

CRRA Organizational Synergy & Human Resources Committee
May 15, 2003 Meeting

Draft Minutes

Members Present: Steve Cassano, Committee Chairman
James Francis
John Mengacci
Mark Cooper

CRRA Staff Present: Tom Kirk, President
Gary Gendron, Director of Administration
Angelica Mattschei, Corporate Secretary
Marian Hubbard, Human Resources Administrator (Temp)

Chairman Cassano called the meeting to order at 8:30 a.m.

1. Approval of the Minutes of the April 17, 2003 Committee Meeting

Chairman Cassano requested a motion to accept the minutes of the April 17, 2003 Committee meeting. Director Francis made the motion to accept which was seconded by Director Mengacci. Director Mengacci noted that the word “necessary” on page 1 of the minutes should be changed to “necessarily.”

The motion previously made and seconded was approved unanimously.

2. Approval of the Travel & Expense Reporting Policy

Chairman Cassano requested a motion on the referenced topic. Director Francis made a motion to ratify and recommend the Travel & Expense Reporting Policy to the full Board which was seconded by Director Mengacci.

Chairman Cassano said that the policy should be made effective by July 1, 2003. The motion previously made and seconded was approved unanimously.

3. Leadership Group Salary Study

Ms. Hubbard advised the Committee that staff was awaiting information from private sector entities regarding the Leadership Group Salary Study.

4. CRRA Personnel Policy Manual

Mr. Gendron said that the Personnel Policy Manual was being reviewed by himself and Legal and would not be ready by the Committee's subsequent meeting. Chairman Cassano said that the Committee, not legal, should discuss the policy issues. The Committee should make policy decisions, he added, because CRRA was a political entity under heavy scrutiny. The Committee members agreed with Chairman Cassano.

Mr. Kirk said that staff would provide the Committee with a draft for their review.

5. Other Business

Mr. Gendron said that the Committee's regular meeting schedule was in conflict with the Finance Committee meetings. Chairman Cassano suggested that the Committee continue to meet at 8:30 a.m. prior to the regularly scheduled Board meetings and decide when to meet for longer meetings.

Mr. Kirk gave the Committee an update on vacancies. Director Mengacci asked whether a background check would be required for the Government Relations position. Mr. Kirk replied that background checks were inexpensive and should be utilized for every vacant position.

Mr. Kirk informed the Committee that Mr. Angelo Ortisi was leaving CRRA, which would leave the position of Landfill Manager vacant.

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 Cooper and seconded by Director Francis was approved unanimously. The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Angelica Mattschi
Corporate Secretary