

The Narragansett Bay Commission
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Vincent J. Mesolella
Chairman

Raymond J. Marshall, P.E.
Executive Director



OFFICIAL MINUTES OF:

Meeting of:	Rules & Regulations Committee Meeting
Date:	October 28, 2014
Time:	9:00 a.m.

MEMBERS PRESENT:

Michael DiChiro, Chairman
Michele DeRoche
Vincent Mesolella, NBC Chairman
Alan Nathan

MEMBERS ABSENT:

Joan Milas
Richard Worrell

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
Laurie Horridge, NBC
Karen Giebink, NBC
Karen Musumeci, NBC
Jennifer Harrington, NBC
Deborah Samson, NBC
Paul Nordstrom, NBC
Thomas Uva, NBC
Richard Bernier, NBC
Joanne Maceroni, NBC

1. Call to Order

In the absence of Committee Chairman DiChiro, NBC Chairman Mesolella called the October 28, 2014 Rules & Regulations Committee Meeting to order at 9:28 a.m. He advised the Committee that Committee Chairman DiChiro would be arriving shortly at which time we would recognize a quorum.

2. Approval of Minutes – September 23, 2014

NBC Chairman Mesolella asked for a motion to approve the minutes of the September 23, 2014 Rules & Regulations Committee meeting minutes as written. Commissioner DeRoche moved to approve the minutes of the September 23, 2014. Commissioner Nathan seconded the motion. The vote taken by the Rules & Regulations Committee was unanimous. The motion carries.

3. Items for Action

A. Sheehan Bill Requirements

Jennifer Harrington, NBC's Chief Legal Counsel for the Narragansett Bay Commission and Joanne Maceroni, NBC's Government Affairs Manager reviewed the policies that the Board would be required to approve in accordance with the Sheehan Bill. The policies that need to be approved by the Board would go into effect on January 1, 2015.

Rules and Regulations Chairman DiChiro arrives at 9:35 a.m. and a quorum is recognized.

It was noted that the NBC already has many of the required procedures and policies in place prior to the passage of this bill with the exception of requiring the Board's approval on the policies. In the past the Board's approval was not sought for these policies as they delineate the daily working of various aspects of specific sections of the NBC. It was believed that the approval of these policies was better suited for the managers and department heads that oversee the process on a daily basis. It is believed that this bill was prompted by other quasi-publics or agencies that either did not have policies and procedures in place or were not administering them in a consistent manner.

Ms. Harrington and Ms. Maceroni stated that their goal today was to inform the Committee of the procedures that NBC currently has, where the procedures are kept and seek the Committees approval on the policies that are required by the legislation.

It was again noted that many of policies and procedures required by the Sheehan Bill are already in place at the NBC. Those policies along with any additional policies drafted in order to comply with the bill would be the items reviewed.

It was noted that at the beginning of each of the policies it acknowledges that there are written procedures as required and at the end of each policy the NBC requests that the Board vests the authority to make any changes to the procedures with the Executive Director via the NBC Bylaws, Article 3, Section 1.

The following items were discussed in detail with the Committee:

1. The Quasi-Public Corporations Accountability and Transparency Act (aka the Sheenan Bill)
2. Draft of a proposed Resolution that will formalize the Board's Acceptance and Approval of the Rhode Island Code of Ethics by the NBC Board of Commissioners
3. Draft Personnel policy
4. Draft Internal Accounting and Administrative Controls policy
5. Draft Environmental Enforcement policy
6. Draft Employee Reimbursement policy
7. Draft Lobbyist Expenses policy
8. NBC Travel Policy and Procedures policy

At the conclusion of the review there was a discussion in regard to the NBC's current Travel Policy and Procedures and the Sheehan Bill specifically statute 42-155-4 (b) (2) Travel.

It was noted that the NBC has had travel procedures since 1997 and over the years they have been revised. A section of the Sheehan bill addresses the travel policy and states it must include meals and incidental expenses. However no reimbursement shall exceed the allowable state employee reimbursement amount per day.

A comparison of the NBC policy vs. the State Employee policy regarding reimbursement for meals differed in that the NBC allows \$50.00 per full day and the State allows \$30.00 per full day for meal reimbursement. It was brought to the Committee's attention that the NBC is well within the federal IRS range for meal reimbursement per day which is between \$47.00 and \$60.00. Also the NBC meal reimbursement policy is not a flat rate of \$50.00 per day. To be reimbursed the full amount of \$50.00 you must be gone during the time period of breakfast, lunch and dinner. It was felt that the NBC meal reimbursement policy was reasonable and that we are in the low range of the federal IRS range for reimbursement.

The Committee discussed if the NBC has any flexibility in complying with the Sheehan bill requirements. It was stated that the Committee and the Board would have to make a decision which travel policy meal reimbursement amount they would adopt.

Committee Chairman DiChiro advised that the Committee would review the items discussed today and have another Committee meeting regarding these matters on December 9, 2014.

4. Other Business

There was no other business to report.

5. Adjournment

A motion to adjourn was made by Committee Chairman DiChiro seconded by NBC Chairman Mesolella and the Rules & Regulations Committee meeting adjourned at 9:55 a.m.

Respectfully submitted,



Raymond J. Marshall, P.E.

Executive Director/Secretary