

The Narragansett Bay Commission  
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Vincent J. Mesolella  
Chairman

Raymond J. Marshall, P.E.  
Executive Director



**OFFICIAL MINUTES OF:**

Meeting of:	Personnel Committee Meeting
Date:	November 2, 2011
Time:	9:15 a.m.

**MEMBERS PRESENT:**

Bruce Campbell, Committee Chairman  
Vincent Mesolella  
Al Montanari  
Michael Salvatore

**MEMBERS ABSENT:**

Leslie Gray, III  
John MacQueen  
Angelo Rotella

**STAFF AND GUESTS PRESENT:**

Raymond Marshall, NBC Executive Director  
Paul Nordstrom, NBC  
Karen Giebink, NBC  
Linda George, Senate Fiscal Office  
Pam Duckworth, NBC  
Rich Bernier, NBC  
Sherri Arnold, NBC  
Leah Foster, NBC  
Thomas Uva, NBC  
Joe Pratt, Louis Berger Group

Jennifer Harrington, NBC  
Lori Vernon, NBC  
Manny Enos, NBC  
Diane Buerger, NBC  
Deborah Samson, NBC  
Dennis aRusso, NBC  
Karen Musumeci, NBC  
Linda Giesinger, NBC  
Mark Thomas, NBC

**1. Call to Order**

Recognizing that a quorum was present Committee Chairman Campbell called the November 2, 2011 Personnel Committee Meeting to order at 9:29 a.m.

**2. Approval of Minutes – September 28, 2011 Personnel Committee**

Commissioner Campbell asked for a motion to approve the minutes of the September 28, 2011 Personnel Committee meeting as written. Commissioner Salvatore moved to approve the minutes of the September

28, 2011 Personnel Committee as written. Commissioner Montanari 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 advised the Committee that they have a request before them for an Amendment to the NBC Organizational Plan.

He stated that in accordance with Article 28, Section 28.1, a union employee 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 EMDA Clerk (grade U2) should be reclassified as a grade U4; and that the incumbent should be moved into the appropriate step within the new grade.

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

We have sufficient funds in the FY'12 operating budget to support these changes.

I, therefore, ask for approval of these changes.

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

**4. Other Business**

There was no other business to report.

**5. Adjournment**

A motion to adjourn was made by NBC Chairman Mesoella, seconded by Commissioner Montanari and the Personnel Committee meeting adjourned at 9:35 a.m.

Respectfully submitted,



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