

**Organizational Synergy & Human Resources Committee
March 30, 2006 Meeting**

Minutes

Members Present: Mark Cooper, Committee Chairman
James Francis
Edna Karanian

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

Chairman Cooper called the meeting to order at 8:30 a.m. and noted that there was a quorum.

1. APPROVAL OF MINUTES OF THE JANUARY 26, 2006 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Chairman Cooper requested a motion to table the approval of the minutes of the January 26, 2006 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Francis was seconded by Chairman Cooper.

The motion previously made and seconded was approved. Director Karanian abstained as she was not present at the meeting.

2. APPROVAL OF MINUTES OF THE MARCH 23, 2006 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Chairman Cooper requested a motion to table the approval of the minutes of the March 23, 2006 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Karanian was seconded by Chairman Cooper.

The motion previously made and seconded was approved unanimously.

3. REVIEW PROPOSED CHANGE IN RESPONSIBILITIES AND TITLE FOR STAFF ACCOUNTANT VACANCY

Mr. Hyfield stated that a review of the responsibilities and needs of the accounting department determined that a Senior Staff Accountant is needed. Mr. Bolduc added that the Director of Accounting would be utilized for more critical matters while the Senior Staff Accountant would handle more of the daily operations, such as accounts payable and payroll.

Mr. Bolduc said that this position would be a Senior Staff Accountant because the individual would be in a supervisory role over the Accounting Assistants.

Mr. Hyfield stated that the pay scale was determined by averaging the scales from various industry pay scales and informed the Committee that the starting salary at the Connecticut Department of Administrative Services is \$60,000. Director Karanian stated that the creation of this position can serve to provide a career path and goal for the Staff Accountants. Director Karanian asked if CRRA would be looking outside of the company to fill the position. Mr. Hyfield responded that the job would be posted outside of CRRA, but the Staff Accountants are welcome to apply for the position.

Chairman Cooper requested a motion regarding the above-captioned matter. Director Karanian made the following motion:

RESOLVED: That the Organizational Synergy & Human Resources Committee adopts the change in responsibilities and title for the vacant Staff Accountant position with the revised title being Senior Staff Accountant.

Director Francis seconded the motion.

The motion previously made and seconded was approved unanimously.

4. REVIEW AND RECOMMEND PROPOSED INCREASE TO THE WELLNESS REIMBURSEMENT PROGRAM

Chairman Cooper requested a motion regarding the above-captioned matter. Director Karanian made the following motion:

RESOLVED: That the revised Wellness Program Policy of the Connecticut Resources Recovery Authority be adopted substantially in the form as approved by the Organizational Synergy and Human Resources Committee.

Director Francis seconded the motion.

Mr. Hyfield informed the Committee that the Wellness Program was started in 1995 with a \$200 reimbursement, which has increased over the years. Mr. Hyfield stated that the last increase was done in 2002 and said that the proposal was to increase the reimbursement to \$325 to account for inflation.

Director Karanian asked how many employees participate in the program. Mr. Hyfield stated that approximately 70 – 75% of the employees participate and said that the motivation behind the program was to reduce experience with the health plan.

Director Francis asked if management knows how the employees use the program. Mr. Kirk responded that employees are required to provide that information in order to be reimbursed and most employees use it for health club memberships or home exercise equipment. Mr.

Hyfield added that if an employee requests a reimbursement that is outside the realm of the policy, they have to provide a written argument that their activity/product constitutes at least thirty minutes of aerobic fitness.

Mr. Hyfield explained that Anthem, CRRA's health insurance carrier, restructured the way they rate small groups. Groups are rated based upon past experience rather than issuing across-the-board increases so the hope is that this program will help keep rates low.

The motion previously made and seconded was approved unanimously.

5. INFORMATIONAL - INTERNSHIP PROGRAM

Mr. Hyfield informed the Committee that CRRA has considered both paid and unpaid internship programs and said he is in the process on contacting state schools and community colleges to find out about their programs. Mr. Hyfield stated that CRRA's employment attorney would be involved in structuring the program to ensure compliance with Department of Labor standards. Mr. Hyfield said that the program would be posted at various state and community colleges to see what kind of activity it generated and noted that students involved in the Internship Program would be supervised by a Professor.

Director Karanian asked how many interns CRRA would be looking for. Mr. Hyfield responded that there was interest from four departments and those departments were in the process of developing job descriptions and/or project scopes.

Mr. Hyfield asked the Committee what experience they had with internships. Director Francis described the internship program in West Hartford for graduate students, and explained that the intern receives a stipend from both West Hartford and the school.

Mr. Kirk said that he thought it was unlikely that CRRA would be able to find unpaid interns, but said that the program has value for both CRRA and the student. Mr. Kirk added that this may also be a way to develop some future employees.

Mr. Hyfield asked if West Hartford performs any sort of background check on interns. Director Francis responded that the process is the same as hiring a new employee, which includes a background check and a driver's license check, if there is driving involved.

Director Francis suggested assigning interns to specific projects rather than trying to find regular daily work. Director Karanian agreed and said that would develop a skill in that particular area and would allow CRRA to find the best matched intern for that specific project. Director Karanian also suggesting looking to member and host towns and cities for prospective candidates. Director Karanian stated that this could be an opportunity for CRRA to further develop community relations. Mr. Kirk agreed and said that this was also another opportunity for CRRA to get more diversification in the workplace.

6. EXECUTIVE SESSION

Chairman Cooper 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 Cooper requested that the following people remain for the Executive Session, in addition to the Committee members:

Chris Hyfield

The Executive Session commenced at 9:00 a.m. and concluded at 9:25 a.m.

The meeting reconvened at 9:25 a.m. and Chairman Cooper noted that no votes were taken in Executive Session.

7. ADJOURNMENT

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

The meeting was adjourned at 9:26 a.m.

Respectfully submitted,

Kristen B. Greig
Secretary to the Board/Paralegal