1. BET HR Comm. Meeting Documents

Documents:

BET_HR_COMM_MTG_AGENDA_02-06-18.PDF
SUB_TO_APP_BET_HR_MINUTES_02-06-18.PDF
APPROVED_BET_HR_MINUTES_02-06-18.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, February 6, 2018
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of January 9, 2018

2. Discussion of M&C salary increase recommendation for FY19

3. Discussion of Registrars of Voters salary increase recommendation for FY19 and FY20

4. Review of proposed new positions and job reclassifications for FY19 budget by the following departments/agencies:
   - HR
   - BOE
   - Fire
   - IT
   - Law
   - Parks and Recreation
   - Economic Development Officer
   - Conservation/IWWA
   - Board of Health
   - Tax Collector

5. New Business

6. Adjournment

Next Meeting – Tuesday, February 13, 2018 at 3:00 P.M. - Cone Room
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

Tuesday, February 6, 2018

Committee Present: Anthony Turner, Chairman; William Drake, Karen Fassuliotis, Elizabeth K. Krumeich

Staff: Michael Aurelia, Registrar of Voters (D); Caroline Baisley, Director, Health Department; Cecile Brown, Compensation & Performance Manager; Fred DeCaro, Registrar of Voters (R); J. Wayne Fox, Town Attorney; Robert Kick, Assistant Fire Chief; Blaise Levant, Senior Business Analyst, Office of First Selectman; Erica Mahoney, Assistant Director, Human Resources; Alessandra Moch, Environmental Analyst, Conservation Department; Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Howard Richman, Tax Collector; Denise Savageau, Director, Conservation Commission; Joseph Siciliano, Director of Parks and Recreation; Peter Siecienski, Fire Chief

Board: Jill Oberlander, Chair; Andy Duus, Michael Mason, Leslie Moriarty, Jeffrey Ramer, Leslie Tarkington, David Weisbrod

Selectman: Peter Tesei, First Selectman

BOE: Robert Stacy, Director BOE HR; Gina Williams, Assistant Director, BOE HR; Barbara O’Neill, Member BOE

The meeting was called to order at 3:04 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes January 9, 2018

Mr. Turner postponed a vote on the Minutes of the January 9, 2018, meeting subject to text changes to be made before the next HR Meeting on February 13, 2018.

Prior to beginning further discussion, Mr. Turner proposed changing the order of Departments to be interviewed under Agenda Item #4.

   Upon a motion by Ms. Krumeich to approve changing the order of interviewees under Agenda Item #4, seconded by Mr. Drake, the Committee voted 4-0 in favor of the motion.

Mr. Turner explained the objective of February 6 and 13, 2018 HR meetings would be to interview Departments on their requests for additional staff headcount and salaries.

2. Discussion of M&C salary increase recommendations for FY19
Mr. Turner reminded Committee members that they had received comparative information from town, state and national surveys to review comparable position compensation. He asked for questions. Hearing none, the Committee moved to the next Agenda Item.

3. Discussion of Registrars of Voters salary increase recommendation for FY19 and FY20

Mr. DeCaro and Mr. Aurelia distributed additional information to Committee members. The conversation began with Mr. Aurelia citing urgency based on the need to provide for succession planning given that he might not fulfill his elected term. He proposed possible options for consideration: 1) increasing the position from PT to FT; 2) adding benefits to compensation for the position; and, 3) changing the position to a single Election Administrator who might be elected or appointed. He continued that the current compensation limited interest from qualified, certified candidates to be TOG Voter registrars based on its current low salary, lack of benefits and the underestimated number of actual hours required to complete the position responsibilities. Mr. DeCaro continued that departmental spending had increased only 3.13% in 8 years and salaries had increased only 0.39% whereas the responsibility of recruiting Poll Workers, number of voters and polling places monitored had increased.

4. Review of proposed new positions and job reclassifications for FY19 budget by the following departments/agencies

HR - Ms. Pepe requested changing the PT Safety Analyst position to FT based on the increasing responsibilities of investigating, follow-up, remediation, occupational health counseling and the value of the accident reduction already achieved. She explained that the increase of headcount cost would be partially offset through the transfer of funds in the Training Budget.

Fire – Chief Siecienski and Assistant Chief Kick explained the rationale for upgrading 4 firefighter positions to supervisory positions as Lieutenants as a Health & Safety issue that would contribute to the reduction in Overtime. The change would be scheduled for July 2, 2018 under the FY19 Budget. The total increase to the Fire Department budget would be $16,000 for each position added or approximately $83,000.

BOE – Mr. Stacy requested a non-instructional position be added to BOE for a Project Manager of Capital Projects. He explained that currently the role was inadequately filled by outside consultants exposing projects to a lack of quality continuity, turnover and seasonality which added responsibility to the Chief of Operations Office position. Mr. Stacy pointed out that the current consultant cost of $60,000 would partially offset the anticipated FT salary of $125k plus benefits. Ms. Dayton remarked that under the 15-year Master Plan, this individual would plan the strategy, supervise one of the Directors of Facilities including responsibility for supervision of custodial staff. Mr. Drake pointed out that the complexity of communications with construction professionals and Building Committees would be facilitated. Ms. Fassuliotis asked for a clarification of grant-underwritten positions for both Administrative and teaching positions because it was unclear if the additional new headcount would be 21 or 11 in staff. Mr. Turner asked BOE to return on February 13 with additional information.

Law – Mr. Fox presented a request for changing a PT attorney position to a FT position which would increase the Department’s budget by approximately $99k. His request was based on the need for additional coverage and expertise in the category of governance and contracts.
**Parks & Recreation** – Mr. Siciliano explained the request for staffing the new Byram Pool saying his original FY16 calculations were an approximate estimate. The increase from estimate to new total would be $144k to $168k with the addition in headcount from a 22.25 to 24.5 total staff.

**Conservation/IWWA** – Mr. Tesei provided background information on his proposed consolidation of the two departments under a Director of Environmental Affairs, based on the retirement of the current Conservation Director, Denise Savageau and the remaining Director of Inland Wetlands and Watercourses Agency, Patricia Sesto. He noted both a PT headcount reduction and salary reduction would offset the new structure and this was a natural opportunity for collaboration between the two areas. Ms. Savageau cautioned that IWWA’s role was regulatory, whereas Conservation’s was an advisory voice on issues of land use, streamlining permitting and proactively seeking grants that expanded Greenwich’s budget.

**Board of Health** – Despite the fact that the Board of Health did not request the addition of an Emergency Coordinator position as reflected in the First Selectman’s Budget for FY18-19, Ms. Baisley commented that the funding of the Emergency Coordinator position was lost for lack of $40k of State funding for the position. She emphasized that a special skill set was required to fulfill the role’s responsibilities.

**Economic Development Officer** – Mr. Tesei proposed expanding the job responsibilities of the current Community Development Director to support more economic development needs. He positioned the new role as being the internal compliment fulfilling EAC’s *Think Greenwich* Public Relations campaign.

**Tax Collector** – Mr. Richman provided an overview of changes and challenges in the Tax Collection Department. He proposed converting one PT accounting clerk position to a FT position with a total change of $27,080 in costs. Members of the Committee noted the timing of the request, need for clarification of responsibilities in the re-organized structure of the Department and questioned the additional staff when the Office short comings and issues had not been completely resolved. It was suggested that the Finance Department might assign its own staff temporarily. Mr. Mason requested an update on addressing the deficiencies and summarizing the improvements that had been undertaken.

5. **New Business**

- Registrar of Voters salary vote
- Discussion of net new positions
- Return of BOE and Tax Collector for clarifications
- Presentation of staff request by IT Department
- Presentation of staff request by TNW
- Vote on salary increase percentage range

6. **Adjournment**

   The Committee voted unanimously voted to adjourn at 6:35 P.M.

   The next regular Human Resource Committee meeting is scheduled for Tuesday, February 13, 2018 at 3:00 P.M. in the Cone Room.
Respectfully submitted,

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Catherine Sider, Recording Secretary

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Anthony Turner, Committee Chair

SUBJECT TO APPROVAL
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room
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Committee
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Catherine Sider, Recording Secretary

Anthony Turner, Committee Chair