

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

*Draft Minutes*

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

CRRA Staff Present: Jim Bolduc, CFO  
Tom Kirk, President  
Marion Hubbard, Human Resources Administrator  
Angelica Mattschei, Corporate Secretary

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

**1. Approval of the Minutes of the June 19, 2003 Committee Meeting**

Chairman Cassano requested a motion to accept the minutes of the June 19, 2003 Committee meeting. The motion made by Director Francis and seconded by Chairman Cassano was approved unanimously.

**2. Personnel Issues**  
**Education Programs Director Vacancy and Possible Alternatives**

Mr. Kirk led a discussion regarding referenced topic. Mr. Kirk explained that the 45 head count for CRRA employees was a consideration, as well as the contract with SWEROC which required a full-time manager to be in place. Mr. Kirk suggested the Committee hold off filling the vacancy as alternatives were being considered. A consensus to delay filling the vacancy was reached by the Committee.

**Increase Request for Discrepancy in 2001 promotion of Administrative Assistant**

Mr. Kirk said that an error was made in 2001 with the promotion of an Administrative Assistant. Mr. Kirk said that the employee was promoted without a raise and that two options were to adjust the employee's salary retroactively from January 1, 2003 or to adjust the employee's salary retroactively from the date of her original promotion.

Director Francis made the motion to adjust the salary retroactively from the employee's original date of promotion. Director Cooper seconded the motion which was approved unanimously.

### **Accounting Department Position Revisions**

Mr. Kirk said Ms. Diane Le was promoted to a supervisory position but has since requested to return to her previous position and salary as a staff accountant. Mr. Kirk said that Mr. Jubb would receive a salary increase due to his lead role in the accounting department, as well as Ms. Nhan Vo-Le as she will have to handle all supervisory tasks.

Mr. Kirk added that Ms. Lucy Kuang would also be getting a salary increase in order to recognize the marketplace.

The motion to approve the above recommendations made by Director Francis and seconded by Director Cooper was approved unanimously.

### **3. Review and Establish Future Meeting Dates**

The Committee established its subsequent meeting on October 8, 2003 at 10:00 a.m. to be held at 100 Constitution Plaza, Hartford.

### **4. Review and Approve Wellness Policy**

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

**RESOLVED:** the CRRA Employee Wellness Program be established as an employee benefit separate from the CRRA Health Reserve and be it further

**RESOLVED:** that the program be adopted in accordance with the attached policy.

### **5. Review and Approve Affirmative Action Plan and Policy**

Chairman Cassano noted that the referenced item would be discussed in the Committee's subsequent meeting.

### **6. Review and Discuss Employee Count**

Mr. Kirk requested authorization from the Committee to seek clarification of the referenced item with the legislators. The Committee gave its consensus to seek clarification. Chairman Cassano suggested that Mr. Kirk contact Mr. John Mengacci of the Office of Policy and Management regarding the issue.

**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 9:07 a.m.

Respectfully submitted,

Angelica Mattschi  
Corporate Secretary