

**Organizational Synergy & Human Resources Committee  
March 18, 2013, 2013 Regular Meeting**

**Draft Minutes**

Members Present: David Damer (present by telephone)  
Timothy Griswold (present by telephone)

CRRRA Management Present: Tom Kirk, President  
James Bolduc, Chief Financial Officer  
Eric Womack, Human Resources Manager  
Moira Benacquista, Board Secretary/ Paralegal

Director Griswold called the meeting to order at 1:00 p.m.

**1. APPROVAL OF MINUTES OF THE JAN. 28, 2013 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING**

Director Griswold requested a motion to approve the minutes of the Jan. 28, 2013, Organizational Synergy & Human Resources Committee meeting. Director Damer made the motion, which was seconded by Director Griswold.

The motion to approve the minutes was approved by roll call.

**2. DISCUSSION OF 2013 EMPLOYEE MERIT INCREASES**

Mr. Kirk said in keeping with the discussion prior and the included memo management will not be moving forward with this item. He said he would include the update in his President's report at the Board meeting.

**3. UPDATE ON THE EMPLOYEE HANDBOOK**

Mr. Womack said the latest edition of the employee handbook will be distributed by the end of the month. He said appropriate changes pertaining to recent additions and amendments will be included in the handbook, in particular the working notice and the ethics compliance officer information. He said although no changes were made to the existing disciplinary process section it was added for clarification.

Director Damer asked if the changes have been presented to the employees. Mr. Womack replied yes.

**4. EXECUTIVE SESSION**

Director Griswold requested a motion to enter into Executive Session to discuss personnel matters. The motion was made by Director Damer and seconded by Director Griswold. The motion

previously made and seconded was approved unanimously by roll call. Director Griswold requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk  
Jim Bolduc  
Eric Womack

The Executive Session commenced at 1:08 p.m. and concluded at 2:30 p.m.

The meeting reconvened at 2:30 p.m. and Director Griswold noted that no votes were taken in Executive Session.

## **5. ADJOURNMENT**

Director Griswold requested a motion to adjourn the meeting. The motion to adjourn made by Director Damer and seconded by Director Griswold was approved unanimously.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Moira Kenney  
HR Specialist/Board Administrator