

**Organizational Synergy & Human Resources Committee
January 24, 2008 Meeting**

Draft Minutes

Members Present: Mark Cooper, Committee Chairman
James Francis
Edna Karanian (present beginning 9:40 a.m.)

CRRA Staff Present: Thomas Kirk, President
James Bolduc, Chief Financial Officer
Moira Kenney, 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 DECEMBER 20, 2007 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Chairman Cooper requested a motion to approve the minutes of the December 20, 2007 Organizational Synergy & Human Resources Committee meeting. Director Francis made the motion, which was seconded by Chairman Cooper.

The minutes were approved unanimously.

2. REVIEW AND APPROVE CHANGE TO THE VACATION POLICY

Chairman Cooper requested a motion to approve the changes to the vacation policy which were discussed at length at the December 20, 2007 Organizational Synergy and Human Resources Committee Meeting. Director Francis made the motion, which was seconded by Chairman Cooper.

The changes stipulate full-time employees will accumulate vacation leave at the rate of two times their normal monthly accrual to alleviate the potential of running a negative vacation balance. Employees are eligible to start accruing the 1st of the month following their date of hire. Employees scheduled for less than 20 hours per week are not eligible for paid vacation time. If an employee resigns from CRRA, and follows the Notice of Resignation Policy they will be paid their vacation balance as it stands up to the resignation date based on a single monthly accrual. Employees who have a negative vacation balance at their date of resignation will have an adjustment made to their final paycheck.

The motion was approved unanimously.

3. REVIEW AND APPROVE CHANGE TO PERSONAL TIME POLICY

Chairman Cooper requested a motion to table the motion to review and approve changes to the personal time policy. Director Karanian made the motion, which was seconded by Director Francis.

Mr. Hyfield stated if a senior manager wanted to forgo a merit increase to their base pay they could receive the equivalent of that merit increase in personal time. Mr. Kirk stated the advantages of this change are that unused personal time is redeemable.

Chairman Cooper asked how many personal days a new employee starts with. Mr. Hyfield stated a new employee has eight personnel days to start, and employees at the executive level have twelve personnel days. Mr. Kirk stated this change to the policy allows for up to thirty additional personal days for senior management. He stated the additional days are not bankable and all unused personal days are paid out in December.

There was a lengthy discussion regarding the pay equivalency method used to establish the additional personal days for senior management.

Mr. Bolduc stated it was important to consider if the personnel days were chosen in lieu of a raise that the decision is permanent. He stated senior management couldn't tally back and forth between a monetary increase and/or the personal days.

The Committee agreed the motion would be adjusted and accompanied by examples utilizing different salaries in preparation for further discussion and approval at the next Organizational Synergy and Human Resources Committee meeting in February.

The motion to table the motion for review by the full Board was approved unanimously.

4. REVIEW AND RECOMMEND APPROVAL OF SENIOR MANAGEMENT 2007 PERFORMANCE AND MERIT INCREASES

The Committee agreed the discussion regarding the approval of senior management 2007 performance and merit increases should be held in Executive Session.

5. EXECUTIVE SESSION

Chairman Cooper requested a motion to enter into Executive Session to discuss personnel matters. The motion was made by Director Francis and seconded by Director Karanian. 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:

Thomas Kirk
James Bolduc

The Executive Session commenced at 8:55 a.m. and concluded at 9:11 a.m.

The meeting reconvened at 9:12 a.m. and Chairman Cooper noted that no votes were taken in Executive Session.

6. 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 9:12 a.m.

Respectfully submitted,

Moira Kenney
Secretary to the Board/Paralegal