



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee
Date:	April 4, 2007
Time:	10:30 a.m.

MEMBERS PRESENT

Vincent J. Mesoella, Chairman
Angelo Rotella, Vice Chairman
Bruce Campbell, Personnel Chair
Raymond J. Marshall, Executive Director
John MacQueen
Michael Salvatore

MEMBERS ABSENT

Leslie Gray

STAFF AND GUESTS PRESENT

Tom Uva, NBC
Karen Giebink, NBC
Jamie Samons, NBC
Cecille Antonelli, NBC
John Zuba, NBC
Brenda Smith, NBC
Mark Thomas, NBC
Rich Bernier, NBC
Steve Whitney, Senate Fiscal Office

Jean-Marie Grossi, NBC
Laurie Horridge Bissonette, NBC
Joanne Maceroni, NBC
Diane Buerger, NBC
Dan Smith, NBC
Leah Foster, NBC
Deborah Samson, NBC
Joseph Pratt, LBG

1. Call to Order

Recognizing a quorum, Personnel Chair Campbell called the April 4, 2007 Personnel Committee meeting to order at 10:35 a.m.

2. Approval of Minutes – January 24, 2007

Personnel Chair Campbell asked if all Committee members had an opportunity to review the minutes of the January 24, 2007 Personnel Committee meeting. Commissioner Salvatore motioned to approve the minutes of the January 24, 2007 Personnel Committee meeting as written. Commissioner 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. Marshall stated that there is one Memorandum from Paul Nordstrom, Director Operations & Engineering which includes two proposed changes to NBC's organization plan. He noted that at the Field's Point Facility, we have a group of staff called the Operations & Maintenance Support Section. They are the real hub around which our Asset Management program is revolving. He noted that there are six positions in that Section, and five of the six positions are forty-hour per week positions. There is one exception, which is the O&M Technician, which is a thirty-five hour per week position. The Operations Division Director is therefore requesting that NBC convert that position to a forty-hour per week position, in order to be in conformance with the other staff in that Section. This change would also include an upgrade for that position from a Grade 5 to Grade 5A. This matter does have an impact on the FY07 budget, but the Operations Division is able to absorb the change in their budget.

Mr. Marshall stated that the second matter involves the Interceptor Maintenance Section, which are the staff that are on the road taking care of our sewers and manholes. Historically, NBC has had two Mason positions in this Section; however, several years ago we reduced it to one Mason position, when a mason employee left the position and staff found that we did not have as much masonry work to perform as we have had in the past. Mr. Marshall noted that the Mason position is focused on very high-level masonry type work in the sewers, manholes, weir walls, etc., and even that work has decreased over the years. He stated that Paul Nordstrom is therefore recommending converting the Mason position to an IM Operator position, and then spread out amongst the entire Interceptor Maintenance Section, the skills to perform the routine masonry type work. This type masonry work will require some training which NBC will provide.

Mr. Marshall further stated that NBC has met with both Unions in mid-March (Local 1033 and Council 94) on this matter, and they are in agreement with these proposed changes. He noted that what staff is now suggesting is that NBC would provide the necessary training for the affected staff, and we would add that skill to their job description. With that, we are requesting a one pay grade increase for these staff members, which on average, means approximately \$.35 an hour. It was also noted that the pay grade increase would be retroactive to the last pay period which is beginning March 18, as an added incentive for staff. He further stated that this change would affect thirteen employees in the Interceptor Maintenance Section, and we feel this change would make the workforce more flexible and more efficient. Mr. Marshall stated that he agrees with the proposed changes and recommends the changes to NBC's organizational plan be approved by the Personnel Committee.

With no comments or questions, Commissioner Salvadore motioned to approve the proposed revisions to NBC's organizational plan as explained by the Executive Director. Commissioner MacQueen seconded the motion, and the vote taken by the Personnel Committee was unanimous. The motion carries.

4. Other Business

None to report.

5. Adjournment

With no further business to come before the Committee, Commissioner Salvadore motioned to adjourn. Commissioner Rotella seconded the motion, and the vote taken by the Personnel Committee was unanimous. The meeting adjourned at 10:44 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Raymond J. Marshall". The signature is written in a cursive style with a long, sweeping underline.

Raymond J. Marshall, *Secretary*