

Organizational Synergy & Human Resources Committee
February 9, 2005 Meeting

Minutes

Members Present: Stephen Cassano, Committee Chairman
Jim Francis

CRRA Staff Present: Tom Kirk, President
Jim Bolduc, Chief Financial Officer
Chris Hyfield, Human Resources Manager
Kristen Greig, Secretary to the Board/Paralegal

Chairman Cassano called the meeting to order at 10:09 a.m. and noted that there was a quorum.

1. Approval of Minutes of the November 18, 2004 Organizational Synergy & Human Resources Committee Meeting

Chairman Cassano requested a motion to accept the minutes of the November 18, 2004 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Francis was seconded by Director Cassano.

The motion was approved unanimously.

2. Review and Recommend External Pay Equity Increase per CRRA Compensation Policy

Mr. Kirk explained that the compensation plan, which was approved by the Board of Directors, allowed management to review both internal and external equity pay issues. Mr. Kirk noted that an internal equity review would compare two individuals doing essentially the same job with similar experience and qualifications and an external review would compare a CRRA employee's level of experience, expertise, and value to the organization with the industry standards. Mr. Kirk stated that the issue was largely addressed by market studies and the salaries were targeted to be in the range of the 50th percentile. Mr. Kirk pointed out that some of the positions outlined in the report were at risk of being substantially underpaid given the employees' value to the organization, level of expertise, and background. Mr. Kirk stated that he felt it was appropriate to get some input and insight from the Board before adjustments were made.

Mr. Kirk explained that management thought it would be appropriate to review external equity data for approximately 12 individuals. Mr. Kirk said CRRA's consultant was enlisted to review the market data for the positions, to reassess the job description of those particular people and to assess the employees' expertise and experience to see if adjustments should be made. Mr. Kirk stated that the consultant recommended adjustments for several positions.

Mr. Kirk pointed out that all of the individuals reviewed were performing at a good to outstanding level.

Chairman Cassano stated that this process started some time ago when positions were given a target range and noted that there were also several positions that were significantly above the 50% range which had not been adjusted. Chairman Cassano stated that there should be an on-going process of reviewing the entire salary range system, rather than hand-picking individuals.

Mr. Hyfield stated that he also did a market review of the positions and found that the information provided by the consultant was consistent with his research.

EXECUTIVE SESSION

Chairman Cassano made a motion to enter into Executive Session to discuss personnel matters. The motion was seconded by Director Francis. The motion previously made and seconded was approved unanimously. Chairman Cassano requested that the following people remain for the Executive Session, in addition to the Committee members:

Mr. Kirk
Mr. Bolduc

The Executive Session commenced at 10:15 a.m. and concluded at 10:55 a.m.

The meeting reconvened at 10:55 a.m. and Chairman Cassano noted that no votes were taken.

3. Review of Informational Material

Mr. Hyfield stated that CRRA met with some of the other quasi-public agencies earlier that morning. Mr. Kirk stated that areas of common interest were discussed such as benefits, retirement plans and legislative issues.

Mr. Kirk explained that there were two motivations to initiating the meeting. First, the Committee had asked management to reach out to the other quasi-public agencies. Second, there was a request by the Office of Policy and Management for information from CRRA and the other quasi-public agencies regarding compensation and compensatory time policies. Mr. Kirk noted that he did not see anything of concern in the resulting OPM report.

Chairman Cassano asked if there was anything in the report to suggest that quasi-publics should be consolidating efforts. Mr. Kirk responded in the negative and noted that the report was primarily a reaction to potential public concern regarding bonus and comp time issues at other quasi-public agencies. Mr. Kirk pointed out that CRRA, due to the changes made by the Board, was a model for the other agencies because the

organization did not pay bonuses and the comp time zeroed out at the end of each year. Mr. Kirk stated that he was surprised by how differently all of the quasi-publics handled benefits.

Mr. Hyfield named the representatives from the different quasi-public agencies who attended the meeting and stated that those who attended thought it was a positive meeting and decided they would continue sharing information. Mr. Kirk added that there was a general interest in re-educating the legislature on why quasi-public agencies were initially created. There was a short discussion of the challenges quasi-public agencies were facing regarding legislative issues.

Mr. Kirk stated that CRRA was encouraged by the participation and said there was interest in finding ways of being more effective without being micromanaged, while still recognizing the valid oversight of the legislature. Mr. Kirk said that a report of the meeting would be disbursed and another meeting would be scheduled.

Employee Service Award Program

Mr. Hyfield stated that CRRA had several long-term employees and said that management would like to be able to recognize them with a service award program. Mr. Hyfield noted that the awards were modest, but the program would give management a vehicle to recognize the employees' tenure with CRRA and the work that they've done for the Authority.

Director Francis stated that his town participated in a similar program and described the town's program.

Mr. Kirk stated that the motivation for the program was that there was an employee approaching a 30-year anniversary with CRRA. Mr. Hyfield noted that there were also several other employees approaching anniversaries.

Mr. Bolduc asked if the Committee felt the awards should be increased. Director Francis responded in the affirmative and stated the awards should be set at a consistent amount per year.

Mr. Bolduc stated that CRRA would begin recognizing employees at five year anniversaries because management wanted to recognize that employees who had been with CRRA for five years had endured some difficult times.

With the agreement of the Committee, the awards were adjusted to the following amounts:

For 5-years of service	\$100.00	
For 10-years of service	\$250.00	
For 15-years of service	\$500.00	
For 20-years of service	\$750.00	(continued on next page)

For 25-years of service	\$1,000.00
For 30-years of service	\$1,500.00

Director Francis suggested that there be some type of presentation for employees receiving awards. Mr. Kirk stated that employees would be recognized at the quarterly employee meetings. Chairman Cassano suggested that the Board members be invited to the presentation. Mr. Bolduc said that the 25 year and 30 year awards could also be announced at the Board meeting. The Committee agreed.

Mr. Kirk asked for confirmation that the funds would come out of the budgeted Employee Activities Fund. Mr. Bolduc and Mr. Hyfield confirmed.

Chairman Cassano requested a motion to institute the Employee Service Award Program as proposed. The motion was made by Director Francis and seconded by Chairman Cassano.

The motion previously made and seconded was approved unanimously.

HR Department Status Update

Mr. Hyfield stated that there were positive results from the Performance Management program this year. Mr. Hyfield said management had quality, face-to-face meetings with their employees to set goals and objectives. Mr. Hyfield said CRRA would continue working to improve the program.

Mr. Hyfield reported that Mr. Robert Morato had accepted an offer for the vacant Scale Enforcement position. Mr. Hyfield informed the Committee that Mr. Morato was a former Atlanta police officer and had a military police background.

ADJOURNMENT

Chairman Cassano requested a motion to adjourn the meeting. The motion made by Director Francis and seconded by Chairman Cassano was passed unanimously.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Kristen B. Greig
Secretary to the Board/Paralegal