

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:	December 9, 2014
Time:	9:45 a.m.

MEMBERS PRESENT:

Michelle DeRoche
John MacQueen
Vincent Mesolella, NBC Chairman
Al Montanari

MEMBERS ABSENT:

Bruce Campbell, Committee Chairman
Angelo Rotella

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
Laurie Horridge, NBC
Diane Buerger, NBC
Karen Musumeci, NBC
Brenda Smith, NBC
Deborah Samson, NBC
Paul Nordstrom, NBC
Thomas Uva, NBC
Sherri Arnold, NBC

Joanne Maceroni, NBC
Karen Giebink, NBC
Gail Degnan, NBC
Jamie Samons, NBC
Linda George, Senate Policy Office
Cecille Antonelli, NBC
Mark Thomas, NBC
Leah Foster, NBC
Karen Beard, US Bank

1. Call to Order

Recognizing that a quorum was present and in the absence of Committee Chairman Campbell, NBC Chairman Mesolella called the December 9, 2014 Personnel Committee Meeting to order at 10:00 a.m.

2. Approval of Minutes – October 28, 2014

NBC Chairman Mesolella asked for a motion to approve the minutes of the October 28, 2014 Personnel Committee meeting minutes as written. Commissioner MacQueen moved to approve the minutes of the

October 28, 2014 Personnel Committee meeting, 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 are requesting two modifications to the IT Organization Chart to accommodate changing needs. The first change is an increase in the standard hours for the Senior Systems Administrator position, from 70 hours to 80 hours per pay period. This position is responsible for the overall management, maintenance, security, technical support, and troubleshooting of NBC Information Technology servers and personal computers including disaster recovery capability. In addition, this position supervises the PC Support Technician and Systems Administrator. Over time, NBC has adopted more complex technology to ensure a tightly controlled environment. This has significantly increased the workload of the Senior Systems Administrator over the past year which, in turn, has caused the incumbent to consistently work extra hours to complete his tasks. Because of the uniqueness of the incumbent's skill set and his high level responsibilities it is not feasible to delegate his duties to other staff members. The modification in hours would also eliminate the need to hire additional personnel to assist with these duties.

The second change is a downgrade of the vacant Solutions Architect position, currently a Grade 12, to a Principal Systems Design Programmer, Grade 11. Based upon an assessment of needs in the IT section and the difficulties that have been faced trying to fill this position, it has been determined that it would be advantageous to fill a lower level position with an individual with a basic developer skill set to become familiar with NBC's applications and that over time, they will develop and expand their skill set and move up to the Solutions Architect position when appropriate.

There are sufficient funds available in the FY 2015 budget for these modifications. Thank you for your consideration.

Commissioner MacQueen made a motion to approve the Amendments to the Organizational Plan. Commissioner Montanari seconded the motion and the vote taken by the Personnel 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 Commissioner MacQueen and the Personnel Committee meeting adjourned at 10:10a.m.

Respectfully submitted,



Raymond J. Marshall, P.E.

Executive Director/Secretary