

CRRA Organizational Synergy & Human Resources Committee
March 20, 2003 Meeting

Draft Minutes

Members Present: James Francis
Mark Cooper
John Mengacci

CRRA Staff Present: Tom Kirk, President
Angelica Mattschei, Corporate Secretary

Director Francis called the meeting to order at 8:50 a.m.

1. Employment Separation Agreement Policy

Director Francis requested a motion on the referenced topic. Director Cooper made the following motion:

RESOLVED: that the CRRA budget line item for “regular payroll” be amended to “regular payroll, severance and related matters.”

RESOLVED: that the CRRA hereby adopts an Employment Separation Agreement Policy as substantially presented at this meeting.

Director Mengacci seconded the motion.

Mr. Kirk said that the Employment Separation Agreement Policy included in the Committee’s package contained the changes discussed at their previous meeting. The black-lined version of the policy as well as Mr. Escalera’s correspondence to CRRA staff members showed the changes made, he said. The changes in the policy eliminated the dollar value assigned to the policy and provided more flexibility. Mr. Kirk said that setting a dollar value as maximum payment would become a target.

The motion previously made and seconded was approved unanimously.

2. Work Hours Policy

Mr. Kirk said that the policy was available in February and that a start date would need to be determined. Mr. Kirk stated that the new policy would dismiss other policies in effect that were wide and varied throughout the company. The policy established core business hours between 10:00 a.m. – 3:00 p.m. and required that all employees be present at the CRRA during those hours unless official CRRA business required that the

employee be offsite. A written approval by the President would be needed, he said. Director Mengacci added that state workers adhered to the same policy.

Director Cooper made a motion to approve the Work Hours Policy for recommendation to the full Board. Director Mengacci seconded the motion which was approved unanimously.

3. Wellness Program

Mr. Kirk said that the Wellness Committee, comprised of several CRRRA employees, recommended a continuation of the existing Wellness Program. Director Cooper made a motion to recommend the continuation of the Wellness Program as it existed to the full Board. Director Mengacci seconded the motion which was approved unanimously.

ADJOURNMENT

There being no other business to discuss before the Committee, Director Francis requested a motion to adjourn. The motion to adjourn made by Director Cooper and seconded by Director Mengacci was approved unanimously. The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Angelica Mattschi
Corporate Secretary