

Rhode Island Housing
Minutes of the Human Resources Committee
June 14, 2007

The Human Resources Committee of the Rhode Island Housing and Mortgage Finance Corporation convened at 9:00 am on June 14, 2007 at the offices of Rhode Island Housing. Committee members present were Chairman Marouchoc, and Commissioners Barge and Monteiro. Also present were Tom Hogg, Deputy Director and Chief Financial Officer, Michael Milito, Deputy Assistant Director for Law and Human Resources and Patricia Trinqué, Human Resources Director.

The Committee considered the following matters: (i) proposed budget for merit based salary increases and reserve for comparability adjustments for FY 2008 and (ii) proposed adjustment to the salary ranges associated with Rhode Island Housing grade levels.

The Committee first considered the proposed budget for merit based salary increases and reserve for comparability adjustments for FY 2008. Staff proposed that a budget for merit-based salary increases of 3.0% be approved for FY 2008, with an additional 1.0% budgeted as a reserve for comparability adjustments. In making this recommendation, staff noted that the other nearby housing finance agencies anticipate salary increases of 3.2% to 4.0% in FY 2008. In addition, the State of Rhode Island's collective bargaining agreement with its largest union provides for a salary increase of 3.0% in FY 2008, and a continuation of step increases and longevity pay for State employees. When all of these inputs are factored in, the average increase in salary to State employees will be approximately 5.0% for FY 2008. The 1.0% reserve for comparability will be used to make individual salary adjustments for certain employees whose salary is significantly below the mid-point of their grade range and not comparable to other employees with similar responsibilities. After a brief discussion, on a motion made by Commissioner Monteiro and seconded by Commissioner Barge, the Committee unanimously approved a budget of 3.0% for merit-based salary increases for FY 2008 and 1.0% reserve for comparability adjustments.

Next, the Committee considered a proposal to adjust the salary ranges associated with Rhode Island Housing grade levels by 5% to account for inflation. Rhode Island Housing last adjusted salary ranges in June 2005. Since then, the consumer price index has increased by approximately 5.0%. This adjustment will ensure that salary ranges remain competitive and reflect market forces. In general, salaries do not increase solely as a result of the adjustment to the ranges. After a brief discussion, on a motion made by Commissioner Monteiro and seconded by Commissioner Barge, the Committee unanimously approved an upward adjustment of 5.0% in Rhode Island Housing salary ranges.

Upon a motion made by Commissioner Monteiro and seconded by Commissioner Barge, the Committee voted unanimously to amend the agenda for discussion of a proposed policy regarding employee participation in housing programs involving Rhode Island Housing. Staff presented a draft policy for discussion that would establish

parameters under which Rhode Island Housing employees could participate in housing programs in which Rhode Island Housing is involved, consistent with their obligations under the Code of Ethics. The proposed policy would permit such participation only where i) the employee meets all of the requirements of the program; ii) the employee is not materially involved in the administration or decision making regarding the program; iii) the availability of the program was widely advertised to eligible participants; iv) the employee was selected for participation by an objective process; and v) the Rhode Island Housing ethics officer has approved the participation. The committee briefly commented on the proposed policy and directed that the final policy be presented to the full board for consideration.

There being no further business, the meeting was adjourned at 9:45 am.

Respectfully Submitted:

Chairperson

Date