

**CRRA Organizational Synergy & Human Resources Committee**  
**November 13, 2003 Meeting**

*Draft Minutes*

Members Present: Mark Cooper  
James Francis

CRRA Staff Present: Jim Bolduc, CFO  
Tom Kirk, President

Others Present: Monica Marchese, Marchese Consulting  
Chris Hyfield, Human Resources Administrator (Temp)  
Shel Myers, Kainen Escalera & McHale P.C.

Director Francis called the meeting to order at 10:05 a.m.

**1. Approval of the Minutes of the October 8, 2003 and October 16, 2003 OS&HR Committee Minutes**

Director Francis requested a motion to accept the minutes of the October 8, 2003 and October 16, 2003 Committee meeting. The motion made by Director Cooper and seconded by Director Francis was approved unanimously.

**2. Approval of the Affirmative Action Plan and Policy**

Mr. Myers gave the Committee a review of the changes made to the referenced item. Director Francis said that reference to specific websites and newspapers should be removed from page 7. Mr. Myers said that the major changes were to add Section IV to Section I, the inclusion of job fairs and internships on page 7 and general revisions to incorporate the Committee's requests.

Director Cooper made a motion to accept the Affirmative Action Plan and Policy as amended. Director Francis seconded the motion which was approved unanimously.

**3. Approval of the Personnel Manual**

Mr. Bolduc led a discussion on changes made on page 19 of the Personnel Manual regarding vacation hours. He said that the vacation hours were out of sync with payroll and should be amended. Mr. Bolduc said that part-time employees were given personal leave on page 19.

Director Francis requested that page 7 Section 5 and page 8 Section 6 be reviewed for consistency. Director Francis said that the Affirmative Action coordinator should be reflected as the Human Resource manager. He also suggested that complaints regarding workplace harassment on page 34 be raised through the legal department. Director

Francis added that the number of Board members listed on page iii should be reviewed for accuracy.

Director Cooper made the motion to recommend approval of the Personnel Manual as modified to the full Board. Director Francis seconded the motion which was approved unanimously.

### **Executive Session**

The motion to go into Executive Session in order to discuss various confidential employee issues made by Director Francis and seconded by Director Cooper was approved unanimously. Messrs. Kirk, Bolduc, Hyfield and Ms. Marchese remained during the Executive Session.

The Executive Session began at 10:47 a.m. and concluded at 12:00 p.m.

Director Francis reconvened the Committee meeting at 12:01 p.m.

Director Francis noted that no votes were taken in Executive Session.

#### **4. Approval of the Proposed Compensation Plan**

Director Cooper made the motion to recommend the Compensation Plan to the full Board as amended in Executive Session. Director Francis seconded the motion which was approved unanimously.

#### **5. Approval of New Job Positions and Descriptions**

Director Cooper made the motion to recommend the new job positions and descriptions to the full Board. Director Francis seconded the motion which was approved unanimously.

### **ADJOURNMENT**

There being no other business to discuss before the Committee, Director Cooper requested a motion to adjourn. The motion to adjourn made by Director Francis was approved unanimously. The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Angelica Mattschi  
Corporate Secretary