



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee Meeting
Date:	May 15, 2012
Time:	10:00 a.m.

MEMBERS PRESENT:

Bruce Campbell, Committee Chairman
Vincent Mesoella, NBC Chairman
Leslie Gray, III
John MacQueen
Michael Salvadore

MEMBERS ABSENT:

John MacQueen
Angelo Rotella

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
Thomas Uva, NBC
Karen Giebink, NBC
Cecille Antonelli, NBC
Pam Duckworth, NBC
Sherri Arnold, NBC
Laurie Horridge, NBC
Joe Pratt, Louis Berger Group

Diane Buerger, NBC
Mark Thomas, NBC
Jamie Samons, NBC
Karen Musumeci, NBC
Leah Foster, NBC
Deborah Samson, NBC

1. Call to Order

Recognizing that a quorum was present Committee Chairman Campbell called the May 15, 2012 Personnel Committee Meeting to order at 10:17 a.m.

2. Approval of Minutes – March 6, 2012 Personnel Committee

Chairman Campbell asked for a motion to approve the minutes of the March 6, 2012 Personnel Committee meeting as written. Commissioner Salvadore moved to approve the minutes of the March 6, 2012 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 stated that we have two items for action today and the first is from the Construction Division requesting changing the existing Civil Inspector Grade 8A to a Resident Representative Grade 8A and the Assistant Resident Representative Grade 10A to Senior Resident Representative Grade 10A. The title changes and job specification changes more accurately reflect actual duties which are being performed.

The next change is from the Executive Division requesting changing the existing Public Affairs Multi-media Coordinator Grade 6 to Public Affairs Specialist Grade 6. This change will take place effective with the FY 13 budget and has been budgeted accordingly. The change will have no effect on the FY 12 budget. The title change and job specification more accurately reflect the current needs of our Public Affairs program.

Both changes will not impact the FY 12 budget and are included in the FY 13 budget.

We hereby request the Personnel Committee's approval of these changes to the NBC's organization plan.

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

B. **Review and Approval of Resolution 2012:18; Proposed Revisions to NBC Non-Union Salary Ranges Effective FY 2013**

Mr. Marshall advised that in June 2000, the Personnel Committee and Board approved a new schedule of salary ranges for the NBC's Non-Union personnel as part of our pay-for-performance system implementation. This schedule was developed based on a detailed study by The Employers Association who acted as our advisors on the project.

Since then, The Employers Association has been regularly asked to evaluate the Non-Union Salary Ranges and to recommend whether any adjustments were warranted to the salary ranges. In seven of the intervening years since 2000 the review did not result in any recommended changes. In four of the years the Personnel Committee and Board of Commissioners approved the recommendations of The Employers Association to adjust the ranges. The last adjustment was approved in June 2007 and went into effect in FY 2008.

The Employers Association recently completed their most recent evaluation of the NBC's Non-Union Salary ranges, and they recommend a salary range adjustment of 5% to account for five years of wage growth. The revised schedules allow for current industry standards and take into account the five year period that has elapsed since the ranges were last adjusted.

We concur with The Employees Association's recommendation, and respectfully request your approval of Resolution 2012:18. The ranges would be effective for FY 2013 and will remain in effect until the Personnel Committee approves a modification.

Commissioner Montanari made a motion to approve Resolution 2012:18; Proposed Revisions to NBC Non-Union Salary Ranges Effective FY 2013. Commissioner Salvadore seconded the motion and the vote taken by the CEO Committee was unanimous. The motion carries.

C. Review and Approval of Resolution 2012:19; Appointment of Reliance Trust Company at Trustee of the Narragansett Bay Commission Non-Union Defined Benefit Plan

Mr. Marshall stated that we are requesting approval of Resolution 2012:19 which will enable NBC to appoint Reliance Trust Company as the trustee of the Narragansett Bay Commission Non-Union Defined Benefit Plan (Plan). On April 9, 2012 NBC was notified by State Street Bank and Trust, NBC's current trustee for the Plan, that they were exiting certain trustee service businesses including those provided to the Plan. NBC was further notified that Reliance Trust Company is willing to become the successor trustee for the Plan under the same terms that State Street previously provided these services.

Accordingly, your approval of this resolution is respectfully requested.

Commissioner Montanari made a motion to approve Resolution 2012:19; Appointment of Reliance Trust Company as Trustee of the Narragansett Bay Commission Non-Union Defined Benefit Plan. Commissioner Salvadore seconded the motion and the vote taken by the CEO 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 Montanari seconded by NBC Chairman Mesolella and the Personnel Committee meeting adjourned at 10:30 a.m.

Respectfully submitted,



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