

PERSONNEL COMMITTEE

- Call to Order** The regular meeting of the **Personnel Committee** was called to order on Thursday, **October 21, 2010** at 1:19 PM. Voting members present: Rolf Blizzard, Chair; Tom Brooks (late arrival); Betsy Brown; Ellen Newbold; and Fountain Odom. Staff members present: Kim Sawyer, Executive Director; and Andrea Hanganu, Administrative Assistant. Absent: Valerie Bateman, RIC Counsel (non-voting member).
- Welcome** RIC Chairman Rolf Blizzard welcomed all in attendance.
- Adoption of Agenda** The agenda was adopted by consensus.
- Approval of Minutes** On motion by Ellen Newbold and second by Fountain Odom, the committee minutes of July 23, 2010 and OSP notes of September 21, 2010 were approved by consensus.
- Old Business** Chairman Blizzard initiated discussion regarding the necessity to approve closed session minutes from the May 8, 2009 RIC meeting at tomorrow's (10/22/10) RIC meeting, with the following noted:
- Hardcopies have been locked up in RIFP Administrative Assistant Andrea Hanganu's office cabinet.
 - RIC Counsel Valerie Bateman had provided an email advising on the proper procedure:
 - Copies would be distributed and read silently by members in open session.
 - Members would approve minutes in open session if there were no changes; would remain confidential.
 - Minutes would be voted on and taken back up.
 - Any requested amendments would require going into closed session.
 - Reasons why the minutes were not distributed during the October 2009 meeting.
 - Members agreed the process would be appropriate for tomorrow's meeting.
- Members requested to review the May 8, 2009 closed session minutes during the present meeting in preparation for tomorrow's RIC meeting.
- * Andrea Hanganu left the meeting and returned with the sealed May 8, 2009 closed session minutes, which were opened and distributed to each committee member. *
- New Business**
Office of State
Personnel Proposal Chairman Blizzard reported that the Office of State Personnel (OSP) proposal previously went out to committee members (*Scope of Services Agreement* and *Proposed Collaborative Consultation* filed as an attachment in the official Report Book). Discussion followed regarding the OSP proposal, with the following noted:
- Draft of a manual from Valerie Bateman has not been received to date (Sawyer).
 - Option of utilizing Clean Water Management Trust Fund (CWMTF) personnel policy as a template.
 - Existence of two pieces: 1) personnel manual, and 2) review of efficiencies of work and departments.
 - Option of a 4-day work week with 1-day furlough to avoid staff layoffs (Odom).
 - Latitude of RIC to control employee layoffs (Blizzard).
 - Necessity for personnel policies in place in which to do analyses (Brown).
- Institute (School) of
Government Proposal** RIFP Executive Director Kim Sawyer reported on her discussion with the Institute of Government (currently known as UNC School of Government), noting the following:
- CWMTF had worked with the School of Government (SOG) and recommended Maureen Brenner.
 - Ms. Brenner connected Ms. Sawyer with SOG Project Manager Paul Caldwell.
 - Mr. Caldwell submitted emails, suggesting what is similar to OSP: Phase 1—general survey of employees plus anyone else desired; survey identifies areas of concern for opportunities to improve efficiencies.
 - SOG does not feel it is the right group to assist with an employee manual.
 - SOG desires more information so it can cost it out for the RIC in a proposal.
 - SOG worked with CWMTF in the area of purchasing.
 - CWMTF was pleased with the SOG.
 - Proposal needed ASAP so staff survey could begin January/February 2011 when RIFP is closed.
 - Survey element would also be for Commissioners very connected and understanding of RIFP.

Discussion followed regarding potentially working with the School of Government, with the following being noted:

- Necessity of the Commission committing itself to what it is doing (Newbold).
- Purpose of the survey.
- Perception of what the pieces are to the process.

* Tom Brooks joined the meeting. *

- Need for assistance in examining areas of efficiencies and operations (Sawyer).

* RIFP Operations Manager Amy Hinnant temporarily entered the meeting and provided a copy of the CWMTF personnel manual. *

- Verification that *existing* employees will be utilized when ensuring staff efficiency (Sawyer).
- Much of the manual is either federal or state law and cannot be changed (Brown).
- Suggestion to carefully examine holidays/leave of absence section since RIFP is open weekends (Brown).
- Potential travel costs attached to OSP; SOG fee currently unknown.
- Benefits of using OSP.

The committee discussed and agreed on the following next steps:

- Kim Sawyer will find out if the CWMTF personnel manual can be purchased for use as a template.
- Ms. Sawyer will use the CWMTF personnel policy, if it is determined legal, to draft an RIFP policy.
- At the same time, Ms. Sawyer will engage either OSP or the SOG to help conduct a site review to achieve efficiencies and better operations.
- Ms. Sawyer will review the proposals and come back with a recommendation for the committee.
- Ms. Sawyer will have the discretion to decide which organization she uses.
- RIC will ultimately adopt the personnel policy with review from RIC Counsel Valerie Bateman.

Chairman Blizzard updated late arrival Tom Brooks of earlier meeting discussion regarding procedure for approval of the May 8, 2009 closed session RIC minutes during tomorrow's Commission meeting. Members then reviewed the May 8, 2009 closed session minutes.

Chairman Blizzard noted that RIC minutes are very detailed and might be sufficient with less information. Fountain Odom noted that it was a hard call since that detail is sometimes beneficial.

Following review, members returned their copies of the May 8, 2009 RIC closed session minutes, which were then sealed in an envelope and returned to the locked filing cabinet in Andrea Hanganu's office.

Reports

No reports were provided.

**Commission
Recommendations**

No Commission recommendations were noted.

Announcements

The next meeting of the Personnel Committee is to be determined.

Adjournment

There being no further business, the meeting was adjourned at 2:10 PM.

Minutes submitted by: Andrea Hanganu, Administrative Assistant

Upon a vote by the Personnel Committee, approved by: _____

Rolf Blizzard, Chair, Personnel Committee