

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:	December 20, 2011
Time:	9:45 a.m.

MEMBERS PRESENT:

Vincent Mesoella, NBC Chairman
Leslie Gray, III
John MacQueen
Al Montanari
Angelo Rotella
Michael Salvatore

MEMBERS ABSENT:

Bruce Campbell, Committee Chairman

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
Joanne Maceroni, NBC
Karen Giebink, NBC
Linda George, Senate Fiscal Office
Pam Duckworth, NBC
Rich Bernier, NBC
Sherri Arnold, NBC
Laurie Horridge, NBC
Thomas Uva, NBC
Joe Pratt, Louis Berger Group

Jennifer Harrington, NBC
Diane Buerger, NBC
Dan Smith, NBC
Joseph Roberts, NBC
Karen Musumeci, NBC
Robert Andrade, NBC

1. Call to Order

Recognizing that a quorum was present in the absence of Personnel Committee Chairman Campbell, NBC Chairman Mesoella called the December 20, 2011 Personnel Committee Meeting to order at 9:50 a.m.

2. Approval of Minutes – November 2, 2011 Personnel Committee

Chairman Mesolella asked for a motion to approve the minutes of the November 2, 2011 Personnel Committee meeting as written. Commissioner Montanari moved to approve the minutes of the November 2, 2011 Personnel Committee as written. Commissioner Salvatore 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 that the Committee has two items before them today for Amendments to the NBC Organizational Plan.

The first one dated December 5 is a reallocation of a position from a Customer Service Associate to a Customer Service Representative. Ninety percent of the essential duties of the Customer Service Associate are identified as the preparation of standard and draft correspondence to customers as well as the preparation of standard and form letters and the tracking of this correspondence.

Over the last few years, there have been a number of operational changes as well as computer system enhancements in the Customer Service Section which have essentially eliminated the need to have an individual manually prepare, send and track these types of communications. Most notably, the majority of customer correspondence is now generated through form letters on the system. The computer system automatically tracks budget defaults, when an account is placed in or removed from dispute, and other items and a notification can be directed to a Customer Service Representative to print and mail the appropriate letter. The Customer Service Associate also responds to e-mails and customer letters. These responses can also be drafted by any of the Customer Service Representatives and sent to the Customer Service Manager for review prior to mailing.

As a result, NBC no longer needs a position that is dedicated primarily to correspondence as these duties can be integrated into the daily activities of the Customer Service Representatives. NBC has determined that the department would benefit from the reallocation of the Customer Service Associate Position to a Customer Service Representative Position. There is no budgetary impact with this change as the positions have the same pay grade.

The second one dated December 14 from Karen Giebink and Tom Uva is for a new position Laboratory Information Management System Specialist.

A new Laboratory Information Management System (LIMs) is programmed to be implemented early in 2012. Based on past experience, IT and the laboratory agree that due to the highly technical nature of the software, database, and critical permit reporting, a successful implementation is contingent upon having a full-time staff person with the appropriate IT skills dedicated to the project. Past experience has also shown that a full-time staff person is essential to properly maintaining the LIMs system and completing application upgrades. We are recommending the creation of a new LIMs Support Specialist position within the IT Section to perform the LIMs functions currently performed by the LIMS Administrator/Sample Coordinator in the Laboratory Section along with additional LIMs related IT responsibilities. This will ensure a successful implementation and the ongoing support required to maintain this critical application.

Based upon the job specification, the position is a grade 9. This position was not contemplated during the 2012 budget process, however, funds will be transferred from the budgeted Environmental Compliance

Technical Assistant position which has been unfilled and is anticipated to remain unfilled the remainder of this year.

I, therefore, ask for approval of these changes.

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

B. Review and Approval of Resolution 2011:50; Amendment of the Narragansett Bay Commission Non-Union Defined Benefit Plan

Mr. Marshall advised that the NBC had submitted the Plan to the IRS for review under the determination letter review process and certain IRS comments were addressed in the Amended and Restated Plan approved by the Board under Resolution 2011:07. Since that time, additional changes to the document were requested by the IRS in proposed form. On October 25, 2011, the IRS issued a favorable determination letter conditioned upon NBC's adoption of the proposed amendments. There is no adverse impact on the Plan from the adoption of these Plan modifications therefore approval is requested for Resolution 2011:50 Amendment of the Narragansett Bay Commission Non-Union Defined Benefit Plan ("Plan").

A motion was made by Commissioner Salvadore to approve Resolution 2011:50; Amendment of the Narragansett Bay Commission Non-Union Defined Benefit Plan. The motion was seconded by Commissioner MacQueen. 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 Commissioner Salvadore, seconded by Commissioner Montanari and the Personnel Committee meeting adjourned at 10:10 a.m.

Respectfully submitted,



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