

e Narragansett Bay Commission
One Service Road
Providence, RI 02905

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

Vincent J. Mesolella
Chairman

Raymond J. Marshall, P.E.
Executive Director



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee Meeting
Date:	January 26, 2016
Time:	9:15 a.m.

MEMBERS PRESENT:

Bruce Campbell, Committee Chairman
Vincent Mesolella, NBC Chairman
John MacQueen
Angelo Rotella

MEMBERS ABSENT:

Michelle DeRoche
Al Montanari

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
Tom Uva, NBC
Paul Nordstrom, NBC
Jennifer Harrington, NBC
Rich Bernier, NBC
Diane Buerger, NBC
Christine Cooper, NBC
Brenda Smith, NBC
Joanne Maceroni, NBC
Sean Searles, MWH
John Zuba, NBC
Laurie Horridge, Esquire, NBC
Karen Giebink, NBC
Karen Musumeci, NBC

1. Call to Order

Committee Chairman Campbell recognizing that a quorum was present called the January 26, 2016 Personnel Committee Meeting to order at 9:28 a.m.

2. Approval of Minutes – September 29, 2015

Chairman Campbell asked for a motion to approve the minutes of the September 29, 2015 Personnel Committee meeting as written. Commissioner MacQueen moved to approve the minutes of the September

29, 2015 Personnel Committee meeting, Commissioner Rotella seconded the motion. The vote taken by the Personnel Committee was unanimous. The motion carried.

3. Items for Action

A. Amendments to the Organizational Plan

Mr. Marshall stated that based on a review of the roles and responsibilities for several positions in the Planning, Policy & Regulation Division, the following modifications to the PP&R organization chart are recommended:

1. The duties and responsibilities of the Safety Compliance Coordinator have expanded significantly over the past several years, and as a result, the position has been reevaluated resulting in a change in paygrade from a Grade 6 to a Grade 8. This position is responsible for all aspects of NBC's compliance with Environmental Health and Safety (EH&S) laws and regulations, provides all types of safety training to staff, ensures safe work environments and practices and interfaces with federal, state and local officials regarding EH&S issues.
2. The RIPDES permits issued to NBC from DEM require extensive monitoring and analytical work. The number of nutrient analyses has been increasing annually to satisfy DEM permit mandates and to evaluate our processes to ensure compliance with permit limits. This workload is expected to increase with the reissuance of new RIPDES permits and new monitoring of industrial users for nutrients when local limits for these parameters are required to be developed by DEM. To meet this workload, I am recommending an increase in the standard hours for one Environmental Chemist position from 70 hours to 80 hours per pay period. This chemist is responsible for operating highly complex analytical equipment and also provides laboratory supervision in the absence of the lab manager and assistant manager.
3. The data analysis, tracking and reporting requirements imposed on the NBC are significant and becoming more complex. As a result, we are recommending that the vacant EMDA Data Clerk position in the EMDA Section, paygrade U4, be frozen and the funds reallocated to a new Environmental Data Analyst position, grade 7. This new position will require a minimum of a four-year college science degree and data analysis and statistics experience.

Funds are available in the FY 2016 Planning, Policy & Regulation budget to accommodate these changes.

Commissioner Rotella made a motion to approve the Amendments to the Organizational Plan. Commissioner MacQueen seconded the motion and the vote taken by the Personnel Committee was unanimous. The motion carried.

4. Other Business

There was no other business to report.

5. Adjournment

A motion to adjourn was made by NBC Chairman Mesoletta seconded by Commissioner MacQueen and the Personnel Committee meeting adjourned at 9:35 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Raymond J. Marshall".

Raymond J. Marshall, P.E.

Executive Director/Secretary