



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee Meeting
Date:	March 6, 2012
Time:	10:55 a.m.

MEMBERS PRESENT:

Bruce Campbell, Committee Chairman
Vincent Mesoella, NBC Chairman
John MacQueen
Angelo Rotella
Michael Salvatore

MEMBERS ABSENT:

Leslie Gray, III
Al Montanari

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
Richard Burroughs, NBC
Brenda Smith NBC
Cecille Antonelli, NBC
Karen Musumeci, NBC
Leah Foster, NBC
Deborah Samson, NBC
Michael Salvatore, NBC

1. Call to Order

Recognizing that a quorum was present Committee Chairman Campbell called the March 6, 2012 Personnel Committee Meeting to order at 10:25 a.m.

2. Approval of Minutes – December 20, 2011 Personnel Committee

Chairman Campbell asked for a motion to approve the minutes of the December 20, 2011 Personnel Committee meeting as written. NBC Chairman Mesoella moved to approve the minutes of the December 20, 2011 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 advised that the memo before the Committee today is to recommend a job description and job title change within the Laboratory Section of the Division of Planning, Policy & Regulation. The IT Section is in the process of upgrading the Laboratory Information Management System (LIMS) computer software that is utilized by our Laboratory and other sections of the NBC. This software upgrade will require a position dedicated to the implementation and maintenance of this new software, therefore these duties have been reallocated to the IT Section within the A&F Division. The Personnel Committee acted on that change at their December Board Meeting.

As a result, a job description change is necessary to reflect a change in duties to be performed by the LIMS Administrator/Sample Coordinator located within the Laboratory section. The new job title within the PP&R Division will be Laboratory Sample Compliance Coordinator. While there will no longer be any IT related responsibilities many new job duties will become part of this position, including being responsible for laboratory-wide sample Chain of Custody, chemical storage, labeling, hazardous waste storage and waste disposal. The position will now be responsible for receipting of all samples and supplies used in the Lab building and for the labeling, storage and disposal of all samples, chemicals and waste, ensuring compliance for these materials throughout the Laboratory facility. The job description of the Laboratory Sample Compliance Coordinator position has been updated to reflect the removal of the LIMS Administrator duties and to incorporate the new laboratory duties. The position description has been reviewed and was re-graded to reflect the changed duties and the salary grade has changed from a non-union grade 9 to a non-union grade 7.

These changes have been approved by the Non-Union Salary Review Committee. The changes outlined in this memo will have a positive effect on the overall PP&R FY 2012 budget.

A motion was made by Commissioner Rotella to approve changes to the Organizational 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 NBC Chairman Mesolella seconded by Commissioner Rotella and the Personnel Committee meeting adjourned at 10:28 a.m.

Respectfully submitted,



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