



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee
Date:	April 12, 2006
Time:	10:15 a.m.

MEMBERS PRESENT

Vincent J. Mesoella, Chairman
Angelo Rotella, Vice Chairman
Paul Pinault
Bruce Campbell, Personnel Chair
Thomas Lazieh
John MacQueen
Michael Salvatore

MEMBERS ABSENT

Leslie Gray

STAFF AND GUESTS PRESENT

Ray Marshall, NBC
Karen Giebink, NBC
Thomas Uva, NBC
Cecille Antonelli, NBC
Francie Brown, NBC
Paul Nordstrom, NBC
Joseph Pratt, LBG

Jean-Marie Grossi, NBC
Diane Buerger, NBC
Joanne Maceroni, NBC
Jamie Samons, NBC
Brenda Smith, NBC
Leah Foster, NBC

1. Call to Order

Chairman Mesoella noted that he has appointed Commissioner Campbell as chair of the Personnel Committee. Recognizing a quorum, Personnel Chair Campbell called the April 12, 2006 Personnel Committee meeting to order at 10:25 a.m.

2. Approval of Minutes – January 25, 2006

Chair Campbell asked if all Committee members had an opportunity to review the minutes of the January 25, 2006 Personnel Committee meeting. Commissioner Lazieh motioned to approve the minutes of the January 25, 2006 Personnel Committee meeting as written. Commissioners' Salvatore and MacQueen seconded the motion, and the vote taken by the Personnel Committee was unanimous. The motion carries.

3. Items for Action:

A. Amendments to Organizational Plan

Mr. Pinault stated that there are two proposed changes to the organizational plan. The first is outlined in a memo from Tom Uva dated April 5, 2006, which recommends several changes within the Division of Planning, Policy & Regulation, specifically within the Pollution Prevention Section. The Pollution Prevention Section was established in 1991 as a result of a \$300,000 EPA grant to provide technical compliance assistance to our industrial users. At that time a majority of the efforts of the Pollution Prevention Section were directed toward providing this free technical support to our users. Over the years the program has evolved to the where a majority of the program resources are now focused on completing projects and performing work activities that are internal to this agency. Although we still provide free technical assistance to our regulated users, the Pollution Prevention Section team presently oversees the OSHA required NBC Health and Safety Training Program, assistance to evaluate and oversee proper NBC disposal of hazardous materials, provides technical assistance internally to other NBC Sections on numerous projects and day-to-day activities, etc.

Mr. Pinault noted that as a result of this program, staff is recommending that the name of the Pollution Prevention Program be changed to Environmental, Safety & Technical Assistance Program since the name will more accurately describe the activities of the Section. In addition, staff recommends that the title of the Pollution Prevention Manager be changed to Environmental, Safety & Technical Assistance Manager. This job title has been reviewed and approved by the Non-Union Position Evaluation Committee, and these changes will have no effect on the FY2006 budget.

Mr. Pinault stated that the second matter is included in a memo from Laurie Horridge Bissonette, General Counsel. He noted that after a recent job posting of a Paralegal position in the Customer Service Section, we had the opportunity to review and compare this position to the Legal Assistant position within the Legal Section of the Executive Division. It was determined that the legal Assistant position had very similar duties to the Paralegal position within the Customer Service Section. Likewise, the education and experience requirements are practically identical. To equalize this disparity, staff recommends the position of legal Assistant to be reallocated from a Grade 6 to Grade 7 and that the title be changed from Legal Assistant to Executive Paralegal. The job description has been revised to reflect the incumbent's current duties and the Non-Union Position Evaluation Committee has evaluated and approved this adjustment as well. This change will have no significant impact on the FY06 budget.

Commissioner Lazieh motioned to approve the two proposed changes to NBCs organizational plan. Commissioner MacQueen seconded the motion, and the vote taken by the Personnel Committee was unanimous. The motion carries.

4. Other Business

Mr. Pinault stated that NBC will be meeting with the Unions later today to kick-off negotiations on the contract re-opener for Healthcare.

5. Adjournment

With no further business to come before the Committee, Commissioner Lazieh motioned to adjourn. Commissioner Salvadore seconded the motion, and the vote taken by the Personnel Committee was unanimous. The meeting adjourned at 10:30 a.m.

Respectfully submitted,



Paul Pinault, *Secretary*