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100 Constitution Plaza • Hartford • Connecticut • 06103 • Telephone (860)757-7700
Fax (860)757-7745

MEMORANDUM

TO: CRRA Organizational Synergy & Human Resources Committee

FROM: Moira Kenney, Secretary to the Board/Paralegal

DATE: February 3, 2009

RE: Notice of Meeting

There will be a meeting of the Human Resources Committee of the CRRA Board of Directors on Thursday February 26, 2008 at **8:30am** in the Legal Conference Room at the CRRA offices, 100 Constitution Plaza, Hartford, CT.

The purpose of the meeting will be to discuss the following matters:

- I. Approval of Minutes of the January 29, 2008 OSHR Committee Meeting (Attachment A).
- II. Review and Recommend Approval Employee Severance Policy (Attachment B).
- III. Review and Recommend Approval Market Progression Salary Adjustment, Director of Operations (Attachment C).
- IV. Executive Session to discuss personnel matters.

If you will be unable to attend, please notify Moira Kenney at (860) 757-7787 immediately.

cc: Tom Kirk, President
Jim Bolduc, CFO