

**Organizational Synergy & Human Resources Committee  
July 26, 2007 Meeting**

**Minutes**

Members Present: Michael Pace, Board Chairman  
Mark Cooper, Committee Chairman  
James Francis  
Edna Karanian

CRRRA Staff Present: Tom Kirk, President  
Jim Bolduc, Chief Financial Officer  
Chris Hyfield, Human Resources Manager  
Kristen Greig, Secretary to the Board/Paralegal

Also Present: Moira Kenney

Chairman Cooper called the meeting to order at 8:30 a.m. and noted that there was a quorum.

**1. APPROVAL OF MINUTES OF THE JUNE 28, 2007 ORGANIZATIONAL SYNERGY AND HUMAN RESOURCES COMMITTEE**

Chairman Cooper requested a motion to approve the minutes of the June 28, 2007 Organizational Synergy & Human Resources Committee meeting. Director Karanian made the motion, which was seconded by Chairman Cooper.

The minutes were approved unanimously.

**2. 457 B PLAN RESEARCH**

Mr. Hyfield proposed to members present the possibility of providing a 457 B plan for employees of CRRRA. The plan would provide employees with a secondary retirement vehicle with a provision to save up to \$15,000.00 in additional funds. The plan features low administrative costs and is held with Fidelity. Mr. Kirk asked Mr. Hyfield to complete research on employee interest in the plan by January. Mr. Hyfield agreed.

**3. PRE-EMPLOYMENT PHYSICALS FOR FIELD POSITIONS**

Mr. Hyfield proposed to members present that all new employees with relevant positions undergo an examination prior to employment offers to ensure healthy employees. Chairman Cooper suggested examining other workforces to gain a better understanding of current screening practices. The suggestions were met with approval as long as employment guidelines were strictly adhered to.

**4. HR DEPARTMENT STATUS UPDATE**

Mr. Hyfield gave members present an overview of the current employment status within CRRA. Three positions have recently been vacated. Chairman Cooper asked members present for suggestions on how to prevent further loss in the future. Building career path incentives and changing employ requirements were both broached as possible suggestions. Mr. Hyfield and Mr. Kirk agreed that the company's overall morale was healthy and employee departure was generally a result of personal issues.

**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 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:

Tom Kirk  
Jim Bolduc  
Chris Hyfield

The Executive Session commenced at 9:15 a.m. and concluded at 9:30 a.m.

The meeting reconvened at 9:30 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 Director Cooper and seconded by Director Karanian was approved unanimously.

The meeting was adjourned at 9:32 a.m.

Respectfully submitted,

Moira Kenney  
Secretary to the Board/Paralegal