

CRRA Organizational Synergy & Human Resources Committee
April 17, 2003 Meeting

Draft Minutes

Members Present: Steve Cassano, Committee Chairman
James Francis
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. Authorization to Fill Vacancies

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

RESOLVED: the President is authorized to fill the Communications Coordinator and Customer Service Specialist (Recycling) vacancies, substantially as presented at this meeting.

Director Mengacci seconded the motion.

Mr. Kirk said that filling of vacancies should be a routine managerial task and Board action on each vacancy did not necessary need Board attention. Chairman Cassano said that certain vacancies did need Board attention such as the Communications Coordinator position. Mr. Kirk said that he would like to combine the Communications Coordinator with Government Relations.

It was a consensus of the Committee that they would authorize Mr. Kirk to start the process of filling the Communications Coordinator position contingent on an overhaul of the job description. Mr. Kirk said that he would report back to the Committee with the new job description.

The motion previously made and seconded was approved unanimously.

2. Authorization to Fill Vacancies and Update Job Descriptions

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

RESOLVED: the Board of Directors, and the Organizational Synergy & Human Resources Committee thereof (successor Committee to the “Personnel Committee”) pursuant to Connecticut General Statutes 22a-277 herewith delegate their respective authority, under the “CRRA Hiring, Compensation, Promotion and Dismissal Procedures,” to the President to fill existing vacancies as they occur; and, be it further

RESOLVED: the President is authorized to modify any non-substantive descriptions to reflect current and anticipated business needs and activities; and, be it further

RESOLVED: the President shall advise the Organizational Synergy & Human Resources Committee on all decisions and activities which result from this delegation of authority.

Director Mengacci seconded the motion.

Chairman Cassano said that the Committee should review job descriptions with significant changes in order to assure the President of Board backing. Director Mengacci added that the role of the Committee and Board should be to consult instead of approve filling of vacancies.

The motion previously made and seconded was approved unanimously.

3. Approval of Minutes from its November 4, 2002 Committee Meeting

Chairman Cassano requested a motion to accept the minutes of its November 4, 2002 Committee meeting. The motion made by Director Francis and seconded by Director Mengacci was passed. Director Mengacci abstained from the vote as he was not present at the meeting.

4. Approval of Minutes from its November 21, 2002 Committee Meeting

Chairman Cassano requested a motion to accept the minutes of its November 21, 2002 Committee meeting. The motion made by Director Francis and seconded by Director Mengacci was passed unanimously.

5. Approval of Minutes from its December 2, 2002 Committee Meeting

Chairman Cassano requested a motion to accept the minutes of its December 2, 2002 Committee meeting. The motion made by Director Francis and seconded by Director Mengacci was passed unanimously.

6. Approval of Minutes from its February 25, 2003 Committee Meeting

Chairman Cassano requested a motion to accept the minutes of its February 25, 2003 Committee meeting. The motion made by Director Francis and seconded by Director Mengacci was passed. Director Mengacci abstained from the vote as he was not present at the meeting.

7. Approval of Minutes from its March 20, 2003 Committee Meeting

Chairman Cassano requested a motion to accept the minutes of its March 20, 2003 Committee meeting. The motion made by Director Francis and seconded by Director Mengacci was passed. Chairman Cassano abstained from the vote as he was not present at the meeting.

8. Authorization to Correct Salary Discrepancy

Mr. Kirk said that there was a significant discrepancy in pay between two engineers at CRRA. One engineer who was receiving a higher pay came on board after and was brought in by the engineer receiving lower pay. The engineer receiving lower pay was caught in the pay increase freeze that CRRA underwent and was presently being asked to fill the role of the Operations Division Head as a result of a vacancy. Mr. Kirk said that it was not a cash flow issue but a procedural issue.

Director Francis made a motion to authorize the President to correct salary discrepancy in the engineer department of the Operations Division. Director Mengacci seconded the motion which 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 Mengacci was approved unanimously. The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Angelica Mattschi
Corporate Secretary