

NHRS Board of Trustees, PPCC Committee  
Date: May 10, 2013

**NOTE:** These minutes from the May 10, 2013 Personnel Performance and Compensation Committee meeting were approved and executed at the June 6, 2013 committee meeting.

**Personnel Performance and Compensation Committee  
Board of Trustees  
May 10, 2013**

**The Public Minutes**

**New Hampshire Retirement System  
54 Regional Drive  
Concord, NH 03301**

*Committee Members:* Attending: Richard Gustafson, *Chair*, Dean Crombie and George Walker. Attending by phone: Guy Scaife. Absent: Lisa Shapiro, Ph.D.

*Staff:* George Lagos, *Executive Director*; Rosamond Cain, *Human Resources Manager*.

Trustee Gustafson chaired the meeting and called it to order at 9:20 a.m.

Trustee Crombie moved to approve the PPCC meeting minutes from March 28, 2013. The motion was seconded by Trustee Walker and was unanimously approved.

Mr. Lagos reported on the development of an employee handbook, referring to his memorandum to the PPCC dated April 23, the memorandum of agreement between the SEA and NHRS and RSA100-A:14, V. Mr. Lagos explained that Ms. Cain had been instrumental in drafting the handbook and that the document had been vetted internally. He further commented that by adopting the handbook, staff would have the flexibility to make future changes and amendments as circumstances require.

Upon motion by Trustee Crombie, seconded by Trustee Scaife, the following resolution was unanimously adopted:

Resolved, That the Committee recommend to the Board that staff be authorized to develop, document and implement an employee handbook for the purpose of establishing personnel policies in accordance with the authority granted to the Board under RSA 100-A:14, V.

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Mr. Lagos advised the Committee that the PELRB petition had been filed and that a hearing had been set for June 5<sup>th</sup>.

Mr. Lagos reported briefly on status of the Process Improvement Project ("PIP"). Chair Gustafson commented on the magnitude of the undertaking and Trustees Scaife and Walker both commented on the importance of the participation by staff in the various projects which were underway.

There was a brief overview of the process to be followed with respect to compensation for those individuals who are not members of the collective bargaining unit. It was agreed staff would present a preliminary proposal at the next meeting.

There being no further business for discussion, a motion was made at 10:17 a.m. by Trustee Walker and seconded by Trustee Scaife to adjourn the meeting.

*Respectfully submitted,*  
*George Lagos*