

1. BET HR Comm. Organizational Meeting Documents

Documents:

APPROVED_BET_HR_COMM_ORGANIZATIONAL_MTG_MINUTES_01-07-10.PDF

BET_HR_COMM_ORGANIZATIONAL_MTG_AGENDA_01-07-10.PDF

SUB_TO_APP_BET_HR_COMM_ORGANIZATIONAL_MTG_MINUTES_01-07-10.PDF

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
ORGANIZATIONAL MEETING

MINUTES – Mazza Conference Room – 4:30 P.M.

Thursday, January 7, 2010

Committee: Jim Campbell, Chairman; Randall Huffman, Michael Mason, Laurence Simon

Staff: Peter Mynarski, Comptroller; Maureen Kast, Director, Human Resources;

The meeting was called to order at 4:30 P.M.

1. 2010 Schedule of HR Committee Meetings

The Committee members went over the tentative Human Resources Committee Meeting Schedule. Substantive changes were to move the meeting start times to 4:30 P.M. on Tuesday, prior to the BET Budget Committee meetings. There were two exceptions to this schedule for January and February 2010 and those exceptions are reflected on the attached schedule.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the 2010 HR Committee Meeting Schedule as amended and attached.

2. Future Discussion Items

Mr. Campbell opened up the discussion for future agenda items for the Human Resources Committee.

Mr. Simon presented his prospective agenda item topics as follows:

1. Equalizing Management/Confidential Employee Benefits for the group as a whole.
2. Establishment of a Disability Retirement Review Board.
3. A Review of the Progress of the Implementation of the Hay Study.
4. A Review of Labor Contract Strategies and the Development of a "Score Card" System.
5. A Review of the Light Duty/Back to Work Policy for Workers' Compensation Cases and how departments are charged.
6. Reconfiguration/Reorganization of the Human Resources/Retirement Administration Functions and their Interrelationships.
7. A Study of the Payroll Function and its Reporting Channels.
8. Healthcare Strategies and the Negotiation Process.
9. An analysis of all benefits and their expected cost to the Town.
10. A review of all "special deals" as employees retire or are induced to stay.

Mr. Mason offered that he would like to have a review of the process of making changes to the Table of Organization (TOO). More specifically, Mr. Mason would like to have the role of the BET and HR Committee clearly defined and not have the BET be put in a position of reviewing or voting on previously concluded TOO changes.

Mr. Campbell invited Ms. Kast to offer her comments. Ms. Kast started by discussing the proposed Police Department reorganization and the issue of creating "Major" job designations. Ms. Kast assured the Committee that the issue had been resolved and the new TOO would include four Captains, instead of four Majors.

Ms. Kast further went into a lengthy detail of her goals listed in her Human Resources Operations Plan. Most noteworthy of Ms. Kast's comments were mention of the following: departmental goals, a review of the pay plan, facilitation of a more effective collective bargaining process, establishment of a payroll manual, training and development reviews and the development of a process manual for benefits.

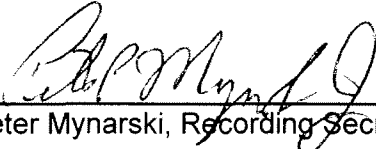
Mr. Simon added that he would like to have a review of Board of Education settlements.

Mr. Mason also added that he would like to continue having unemployment updates and a review of the management of unemployment claims.

Mr. Campbell stated that he would like to pick up and conclude some of the outstanding issues started by the previous HR Committee. He offered topics such as modification of the 401k plan. Mr. Campbell then invited Ms. Kast to offer her comments on the 401k issue. Ms. Kast gave the Committee an update on the history of the 401k/457 plans and how a disparity grew between Management/Confidential employees hired before and after 2006.

Mr. Campbell further stated that he would like to conclude the previous work of the Committee on the early retirement incentive program and their associated costs and the Fire Department staffing model. Mr. Mason noted that he and Mr. Kelly have been assigned by the BET Chairman to work on the Fire Department staffing issue.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to adjourn the meeting at 5:52 P.M.



Peter Mynarski, Recording Secretary



Jim Campbell, HR Committee Chairman

**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

HUMAN RESOURCES COMMITTEE

REVISED 2010 Meeting Schedule

<u>Day</u>	<u>Month</u>	<u>Time</u>	<u>Conference Room</u>
Wednesday	January 20	4:30 PM	Gisborne Room
Wednesday	February 10	4:30 PM	Evaristo Room – 3 rd Fl
Tuesday	March 9	4:30 PM	Cone Room
Tuesday	April 13	4:30 PM	Cone Room
Tuesday	May 11	4:30 PM	Cone Room
Tuesday	June 15	4:30 PM	Cone Room
Tuesday	July 13	4:30 PM	Cone Room
Tuesday	August 10	4:30 PM	Gisborne Room
Tuesday	September 7	4:30 PM	Town Hall Meeting Room
Tuesday	October 12	4:30 PM	Cone Room
Tuesday	November 9	4:30 PM	Cone Room
Tuesday	December 14	4:30 PM	Cone Room



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE
ORGANIZATIONAL MEETING**

**Thursday, January 7, 2010
4:30 P.M. – Mazza Conference Room**

AGENDA

1. 2010 Schedule of HR Committee Meetings
2. Future Discussion Items

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