

The Narragansett Bay Commission
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Vincent J. Mesoella
Chairman

Raymond J. Marshall, P.E.
Executive Director



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee Meeting
Date:	March 23, 2011
Time:	10:15 a.m.

MEMBERS PRESENT:

Bruce Campbell, Committee Chairman
Leslie Gray, III
John MacQueen
Vincent Mesoella
Al Montanari
Angelo Rotella

MEMBERS ABSENT:

Michael Salvadore

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
Paul Nordstrom, NBC
Karen Giebink, NBC
Linda George, Senate Fiscal Office
Tom Brueckner, NBC
Laurie Horridge, NBC
Lori Vernon, NBC
Sam Celone, NBC
Thomas Uva, NBC
Joe Pratt, Louis Berger Group

Jennifer Harrington, NBC
Rich Bernier, NBC
Brenda Smith, NBC
Diane Buerger, NBC
Deborah Samson, NBC
Joanne Maceroni, NBC
Karen Musumeci, NBC

1. Call to Order

Recognizing that a quorum was present Committee Chairman Campbell called the March 23, 2011 Personnel Committee Meeting to order at 10:31 a.m.

2. Approval of Minutes – December 15, 2010 Personnel Committee

Commissioner Campbell asked for a motion to approve the minutes of the December 15, 2010 Personnel Committee meeting as written. Commissioner MacQueen moved to approve the minutes of the December 15, 2010 Personnel Committee as written. Commissioner Rotella seconded the motion. The vote taken by the Personnel Committee was unanimous. The motion carries.

3. Items for Action

A. Amendments to the Organizational Plan

Mr. Marshall stated that the Committee has before them a request for an Amendment to the NBC Organizational Plan.

Mr. Marshall advised in accordance with Article XXVIII, Section 28.1, two union employees requested reclassification/upgrading. An outside firm is responsible for conducting the procedure; amending job descriptions to reflect the current duties and responsibilities; and evaluating and recommending the appropriate compensation level for the revised position.

It was determined that our O&M Clerk (grade U4) should be reclassified as a grade U5; and move the incumbent into the appropriate step within the new grade.

It was determined that the Dispatcher job title (grade U1) should be eliminated and replaced with the new job title of IM Clerical Assistant (grade U3), which more accurately reflects the duties and responsibilities being performed by the incumbent. The incumbent will be moved into the appropriate step within the new grade.

In accordance with the collective bargaining agreement, the salary adjustments will be retroactive to the first pay period following the beginning of the reclassification/upgrading procedure.

We have sufficient funds in the FY' 11 operating budget to support these changes.

I, therefore, ask for approval of these changes.

A motion was made by Commissioner Gray to approve the changes to the Organizational Plan. The motion was seconded by Commissioner Macqueen. The vote to approve was unanimous. The motion carries.

B. Review and Approval of Resolution 2011:06; Amendment and Restatement of the Narragansett Bay Commission Non-Union Defined Contribution Plan

Mr. Marshall advised that Karen Giebink would review the Resolution 2011: 06 with the Personnel Committee.

Chairman Campbell asked in the interest of time if Ms. Giebink could discuss both Resolution 2011:06 and 2011:07 in unison.

C. Review and Approval of Resolution 2011:07; Amendment and Restatement of the Narragansett Bay Commission Non-Union Defined Benefit Plan

Ms. Giebink advised that these two plans are for the NBC Non-Union Employees and are really before the Committee as housekeeping matters. As part of the tax compliance process NBC had to go through a Determination Letter process with the IRS to make sure that these are qualified plans. The process was initiated by outside legal counsel over one year ago. She explained that with respect to the Defined

Contribution Plan, NBC received a favorable determination as part of the review process the IRS asked that certain language be clarified and updated. These changes have been incorporated into the amended and restated NBC Non-Union Defined Contribution Plan in Resolution 2011:06. Ms. Giebink explained that there is also a memo from NBC Legal Counsel Robert Friedman at Holland and Knight that outlines what the changes were to that plan.

With respect to the Defined Benefit Plan, Ms. Giebink noted that it is still in the review process but we did receive some preliminary feedback from the IRS. They requested certain language changes including the incorporation of IRS language changes with respect to the 415 limits. Also, the Board had previously passed an amendment to the plan which was a separate document and we want to incorporate that amendment into the plan document and amend it and restate it. She noted that the last change with respect to this particular plan is deletion of a drop provision. She explained that this provision allows an employee to continue to work past their normal retirement age and begin to receive their benefits which are deposited into a separate account. This drop provision will be replaced with a late retirement provision which will allow a participant to continue working beyond their normal retirement age, continue to contribute to the plan and accrue benefits. The maximum benefit would remain capped at 30 percent. To date, no one had taken advantage of the drop provision and NBC has some senior employees that are valuable to NBC that may be interested in availing themselves of the late retirement provision. Their continued employment would be beneficial to NBC's effective operation.

There were questions from Commissioner Gray regarding the funding of the plan and what the contributions are by NBC and the by the non-union employees to the plan.

Ms. Giebink answered Commissioner Gray's questions.

There were no further questions.

Commissioner Gray made a motion to approve Resolution 2011:06; Amendment and Restatement of the Narragansett Bay Commission Non-Union Defined Contribution Plan and Resolution 2011:07; Amendment and Restatement of the Narragansett Bay Commission Non-Union Defined Benefit Plan Commissioner Rotella seconded the motion and the vote taken by the Personnel Committee was unanimous. The motion carries.

4. Other Business

There was no other business to report.

5. Adjournment

A motion to adjourn was made by Commissioner Rotella, seconded by Commissioner Mesoletta and the Personnel Committee meeting adjourned at 10:25 a.m.

Respectfully submitted,



Raymond J. Marshall, P.E.
Executive Director/Secretary