

**CRRA Organizational Synergy & Human Resources Committee**  
**February 25, 2003 Meeting**

*Draft Minutes*

Members Present: Stephen Cassano, Committee Chairman  
Mark Cooper (present by phone)  
James Francis

CRRA Staff Present: Tom Kirk, President  
Ann Stravalle-Schmidt, Director of Legal Services  
Gary L. Gendron, Director of Administration  
Angelica Mattschei, Corporate Secretary

Others Present: Jane Korwek, Brown Rudnick Berlack Israels, LLP  
Diana Garfield, Kanien, Escalera & McHale, P.C.

Chairman Cassano called the meeting to order at 12:15 p.m.

**1. Severance Payments**

There was a lengthy discussion regarding the referenced item. Ms. Garfield noted that Mr. Escalera's view on the severance policy was that it would be limiting to CRRA and could create more suits. It would create more problems and more expectations of what people would get for severance. Ms. Garfield said that the severance amount given to departing employees would be up to the President's judgment..

Chairman Cassano said that he wanted a severance policy in place to create consistency for all CRRA employees. Ms. Schmidt added that a severance payment was not a right that the employees had, but would be determined by the President. There was a release included with the resolution, she said.

Director Francis said that providing a severance policy was needed from a recruitment standpoint because no one would leave a job and work for CRRA without a basic level of entitlement, but Director Francis expressed that he was uncomfortable with the resolution as stated because the President was left open to suits.

Mr. Kirk said that he would like two things implicit in the resolution: 1) that a minimum level of entitlement would be provided for all employees as a recruitment tool as well as CRRA being seen as a benevolent employer; 2) that it provide flexibility with managers to provide more benefits as determined by the President. CRRA should also have the benefit of a release, he said.

Mr. Kirk asked whether he would need to be given authority by the Board to go above and beyond the \$50,000. Ms. Schmidt responded that prior approval of the Board would be required should benefits exceed \$50,000. Ms. Schmidt asked whether the first “Resolved” in the resolution which stated that the CRRA budget line item for “regular payroll” be amended to “regular payroll, severance and related matters” be deleted. After a short discussion, it was decided that it should be included in the resolution so that Board members were aware that the monies were being taken out of payroll.

## **2. Work Hours**

Ms. Garfield said that the Work Hours Policy was designed so that employees had to seek approval from the President and that the President then had the flexibility of approving or rejecting a request depending on CRRA’s needs. Ms. Korwek added that employees who were approved for alternate work hours would be required to keep a log of their daily work activities.

A discussed ensued regarding legislative employees. Ms. Korwek said that an employer, through legislation, could not punish a legislature while performing legislative duties. An employer could, however, reduce a legislature’s pay for time not spent on CRRA activities.

Mr. Kirk said that requiring people to be present during core hours, from 10:00 a.m. to 3:00 p.m., was imperative. CRRA could not function properly if its employees were not collectively present in the office during core hours, he said. Mr. Kirk said that core hours should be added to the resolution, as well as a work log that must be completed by employees approved for alternate work hours.

Chairman Cassano requested a motion to recommend the adoption of the Work Hours Policy to the full Board at its February 27, 2003 meeting with the changes previously discussed by the Committee. The motion made by Director Francis and seconded by Director Cooper was passed unanimously.

## **3. Wellness Program**

Ms. Hubbard informed the Committee that there was approximately \$84,000 left in the Wellness Fund and that the Wellness Committee recommended a continuation of the program as it existed with the provision that CRRA would be able to contribute and that funds may be requested. Mr. Gendron added that the fund has been and could be used to offset spikes in health insurance premiums as well.

Chairman Pace requested a motion to bring the Wellness Committee’s recommendation to the full Board. The motion made by Director Francis and seconded by Director Cooper was passed unanimously. Mr. Kirk added that a memo should be circulated stating that the Wellness Program was available and could be used for more than just gym memberships.

#### **4. Leadership Group Salaries**

Mr. Gendron said that Horton International, Lee Hecht Harrison and Centerprise had been contacted to conduct a market review of Leadership Group (executive) salaries. Mr. Gendron said that the firms had responded with quotes of how much the service would cost. Director Francis asked whether the work could be done in-house. Mr. Gendron said that it could be done in house, but that going to an outside firm gave the project credibility. The Committee reached a consensus that in-house staff was more than capable of fulfilling the task. Director Cooper suggested that staff document how the market review was conducted to displace any question of credibility.

#### **5. Affirmative Action**

There was a discussion regarding the referenced item. Ms. Garfield said that the Authority did not need an Affirmative Action Policy and that there was a difference between having an Affirmative Action Policy and having an Affirmative Action plan. Chairman Cassano said that it should be the Authority's policy to have a plan. The Committee decided that the item would need to examine the issue further.

#### **6. Staff Departure**

Mr. Kirk informed the Committee that Mr. Clark was leaving the Authority to pursue other opportunities. Chairman Cassano said that Mr. Clark had been most valuable to the Authority and was going to be immensely missed by everyone.

Chairman Cassano requested a motion to recommend to the full Board to authorize the President to fill the Operations Division Head vacancy. The motion made by Director Francis and seconded by Director Cooper was passed unanimously.

#### **ADJOURNMENT**

There being no other business to discuss before the Committee, Chairman Cassano requested a motion to adjourn. The motion to adjourn made by Director Francis and seconded by Director Cooper was approved unanimously. The meeting was adjourned at 1:33 p.m.

Respectfully submitted,

Angelica Mattschi  
Corporate Secretary