

**Organizational Synergy & Human Resources Committee
June 22, 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 8:35 a.m. and noted that there was a quorum.

1. APPROVAL OF MINUTES OF THE MAY 11, 2006 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Chairman Cooper requested a motion to approve the minutes of the May 11, 2006 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Karanian was seconded by Director Francis.

Director Francis stated that the agenda states May 11th, but the minutes say May 10th. Ms. Greig confirmed that the meeting was held on the 11th. Mr. Kirk noted that the agenda did not indicate that it was a Special telephonic meeting.

The minutes as amended were approved. Director Francis abstained.

2. APPROVAL OF MINUTES OF THE APRIL 27, 2006 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Chairman Cooper requested a motion to approve the minutes of the April 27, 2006 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Francis was seconded by Director Karanian.

Director Karanian noted that the last sentence in the first paragraph should state "Director Karanian" rather than "Chairman Karanian."

The minutes as amended were approved unanimously.

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

Chairman Cooper requested a motion to approve 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.

4. REVIEW AND RECOMMEND HUMAN RESOURCES CONSULTING SERVICES FIRMS

Mr. Hyfield explained that the current human resources consulting agreements expire on June 30th. Mr. Hyfield stated that as a result of the Request for Qualifications, there would be a larger pool of consultants to draw from, which could allow CRRA to fill positions more quickly.

Mr. Hyfield stated that the two national firms that submitted proposals were not being recommended because one did not complete the RFQ correctly and the other firm wanted to change the terms of the Human Resources Consulting Agreement, which was unacceptable to CRRA.

Mr. Hyfield noted that one of the firms is a woman-owned business and is researching the requirements for registering with the State's diversity program. Mr. Hyfield informed the Committee that one of the other consultants also tried to register but did not qualify for the program.

Director Francis asked how much was spent last year on human resources consulting. Mr. Hyfield said that CRRA spent approximately \$40,000 for temporary employees and \$25,000 for other consulting.

Mr. Hyfield said that references were checked for the recommended firms.

Director Cooper requested a motion regarding the above-mentioned item. Director Francis made the following motion:

RESOLVED: That the President is hereby authorized and directed to execute, deliver, and perform on behalf of the Authority, Human Resources Consulting Services Agreement as were substantially set forth in the RFQ for a period of three years with firms listed below, as presented and discussed at this meeting. All of the human resources consulting services obtained through the firms below will be obtained on an "on-call" basis.

- A. Temporary Staffing Services
 - Jaci Carroll Staffing
 - Point Staffing
 - United Personnel Services
 - Lauren Staffing

Staffing Now

B. Recruiting Services

Horton International
Jaci Carroll Staffing
Point Staffing
United Personnel Services
Lauren Staffing
Staffing Now
Marchese Consulting, LLC

C. General/Miscellaneous Human Resources Consulting Services

Horton International
Marchese Consulting, LLC
United Personnel Services

Director Karanian seconded the motion.

The motion previously made and seconded was approved unanimously.

5. REVIEW AND RECOMMEND CREATION OF A FINANCIAL ANALYST POSITION

Mr. Hyfield explained that, with the departure of the Purchasing Manager, management took the opportunity to look at both the organization's purchasing needs and other needs in the Finance Department. Mr. Hyfield stated that the Administrative Assistant of the Finance Department, who has previous purchasing experience, has been utilized to keep the purchasing function moving. Mr. Hyfield said that management is considering promoting her to the buyer position, which is already on the organizational chart, and eliminating the purchasing manager position.

Mr. Bolduc stated that CRRA is a very flat organization without any redundancy or backup for employees. Mr. Bolduc said that he was concerned that there is no support or back-up for the Controller. Mr. Bolduc said that the Controller's role in the organization is critical and he has a significant amount of institutional knowledge. Mr. Bolduc said that the elimination of the purchasing manager, utilization of the buyer, and the addition of a financial analyst position should take care of these concerns. The buyer would handle the day-to-day purchasing function with supervision from the Controller on policy and compliance matters.

Mr. Bolduc said that the changes would create more of a potential succession plan and future opportunities without compromising controls. Mr. Hyfield added that the changes would not add to the overall headcount of the organization.

Director Karanian stated that the changes make sense and accomplish a few different objectives, while saving money. Mr. Hyfield said that there are some other potential savings.

Director Cooper requested a motion regarding the above-mentioned item. Director Francis made the following motion:

RESOLVED: That the Board of Directors authorizes hiring a full-time Financial Analyst and the elimination of the Purchasing Manager position as approved by the CRRA Organizational Synergy & Human Resources Committee.

Director Karanian seconded the motion.

The motion previously made and seconded was approved unanimously.

6. INFORMATIONAL

Mr. Hyfield informed the Committee that the efforts to fill the Operations Manager Business Development position have been stalled, mostly due to salary range challenges. Mr. Hyfield stated that CRRA found the ideal candidate, but the candidate was not willing to relocate for the salary being offered by CRRA.

Mr. Hyfield said that the Across-The-Board Increases would be effective on July 1st. Mr. Hyfield reported that the internship program is up and running and informed the Committee that one intern was already working in the Accounting Department and another intern would be joining Communications soon. Mr. Hyfield said that resumes were still being accepted for the education centers. Mr. Hyfield added that CRRA has received a lot of interest in the program.

7. 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 person remain for the Executive Session, in addition to the Committee members:

Chris Hyfield

The Executive Session commenced at 8:50 a.m. and concluded at 9:17 a.m.

The meeting reconvened at 9:17 a.m. and Chairman Cooper noted that no votes were taken in Executive Session.

8. RECOMMEND RESOLUTION REGARDING SENIOR MANAGEMENT SALARIES

Director Cooper requested a motion regarding the above-mentioned item. Director Francis made the following motion:

RESOLVED: That the salaries for the President (increase of 4.27%) and Chief Financial Officer (increase of 6%) be adopted as presented by the Organizational Synergy & Human Resources Committee and the Executive Committee.

Director Karanian seconded the motion.

The motion previously made and seconded was approved unanimously.

9. ADJOURNMENT

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

The meeting was adjourned at 9:20 a.m.

Respectfully submitted,

Kristen B. Greig
Secretary to the Board/Paralegal