

**Organizational Synergy & Human Resources Committee  
May 24, 2010 Telephonic Meeting**

**Draft Minutes**

Members Present: Michael Jarjura, Committee Chairman (Present by telephone beginning 11:15 a.m.)  
Dave Damer (Present by telephone)  
Tim Griswold (Present by telephone)

CRRA Management Present: Thomas Kirk, President  
James Bolduc, Chief Financial Officer  
Eric Womack, Human Resources Manager

Also Present: Miguel Escalera, Esq. of Kainen, Escalera & McHale  
Kristen Greig – Acting Board Secretary

Director Griswold called the meeting to order at 11:09 a.m.

**1. APPROVAL OF MINUTES OF THE FEBRUARY 22, 2010, ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING**

Director Griswold requested a motion to approve the minutes of the February 22, 2010, Organizational Synergy & Human Resources Committee meeting. Director Damer made the motion, which was seconded by Director Griswold.

The motion to approve the minutes was approved unanimously by roll call.

**2. INFORMATIONAL HUMAN RESOURCES DEPARTMENT STATUS REPORT**

Mr. Womack informed the Committee that the response to a Freedom of Information Act request from AFSCME, the union associated with MDC, had been completed. AFSCME had requested payroll registers and benefits information on programs such as wellness, 401K, and tuition reimbursement, as well as employees' contracts. Mr. Womack noted that some personal information had to be redacted, but that the response to the request was complete.

Mr. Womack stated that the internal response to an Ethics Commission request for e-mails of two former CRRA employees was also complete and forwarded to Attorney Escalera for review. Mr. Womack informed the Committee that the original request from the Ethics Commission was very broad, and CRRA requested that the scope of the inquiry be narrowed down, to which the Ethics Commission agreed.

Attorney Escalera stated his office is in the process of withdrawing any e-mails that are subject to attorney-client privilege, communications involving in-house and outside counsel, and discussions of strategy. He aid that other than those withdrawn items, all other responsive documents will be provided.

Director Griswold asked how the Ethics Commission request was initiated. Attorney Escalera responded that, as they are obligated to do, CRRA reported to the Ethics Commission that an internal investigation had taken place and that CRRA did not find evidence of any violations of state ethics laws. Based on that report, the Ethics Commission decided to initiate its own investigation. Mr. Kirk added that the AFSCME request included a request for information on the CRRA Board including reimbursements for meals, travel, mileage all of which was provided.

Mr. Womack noted that interviews were currently being held for the vacant Operations Engineer position and added that management was utilizing a recruiter to increase the number of applicants for the position.

**3. APPROVAL OF MINUTES OF THE JANUARY 25, 2010, ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING**

Chairman Jarjura requested a motion to approve the minutes of the January 25, 2010, Organizational Synergy & Human Resources Committee meeting. Director Damer made the motion, which was seconded by Chairman Jarjura.

The motion to approve the minutes was approved by roll call. Director Griswold abstained as he was not present at the meeting.

**4. DISCUSSION CONCERNING ADJUSTMENTS TO THE ADP SYSTEM**

Mr. Kirk stated that it is always CRRA's intent to plainly and accurately show where and how the organization's expenses are allocated. Therefore, CRRA is changing the payroll allocation methodology to better assign responsibility for costs through the timekeeping system.

Mr. Bolduc added that the payroll system could be more efficient in allocating payroll costs. With certain Projects requiring more time during a specific fiscal year, the result would be a disproportionate allocation in the following year from the General Fund. Mr. Bolduc explained that CRRA has since changed to a more weighted composite approach to allocation. Mr. Bolduc noted that the methodology considers operating factors such as revenues, plant, number of employees, and tonnage. In addition, because costs were distributed to the Projects from the General Fund, it inaccurately appeared that there were excessive administrative costs. To correct this, CRRA has modified the approach by directly charging the Projects for labor costs to more accurately reflect general administrative costs.

Mr. Bolduc informed the Committee that part of this evolving process will require department heads and supervisors to evaluate how time is spent and allocate that time up front at the beginning of each budget process. Mr. Bolduc stated that modifications would be made for special projects when necessary. Mr. Bolduc added that this will eliminate cumbersome time tracking and the change will be effective on July 1<sup>st</sup>.

**5. EXECUTIVE SESSION**

Committee Chairman Jarjura requested a motion to enter into Executive Session to discuss personnel matters. The motion was made by Director Damer and seconded by Director Griswold. The motion previously made and seconded was approved unanimously by roll call. Committee Chairman Jarjura requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk  
Jim Bolduc  
Eric Womack  
Attorney Miguel Escalera

The Executive Session commenced at 11:31 a.m. and concluded at 12:06 p.m.

The meeting reconvened at 12:06 p.m. and Committee Chairman Jarjura noted that no votes were taken in Executive Session.

## **6. ADJOURNMENT**

Committee Chairman Jarjura requested a motion to adjourn the meeting. The motion made by Director Damer and seconded by Director Griswold was approved unanimously.

The meeting was adjourned at 12:06 p.m.

Respectfully submitted,

Kristen Greig