

1. BET HR Comm. Meeting Documents

Documents:

APPROVED_BET_HR_COMM_MTG_MINUTES_01-19-11.PDF
BET_HR_COMM_MTG_AGENDA_01-19-11.PDF
REVISED_BET_HR_COMM_MTG_AGENDA_01-19-11.PDF
SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_01-19-11.PDF

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Cone Room

Wednesday, January 19, 2011

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

Staff: Maureen Kast, Human Resources Director; Dustin Anderson, Executive
Assistant, Selectmen's Office; Regina Williams, BOE Assistant Director
Human Resources ,Peter Mynarski, Comptroller; Roland Gieger, Budget
Director; Allen Brown, Executive Director; Ray Augustine, Director of
Financial Operations; Justine Vaccaro, Director of Social Work, Nathaniel
Witherell; Caroline Baisley, Director; Deborah Flynn, Business Office
Manager, Health Department

Other: Dr. Marilyn Ross Cahn, Vice-Chair; Dr. Peter Arturi; Dr. Michael Franco,
Board of Health

The meeting was called to order at 4:35 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee
voted 4-0 to approve the minutes from the December 14, 2010, Regular
Human Resources Committee Meeting.

2. Review of monthly HR Reports January 2011

Smart Goals

The Committee reviewed the Smart Goals log 1-18-11. Ms. Kast explained that she
included a narrative in the log, and that those reported as pending will be submitted to
Human Resources within the next seven days. A brief discussion followed.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY
09-10 and FY 10-11 through October 31, 2010; and the Unemployment Charges by
Department as of October 2010, showing FY 09-10 vs. FY 10-11. A discussion followed
regarding the extended benefits cost, and Police Dept. claims.

Part Time Employees

The Committee reviewed the Part Time Employees December, 2010 report, which
showed 635 employees and 285.58 active FTES (fulltime equivalents). A discussion
followed regarding part time and temporary employees, and fulltime equivalents.

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through December 31, 2010 and Retiree Costs as of December 31, 2010, which showed a monthly savings of \$169,881.84 for December, 2010 and \$642,654.07 total savings over break even. Ms. Kast confirmed that the reported pension and health savings calculations are not projected but represent actual savings for the specified individuals.

3. Request to Fill Vacant Positions

NW-1 Nathaniel Witherell – New Position \$61,200(FY12)

Appropriation:

\$ 61,200	to	H45069-51010	Regular Salaries
\$ 61,200	from	H450-35300	Fund Balance

Mr. Brown presented information concerning the request for an appropriation for a new Social Services position to the FY12 Budget, including a job description and hours per patient day comparison. He also gave an overview of the social services staffing at Nathaniel Witherell, which presently encompasses one full-time position and two part-time positions. The requested new position would replace one of the part-time positions.

A discussion followed regarding short-term occupancy, part-time staffing, fund balance and projected deficit. It was noted in particular that Nathaniel Witherell is projecting to either break-even or a small deficit for the current fiscal year but is projecting a significant deficit for FY12..

No action was taken on this item.

HD-1 Health Dept. – New Position \$75,695(FY12)

Appropriation:

\$ 75,695	to	A401-51980	New Position
\$ 75,695			2011-2012 New Position Request

Ms. Baisley gave an explanation for the request to add a Public Health Emergency Preparedness Coordinator to the 2012 Budget, supported by Dr.'s Franco, Ross Cahn, and Arturi. In her presentation, Ms. Baisley noted that the Town has received federal government grant funding for the past eight years to fund a coordinator position that has been variously classified as full-time or part-time, depending on the funding level each year. In recent years the grant amount has been \$61,000 and the Health Department has been unable to hire a full-time coordinator at that funding level and consequently has contracted for a part-time coordinator and returned approximately \$20,000 of unused funds each of the past three years.

A discussion followed regarding the duties of the coordinator, the body of work that has been prepared and produced in recent years, the necessity of the position, current staff, and funding.

No action was taken on this item.

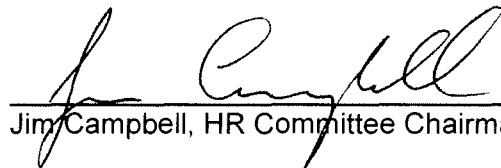
4. Other Business

There was no other business brought before the Committee.

There being no further business before the Committee, the meeting was adjourned at 6:17 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Tuesday, January 19, 2011
4:30 PM
Cone Room – Second Floor**

AGENDA

1. Approval of HR Committee December 14, 2010 Minutes
2. Review of January 2011 HR Reports

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
NW-1	Nathaniel Witherell H45069 51010	<u>\$ 61,200</u>	Other Reg. Salaries
HD-1	Health A401 51980	<u>\$ 75,695</u>	Other - New Approp New Position

4. Other Business
5. Adjournment



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

HUMAN RESOURCES COMMITTEE MEETING

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REVISED AGENDA

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Maria Bocchino, Recording Secretary

Jim Campbell, HR Committee Chairman

SUBJECT TO APPROVAL