

**CRRA Organizational Synergy & Human Resources Committee**  
**October 8, 2003 Meeting**

*Draft Minutes*

Members Present: Steve Cassano, Committee Chairman  
James Francis

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

Others Present: Miguel Escalera, Kainen, Escalera & McHale P.C.  
Monica Marchese, Marchese Consulting

Chairman Cassano called the meeting to order at 10:30 a.m.

**1. Approval of the Minutes of the September 25, 2003 Committee Meeting**

Chairman Cassano requested a motion to accept the minutes of the September 25, 2003 Committee meeting. The motion made by Director Francis and seconded by Chairman Cassano was approved unanimously.

**Executive Session**

Chairman Cassano requested a motion to go into an Executive Session in order to discuss the various confidential employee issues including compensation organization. Chairman Cassano requested that Messrs. Kirk, Bolduc, Escalera and Ms. Marchese to remain during the Executive Session. The motion to go into Executive Session made by Director Francis and seconded by Chairman Cassano was approved unanimously. Madam Hubbard was requested to attend the latter part of the Executive Session.

The Executive Session began at 10:11 a.m.

The Executive Session concluded at 11:45 a.m.

Chairman Cassano reconvened the Committee meeting at 11:46 a.m.

Chairman Cassano noted that no votes were taken in Executive Session.

## **2. Approval of Salary Adjustment**

Chairman Cassano requested a motion to approve the salary adjustments for six managers as discussed in Executive Session. The motion made by Director Francis and seconded by Chairman Cassano was approved unanimously.

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

The Committee discussed the Affirmative Action Plan with Mr. Escalera. Director Francis suggested the following revisions to the policy: 1) consolidate and rewrite the first four sentences on page six; 2) add a sentence that clearly stated the goal of achieving a workforce that reflected the proportion of minorities in the labor pool; 3) include an exploration of internship programs; and 4) incorporate attendance at job fairs. The Committee agreed to the revisions and requested that the policy be included in the Board's subsequent meeting agenda.

## **4. Approval of "Asterisk" Employee Procedure**

Mr. Kirk discussed Sec. 22a.-265 of the Connecticut General statutes, which limits the number of CRRA employees to 45, unless the board of directors authorizes an increase and that expenditures for outside consultants during the fiscal year must be reduced below expenditures for consultants in the previous fiscal year by an amount equal to expenditures for such additional employees.

Mr. Kirk presented a schedule of seven positions that have been determined to meet that intent of the statute and explained the procedure for determining the same. The Committee accepted the procedure.

## **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 Vice Chairman Cassano was approved unanimously. The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Angelica Mattschi  
Corporate Secretary