

**Organizational Synergy & Human Resources Committee
June 25, 2012 Telephonic Meeting**

Draft Minutes

Members Present: Ryan Bingham
David Damer
Timothy Griswold

CRRA Management Present: Tom Kirk, President
James Bolduc, Chief Financial Officer
Eric Womack, Human Resources Manager
Moira Benacquista, Board Secretary/ Paralegal

Director Griswold called the meeting to order at 11:06 a.m.

1. APPROVAL OF MINUTES OF THE MAY 29, 2012, ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Director Griswold requested a motion to approve the minutes of the May 29, 2012, Organizational Synergy & Human Resources Committee meeting. Director Damer made the motion, which was seconded by Director Bingham

The motion to approve the minutes was approved by roll call. Director Damer abstained.

2. INFORMATIONAL UPDATE ON COLA INCREASES

Mr. Kirk said COLA increases are typically administered as part of the CRRA Board approved process effective July 1 of each year. Mr. Kirk explained after approval from the Organizational Synergy & Human Resources Committee its Chairman typically informs the full Board that this action has taken place or Mr. Kirk provides the update in the President's Report.

Mr. Kirk said the COLA increase pursuant to the CRRA employee handbook provides for an increase in the amount of 2% or the Hartford/Connecticut/New England cost of living index, or an amount determined by management. Mr. Kirk said despite the consumer price index figure of 3.2% for COLA adjustments determined at the close of 2011, management is recommending a 2% increase to be administered.

Director Damer said CRRA employees are performing well under diminished resource standards. He said however the budget was passed this year under duress with a significant amount of discussion. Director Damer asked how management's efforts on reconciling the budget stand.

Mr. Kirk said management has made significant progress in addressing the shortfall in the budget. He said this particular adjustment was anticipated in the budget.

Director Damer asked if management is comfortable that the remainder of the shortfall will be found. Mr. Kirk replied yes.

Director Griswold asked if the increase would be applicable to the full fiscal year. Mr. Bolduc said there are two pieces of the FY'13 budget. He said the problem area is during the second period after the bonds are paid off in November. Mr. Bolduc said the first part is not an issue as the reduction is in the second part of FY'13. He said management just completed a reorganization which will save about \$250,000 by not replacing members of the Finance and Accounting Department.

Mr. Kirk said management feels the increase is appropriate in the context of CRRA's challenges. Director Damer asked if the Committee should present this as an informational item under the Organizational Synergy & Human Resources Report to the full Board. Mr. Kirk replied yes. Director Damer said there is no meeting in June and that would result in this increase going into effect on July 1, 2012, before the next Board meeting. He said he expects the Board would be in agreement with the Committee's approval to administer the increases.

Mr. Kirk said that was likely. Director Griswold suggested Mr. Kirk provide the Board with a communication stating the Committee had met and was in agreement with management's recommendation which also notes that these dollars are in the budget. Mr. Kirk said he would send a memo to the Board relating the status of the meeting and noting that the OS & HR Committee has endorsed the suggestion. He said if further discussion is needed it can be held at the next Board meeting. Director Griswold suggested that the memo notes the OS & HR Committee did look at this item, that the funds are in the budget, and as it is a personnel issue that the Board should receive notification. Mr. Kirk agreed.

Director Griswold asked if there are any other compensation issues in this fiscal year. Mr. Kirk said the performance management program is done in January with the option of merit increases. He said the merit increases have only been performed twice in the last four years. Mr. Kirk said management will come to the Board for authorization of merit increases prior to any action.

Director Damer said hopefully CRRA will have information from the Legislature on whether CRRA will be provided assistance with its budget at that time. A discussion on this possibility and its ramifications to CRRA was undertaken.

3. ADJOURNMENT

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

The meeting was adjourned at 11:28 a.m.

Respectfully submitted,

Moira Benacquista
HR Specialist/Board Administrator