

**Organizational Synergy & Human Resources Committee  
Dec. 14, 2009 Meeting**

**Draft Minutes**

Members Present: Michael Jarjura, Committee Chairman (present by telephone)  
Timothy Griswold  
Dave Damer (present by telephone)

CRRA Management Present: Thomas Kirk, President  
James Bolduc, Chief Financial Officer  
Eric Womack, Human Resources Manager  
Moira Kenney, Secretary to the Board/Paralegal

Committee Chairman Jarjura called the meeting to order at 11:40 a.m.

**1. APPROVAL OF MINUTES OF THE NOV 16, 2009, ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING**

Committee Chairman Jarjura requested a motion to approve the minutes of the Nov. 16, 2009, Organizational Synergy & Human Resources Committee meeting. Director Griswold made the motion, which was seconded by Director Damer.

The motion to approve the minutes was approved by roll call. Director Damer abstained as he was not present at the meeting.

**2. EXECUTIVE SESSION**

Committee Chairman Jarjura requested a motion to enter into Executive Session to discuss personnel matters. The motion was made by Director Damer and seconded by Director Griswold. The motion previously made and seconded was approved unanimously. Committee Chairman Jarjura requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk  
Jim Bolduc  
Eric Womack

The Executive Session commenced at 11:42 a.m. and concluded at 12:17 p.m.

The meeting reconvened at 12:17 p.m. and Committee Chairman Jarjura noted that no votes were taken in Executive Session.

**3. MOTION TO ADD AN ITEM TO THE AGENDA CONCERNING MERIT INCREASES**

Committee Chairman Jarjura requested a motion to add an item to the agenda regarding merit increases.

The motion to add an item to the agenda was made by Director Damer and seconded by Director Griswold.

The motion to add an item to the agenda was approved unanimously by roll call.

#### **4. MOTION TO APPROVE 2% MERIT INCREASES**

Committee Chairman Jarjura requested a motion to approve the resolution regarding merit increases.

Committee Chairman Jarjura explained the merit increase will be administered by management in accordance with the statutes. Director Damer said that the 2% is an average depending on whether employees met expectations, exceeded expectations, or fell below expectations through the performance management program.

The motion was made by Director Damer and seconded by Director Griswold.

The motion was approved unanimously by roll call.

#### **5. ADJOURNMENT**

Committee Chairman Jarjura requested a motion to adjourn the meeting. The motion made by Director Griswold and seconded by Director Damer was approved unanimously.

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Moira Kenney  
Secretary to the Board/Paralegal