

**Organizational Synergy & Human Resources Committee
October 25, 2007 Meeting**

Draft Minutes

Members Present: Mark Cooper, Committee Chairman
Edna Karanian

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

Chairman Cooper called the meeting to order at 8:40 a.m. and noted there was a quorum.

1. APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2007 ORGANIZATIONAL SYNERGY AND HUMAN RESOURCES COMMITTEE

Chairman Cooper requested a motion to approve the minutes of the September 27, 2007 Organizational Synergy & Human Resources Committee meeting. Director Karanian made the motion, which was seconded by Chairman Cooper.

The minutes were approved unanimously.

2. REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE RECOMMENDATION TO THE BOARD OF DIRECTORS REGARDING ADDITION OF HEALTH INSURANCE FOR PART-TIME EMPLOYEES BASED ON EMPLOYEE ONLY ENROLLMENT

RESOLVED: That the Board of Directors approves the proposal to add health insurance benefits for part-time employees as recommended by the CRRA Organizational Synergy & Human Resources Committee and CRRA management.

Chairman Cooper asked for a motion to present a proposal to offer part-time employee health benefits to the Board for approval. The motion was made by Director Karanian and seconded by Chairman Cooper.

The motion previously made and seconded was approved

3. REVIEW AND RECOMMEND FOR BOARD APPROVAL CHANGES TO THE WORK HOURS POLICY CO 105

Chairman Cooper asked for a motion to accept the above-captioned matter. The motion made by Director Karanian was seconded by Chairman Cooper.

Mr. Hyfield explained the change was a revision to the work hour's policy. The change was made to a policy requiring CRRA staff to account for a 7 ½ hour work day stipulating any time off in excess of three hours must use accrued time. The policy has been changed to allow CRRA staff to make up any time under the three hours before or after the work day.

Director Karanian asked what prompted the change. Mr. Hyfield explained the policy wasn't popular, and there had even been some employees who had exhausted all of their personal time and this change will likely prevent that from happening in the future.

Mr. Kirk stated that there were some initial concerns with the policy, but he felt this policy didn't allow employees to abuse the privilege and permitted those with appointments in the middle of the day to go without losing valuable personal time.

Chairman Cooper asked that the policy include language that specified an employee's supervisor must first approve of the time. Director Karanian added the supervisor should be able to veto the departure in instances where employees are abusing the privilege.

The motion previously made and seconded was approved with the understanding that the recommended language at the discretion of the Department Head be included.

4. REVIEW AND RECOMMEND FOR BOARD APPROVAL AUTHORIZATION REGARDING THE HUMAN RESOURCES CONSULTING REQUEST FOR SERVICES HORTON INTERNATIONAL

RESOLVED: That the President is hereby authorized and directed to execute, a "request for Services" letter for recruitment to replace the Director of Operations utilizing Horton International (CRRA Contract 307101).

Chairman Cooper asked for a motion to accept the above-captioned matter in order to recommend it to the full Board. The motion made by Director Karanian was seconded by Chairman Cooper.

Mr. Kirk explained \$56,000 is the most that will be spent in procuring a new candidate for the open position. He stated there was also a chance that an internal candidate will be chosen which would be considerably less costly.

The motion previously made and seconded was approved.

5. EXECUTIVE SESSION

Chairman Cooper requested a motion to enter into Executive Session to discuss personnel matters. The motion was made by Director Karanian and seconded by Chairman Cooper. The motion was approved unanimously. Chairman Cooper requested that the following people remain for the Executive Session:

Chris Hyfield

The Executive Session commenced at 9:01 a.m. and concluded at 9:20 a.m.

The meeting reconvened at 9:21 a.m. and Chairman Cooper noted that no votes were taken in Executive Session.

9. ADJOURNMENT

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

The meeting was adjourned at 9:22 a.m.

Respectfully submitted,

Moira Kenney
Secretary to the Board/Paralegal