.m. and I'd like to confirm that no votes or actions were taken during Executive Session.

VII. Adjournment:

(W. Blanchette): If there is no further business to come before the Committee, I'd like to entertain a motion to adjourn.

(M. Morton): I move to adjourn, Peg Morton.

(J. Heckman): Second, Jim Heckman.

(W. Blanchette): All in favor?

(All): Aye.

(W. Blanchette): Thank you all, we are adjourned at 9:30 a.m.

Respectfully submitted,

Matthew Stone
Corporate Secretary
Connecticut Lottery Corporation