



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee
Date:	October 18, 2006
Time:	10:15 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

STAFF AND GUESTS PRESENT

Ray Marshall, NBC
Karen Giebink, NBC
Thomas Uva, NBC
Cecille Antonelli, NBC
Paul Nordstrom, NBC
Brenda Smith, NBC
Rich Bernier, NBC
Eric Schweizer

Jean-Marie Grossi, NBC
Diane Buerger, NBC
Joanne Maceroni, NBC
Jamie Samons, NBC
Dan Smith, NBC
Leah Foster, NBC
Joseph Pratt, LBG

1. Call to Order

Recognizing a quorum, Personnel Chair Campbell called the October 18, 2006 Personnel Committee meeting to order at 10:24 a.m.

2. Approval of Minutes – September 27, 2006

Chair Campbell asked if all Committee members had an opportunity to review the minutes of the September 27, 2006 Personnel Committee meeting. Commissioner Lazieh motioned to approve the minutes of the September 27, 2006 Personnel Committee meeting as written. Commissioner Salvatore 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 the first matter is outlined in a memo from Paul Nordstrom to the Personnel and Finance Committees dated October 10. He noted that our Control System Administrator, who originally oversaw the Field's Point Supervisory Control and Data Acquisition System (SCADA) has taken on more responsibility with the inclusion of a SCADA system at the newly upgraded Bucklin Point Wastewater Treatment Facility. Mr. Pinault noted that the Bucklin Point SCADA system employs a different type of control system, which required additional schooling and troubleshooting skills. In addition, more of this employee's time is being spent developing programs to interface with other Sections needs (LIMS system, remote pump station monitoring, tunnel pump station tie-ins, etc.). He noted that the increase in duties and responsibilities resulted in a re-evaluation of the job specification and pay grade. The re-evaluation of the position proposes this position be upgraded from a pay grade 10 to a pay grade 11. The NBC's Non-Union Position Review Committee has reviewed this change and concurs with staff's recommendation.

Mr. Pinault stated that the next item for consideration is outlined in a memo from Thomas Uva, Manager of Policy, Planning & Regulation, to the Personnel and Finance Committees dated October 10. He noted that the first change recommended is in the Laboratory Section to upgrade the existing position of Laboratory Supervisor, pay grade 6, and change the title of the position to Environmental Chemist, pay grade 7. He noted that due to changes in NBC's RIPDES permits issued by the RIDEM regarding nitrogen removal, the NBC has been required to routinely perform extensive analyses for nutrients. As more sample results are being required with a fast turn-around time, the plant nutrient station is now on-line five days per week. This has resulted in an increase of troubleshooting, replacing of parts, and method development to evaluate matrix problems. The Laboratory Supervisor's duties have evolved, and this position is now exclusively working on nutrient analyses, which are more in-line with the duties of an Environmental Chemist position. Therefore, it is proposed that the Laboratory Supervisor position be reallocated to Environmental Chemist within the Laboratory Section.

Mr. Pinault reported that the second PP&R organization change is in the Pretreatment Section. In fiscal year 2005, the Personnel Committee froze a vacant Pretreatment Clerk position due to budgetary constraint. He noted that the clerical work in the Pretreatment office has since increased, and NBC has had to employ the services of a temporary employee to keep current with the existing workload. As a result, he noted that Director Tom Uva proposes to freeze a vacant Pretreatment Engineer position, pay grade 8 in the non-union system, and reallocate the funds to fill the vacant Pretreatment clerk position, pay grade D-13 in Council 94.

Mr. Pinault stated that the third and last PP&R proposed organizational change is in the Environmental Monitoring and Data Analysis Section. Over the past few years, regulatory requirements have become increasingly stringent, and NBC has been required by the RIDEM to perform more extensive monitoring. He noted that in order to meet the ever increasing regulatory demand, our Environmental Scientists have been required to perform more complex data analyses and detailed report preparation with critical time constraints. The Scientists also have the added responsibility to prepare the monthly RIPDES discharge monitoring reports for our two wastewater treatment facilities. The job description of the Environmental Scientist position has been updated to reflect the additional duties for this position. Also, this position has been reviewed and re-graded by the NBC's Non-Union Salary Review Committee. He stated that the Committee recommended a reallocation for said position from pay grade 7 to pay grade 9. He further noted that the changes outlined in this memo will have no effect on the overall PP&R Division fiscal year 2007 budget.

Mr. Pinault reported that the next item is outlined in a memo from Karen Giebink, Director of Administration & Finance, regarding proposed changes in the Human Resources Section. He noted that the job specification for the Senior Human Resources Representative

position has been revised to reflect the position's supervisory functions. In addition, the position's responsibility for managing certain functions such as Workers' Compensation has grown to be increasingly complex with significant risk exposure. Along with the increased management responsibility, the duties of this position have expanded to include assisting in the administration of NBC's comprehensive employee benefits programs and non-union retirement plans, as well as researching and developing procedures in order to comply with changing Federal and State laws and regulation related to human resources. He noted that based on the revised job specification, the NBC's Non-Union Salary Review Committee has reviewed an approved a change in pay grade from a pay grade 7 to pay grade 9 to reflect the additional duties. There are sufficient funds in the fiscal year 2007 budget to support this action.

Mr. Pinault stated the last item for consideration is outlined in a memo from Karen Giebink dated October 6 regarding proposed modifications in the Information Technology Section. He noted that NBC's Information Technology (IT) Manager has reassessed the staffing of the IT Section in an effort to ensure that NBC has the proper staff in-place required to support NBC's IT environment. NBC is now using new hardware and will be moving to a new operating system. In addition, NBC is supporting more sophisticated applications and has developed new application in-house that require advanced state-of-the-art development skills to support. He noted that as a result of the IT Manager's assessment, the following actions are proposed:

1. Reactivate a Systems Design Programmer position (pay grade 8). In order to fund this position, the PC Support Specialist position (pay grade 6), soon to become vacant due to a promotion from within, will be put in an unfunded status. There will be no increase in budgeted and/or funded positions in the IT Section as a result of this action.
2. Reallocate one Senior System Design Programmer position (pay grade 9) to a Principal Systems Design Programmer position (pay grade 10). The job specification and pay grade of the Principal Systems Design Programmer has been reviewed and approved by the NBC's Non-Union Salary Review Committee.
3. Change the title of the Senior Systems Design Programmer to a Senior Systems Programmer/Systems Administrator.

Mr. Pinault stated that there are sufficient funds in the fiscal year 2007 budget to support these changes.

Commissioner Lazieh motioned to approve all proposed revisions to NBC's organizational plan as explained by the Executive Director. Commissioner Caine seconded the motion, and the vote taken by the Personnel Committee was unanimous. The motion carries.

4. Other Business

- A. *Review and Approval of Resolution 2006:38, Authorization to Fund a Wellness Incentive Program*

Mr. Pinault stated that this item is outlined in a memo from Karen Giebink to the Personnel Committee and Board dated October 6, 2006. He noted that in order to contain healthcare costs, reduce the expense of employee absences, and to improve employee morale, the NBC has made health and wellness a priority and has included this initiative as part of our Strategic Plan. He noted that this program is consistent with the State-wide wellness initiatives.

Mr. Pinault noted that in 2006, the NBC was 1 out of 83 Rhode Island companies awarded a Worksite Health Award by the Greater Providence Chamber of Commerce and Blue Cross Blue Shield of RI. He stated that in order for NBC to continue its health and wellness efforts, it is important to designate specific funds to support the continued commitment to the

wellness programs and recommends approval of a budget request of \$3,000 to be specifically used for health and wellness programs. Therefore, Mr. Pinault recommended approval of Resolution 20006:38, Authorization to Fund a Wellness Incentive Program.

After some discussion, Vice-Chair Rotella motioned to approve Resolution 2006:38, Authorization to Fund a Wellness Incentive Program. Commissioners' Lazieh and Salvadore seconded the motion, and the vote taken by the Personnel Committee was unanimous. The motion carries.

5. Adjournment

With no further business to come before the Committee, Commissioner MacQueen motioned to adjourn. Commissioner Lazieh seconded the motion, and the vote taken by the Personnel Committee was unanimous. The meeting adjourned at 10:37 a.m.

Respectfully submitted,



Paul Pinault, *Secretary*