



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee
Date:	June 15, 2005
Time:	9:45 a.m.

MEMBERS PRESENT

Vincent J. Meselella, Chairman
Angelo Rotella, Vice Chairman
Paul Pinault
Michael Salvatore
Bruce Campbell
Thomas Lazieh

MEMBERS ABSENT

Laurie Montanaro, Personnel Chair
John MacQueen

STAFF AND GUESTS PRESENT

Ray Marshall, NBC
Karen Giebink, NBC
Thomas Uva, NBC
Paul Nordstrom, NBC
Leah Foster, NBC

Jean-Marie Grossi, NBC
Brenda Smith, NBC
Joanne Maceroni, NBC
Cecille Antonelli, NBC
Diane Buerger, NBC

1. Call to Order

In the absence of Personnel Committee Chair Laurie Montanaro, Chairman Meselella chaired the June 15, 2005 Personnel Committee meeting. Recognizing a quorum, Chairman Meselella called the June 15, 2005 Personnel Committee meeting to order at 9:55 a.m.

2. Approval of Minutes – May 11, 2005

Chairman Meselella asked if all Committee members had an opportunity to review the minutes of the May 11, 2005 Personnel Committee meeting. Commissioner Salvatore motioned to approve the minutes of the May 11, 2005 Personnel Committee meeting as written. Commissioners' Campbell and Lazieh seconded the motion, and the vote taken by the Committee was unanimous. The motion carries.

3. Items for Action:

A. Amendments to Organizational Plan

Mr. Pinault stated that included in all Committee members' packets is a memo from Karen Giebink dated June 8, 2005, including two recommendations. The first matter relates to the change in responsibility and job specification for the Purchasing Coordinator, which has recently been reviewed and revised. This position has taken on more responsibility and is actually doing the work that two people historically have done. Based on the re-evaluation of the Non-Union Salary Administration Committee, which is made up of the Directors, the Manager of Human Resources and the Labor Relations Manager, it is recommended that the position be upgraded from Grade 7 to Grade 9.

Mr. Pinault stated that the second item included in Karen Giebink's memo is regarding the Customer Service Billing Supervisor. This position was reviewed, and an error was found in the number of positions that the Supervisor oversees and also the character of supervision. Therefore, it is recommended that the Customer Service Billing Supervisor position be upgraded from a Grade 7 to Grade 9.

Mr. Pinault stated that the next recommendation is from Paul Nordstrom, Director of Operations and Engineering. We presently have three lead Mechanic II's and seven Mechanic I's, for a total of ten people in Maintenance at Field's Point, and the workload and complexity is increasing due to the age of the facility. Therefore, Paul Nordstrom recommends taking a vacant Operator I position and creating a Mechanic II position, so that we have additional lead mechanics. The new Mechanic II position will be filled by a Mechanic I from within, through the Union contract. After the six-month probation period has expired, we recommend converting the vacant Mechanic I position back to an Operator I position, and re-fill that position.

Commissioner Rotella motioned to approve the Amendments to NBC's Organizational Plan, as noted by Mr. Pinault. Commissioners' Lazieh and Campbell seconded the motion, and the vote taken by the Personnel Committee was unanimous. The motion carries.

4. Other Business

None.

5. Adjournment

With no further business to come before the Committee, Commissioner Rotella motioned to adjourn. Commissioner Salvadore seconded the motion, and the vote taken was unanimous. The meeting adjourned at 10:00 a.m.

Respectfully submitted,



Paul Pinault, *Secretary*