

**Organizational Synergy & Human Resources Committee
May 29, 2012 Telephonic Meeting**

Draft Minutes

Members Present: Ryan Bingham
Timothy Griswold

CRRA Management Present: Tom Kirk, President
James Bolduc, Chief Financial Officer
Eric Womack, Human Resources Manager
Moirra Benacquista, Board Secretary/ Paralegal

Director Griswold called the meeting to order at 11:06 a.m.

1. APPROVAL OF MINUTES OF THE DEC. 19, 2011, ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Director Griswold requested a motion to approve the minutes of the Dec. 19, 2011, Organizational Synergy & Human Resources Committee meeting. Director Bingham made the motion, which was seconded by Director Griswold.

The motion to approve the minutes was approved by roll call. Director Bingham abstained.

2. REVIEW OF PERSONNEL CHANGES

Mr. Bolduc said as employees have left CRRA (including the recent departure of the Director of Finance, Ms. Ferguson) management took advantage of an opportunity to reorganize some positions and enhance the responsibilities of existing employees versus replacing the positions which were vacated.

Mr. Bolduc said there has been a substantial overall savings for CRRA by restructuring and eliminating many positions along with the labor and benefits from those positions. He said in addition reductions in some temporary administrative support, along with adjustments for realigning the work load to recognize additional duties to employee schedules has reduced overall expenditures by 8-9% over the last couple of years for an annualized net savings of approximately three quarters of a million dollars. He said CRRA is a small company with roughly 50 employees making this a significant reduction.

Mr. Womack said the employees have embraced these additional responsibilities and as an added benefit management has been able to provide job enrichment to existing employee responsibilities.

Director Griswold asked management to comment on the annualized savings as a percent of the personnel portion of the budget. Mr. Bolduc replied that the number is around 9%. He said he would provide confirmation of that information to the Committee. Mr. Bingham suggested in addition providing an average of the last five year's percentage decrease and staffing in expenses relating to that.

3. REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING HUMAN RESOURCES CONSULTING SERVICES AGREEMENTS

Director Griswold requested a motion on the above referenced item. The motion was made by Director Bingham and seconded by Director Griswold.

RESOLVED: That the President is hereby authorized and directed to execute, deliver and perform on behalf of the Authority, Human Resources Consulting Services Agreement as were substantially set forth in the RFQ for a period of three years with the firms listed below, as presented and discussed at this meeting. All of the human resources consulting services obtained through the firms below will be on an "on-call" basis.

A. Temporary Staffing Services

Horton International, LLC
Linium Staffing
SNI Companies, Inc.
22nd Century Technologies, Inc.

B. Recruiting Services

Horton International, LLC
Linium Staffing
SNI Companies, Inc.
The Executive Suite

C. General and Miscellaneous HR Consulting Services

Horton International, LLC
Linium Staffing
The Executive Suite

Mr. Kirk said this resolution provides for CRRA's stable of Human Resources consultants and does not preclude CRRA from using a specialist if necessary. He explained the resolution allows for management to utilize the HR firms within the stable in accordance with the procurement policy adopted by the Board. Mr. Kirk said some of these consultants are not used all that often and management is concerned that as a result they may not be willing to go through the arduous bid process in the future, when needed.

Mr. Bolduc said this process is similar to what CRRA's Environmental Department uses in order to provide access to a stable of experts. He said CRRA is required to put this out to bid

every three years in compliance with the Procurement Policy. Mr. Bolduc said as a specific job is required management will pick from the stable based on the expertise and preset compensation and any job over certain threshold will come back to the Board for approval in accordance with the procurement policy. Mr. Bolduc said this agreement sets up the pre-qualifications for these companies and does not mean CRRA is entering into any contracts at this point.

Director Griswold asked if there is a budget for these functions. Mr. Bolduc said the CRRA budget comes to the Board in December and contains line items for temporary staffing and/or consulting services. He said in addition the Mid-Conn Project budget may contain temporary services or consulting services' line items.

The motion previously made and second was approved unanimously by roll call.

4. ADJOURNMENT

Director Griswold requested a motion to adjourn the meeting. The motion to adjourn made by Director Bingham and seconded by Director Griswold was approved unanimously.

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Moira Benacquista
Board Secretary/Paralegal