

The Narragansett Bay Commission
One Service Road
Providence, RI 02905

(401) 461-8848
(401) 461-6540 FAX

Vincent J. Mesoella
Chairman

Raymond J. Marshall, P.E.
Executive Director



OFFICIAL MINUTES OF:

| | |
|-------------|-----------------------------|
| Meeting of: | Personnel Committee Meeting |
| Date: | December 3, 2012 |
| Time: | 9:30 a.m. |

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Bruce Campbell
Leslie Gray, III

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
Thomas Uva, NBC
Rich Bernier, NBC
Cecille Antonelli, NBC
Leah Foster, NBC
Deborah Samson, NBC
Joe Pratt, Louis Berger Group
Shaylyn McCauley, NBC
Jamie Leigh Overton, NBC
Diane Buerger, NBC
Karen Beard, US Bank
Joanne Maceroni, NBC

Jennifer Harrington, NBC
Laurie Horridge, NBC
Linda George, Senate Policy
Karen Musumeci, NBC
Pam Cioffi, NBC
Paul Nordstrom, NBC
Sherri Arnold, NBC

1. Call to Order

Recognizing that a quorum was present in the absence of Committee Chairman Campbell NBC Chairman Vincent Mesoella called the December 3, 2012 Personnel Committee Meeting to order at 9:32 a.m.

2. Approval of Minutes – September 25, 2012 Personnel Committee

NBC Chairman Mesolella asked for a motion to approve the minutes of the September 25, 2012 Personnel Committee meeting as written. Commissioner Montanari moved to approve the minutes of the September 25, 2012 Personnel Committee. Commissioner MacQueen 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 purpose of the Memorandum that is before the Committee today is to request two changes to the Organizational Chart of the Administration & Finance Division. The first change is the modification of the title and grade of the position that supervises the payroll function. The duties and responsibilities of the position have expanded over the past several years due to the changes associated with benefits, retirement plans and wellness programs. In addition, the position has primary responsibility for the preparation of tax reporting documentation, workers compensation information and state retirement information. She is also responsible for testing and implementing changes to Oracle as well as year-end patches and supervises the other payroll position. As a result of a review and evaluation of her current functions, I recommend that her title and grade are changed from Senior Payroll Administrator, grade 7 to Payroll Supervisor, grade 8. This action has been reviewed and approved by the Non-Union Salary Administration Committee and funding is available in the budget for this change.

The second change is the change in the title of a position from Controller to Accounting Manager. This modification is recommended so that job titles are consistent throughout NBC for managers that report directly to a Division Director. This is a title change only with no financial impact.

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

A motion was made by Commissioner MacQueen to approve changes to the Organizational Plan. The motion was seconded by Commissioners Montanari and Rotella. 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 Rotella seconded by Commissioner Salvadore and the Personnel Committee meeting adjourned at 9:40 a.m.

Respectfully submitted,



Raymond J. Marshall, P.E.

Executive Director/Secretary