1. BET HR Comm. Meeting Documents

Documents:

- BET_HR_COMM_MTG_AGENDA_02-07-17.PDF
- SUB_TO_APP_BET_HR_MTG_MINUTES_02-07-17.PDF
- APPROVED_BET_HR_MINUTES_02-07-17.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, February 7, 2017
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of January 10, 2017

2. Review of proposed headcount changes in the proposed F18 budget

3. Discussion of the Office of Tax Collector’s proposed staffing in the proposed F18 budget

4. Discussion of M&C salary increase recommendation for FY18

5. Discussion of elected officials’ salary increase recommendation for FY18

6. Adjournment

   Next Meeting - Monday, February 13, 2017 at 3:00 P.M. in the Cone Room
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

Tuesday, February 7, 2017

Committee Present: Nancy Weissler, Chairman; William Drake, Beth Krumekich, Jill Oberlander

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Cicle Brown, HR Compensation & Performance; Ben Branyan, Town Administrator; Dr. Alan Barry, Commissioner, Department of Social Services; Tod Laudonia, Tax Collector

Board: Leslie Moriarty

BOE: James Hricay, Managing Director of Operations, BOE; Robert Stacey, Director, BOE Human Resources; Gina Williams, Assistant Director, BOE Human Resources

The meeting was called to order at 3:01 P.M.

Ms. Weissler welcomed the HR Committee and attendees. She welcomed Ms. Krumekich as a new member of the Committee and thanked Ms. Moriarty for her service to the Committee.

1. Approval of BET HR Committee Meeting Minutes January 10, 2017

Upon a motion by Ms. Weissler, seconded by Ms. Oberlander, the Committee voted 3-0-1 to approve the Minutes of the January 10, 2017, Regular Human Resources Committee Meeting. (Abstain: Krumekich)

2. Review of proposed headcount changes in the proposed FY18 Budget

Dr. Barry summarized the history and responsibilities of the Youth Services Bureau Coordinator position, which he is requesting to convert from a part-time contractor position to a part-time staff member of the Department of Social Services (DSS). The part-time position resulted from a United Way Community Needs Assessment approximately 10 years ago to identify programs that could work collaboratively to deliver services to Greenwich’s youth. For fiscal 2017, the position was shifted from the Greenwich United Way to the Town of Greenwich, under the supervision of the Chief of Police, First Selectman, and DSS Commissioner. For fiscal 2018, the position would become part of the DSS. Dr. Barry pointed out that transferring it to the DSS, still as a part-time position without health benefits, was aligned with the Department’s Strategic Plan given its Youth Counseling objective; the services of the Juvenile Review Board, Youth Commission and the Interagency Team are all provided by DSS partners and linked in the Youth Services Bureau Coordinator position. For Fiscal 2018, Dr. Barry noted that even after including $15,000 in funding for the case management services provided by Kids in Crisis, the position would essentially be budget neutral. The State has provided grants totaling over $21,000 per year for this function in the past.
Mr. Hricay and Mr. Stacey provided an abbreviated summary of BOE headcount variances that show a budgeted increase of 2.9 FTE for Fiscal 2018. Mr. Hricay noted that the 5.4 FTE increase in teachers is due to the projected enrollment increase of 150 students; partially offsetting is the elimination of two Teamsters positions and 0.5 FTE GMEA positions. He noted that 15-20 teachers have already announced plans to retire and that another 20 teachers typically resign in the summer. Mr. Stacey indicated that they try to fill shortage areas as quickly as possible; however, the District can dismiss a teacher, if it needs to, within 90 days of their hire date. Ms. Oberlander asked if there are plans to expand the Chinese Language Program based on demand and instructional capacity; Mr. Hricay responded that he would follow-up with that information shortly.

Mr. Branyan provided an overview of proposed Town headcount reductions totaling 6.0 FTE in the Fiscal 2018 budget. With the shift of printing services to the BOE, this resulted in a 2.0 FTE decrease. One of the Detective positions in Police had been vacant for about a year and the decision was made not to fill it. In DPW, it was determined that the Chief Engineer function, which was vacant, could be addressed through a department reorganization. For Parks & Rec and Greenwich Library, one FTE was reduced in each area. Mr. Branyan remarked that the Task Force continued to work to make thoughtful changes for structural and process improvement and customer service based on the Six Sigma department head training.

3. Discussion of the Office of Tax Collector’s proposed staffing in the proposed FY18 Budget

Mr. Laudonia provided an overview of his Office and its staffing. He noted that the two cashiers, the assistant Tax Collector and he had received State certifications as Tax Collectors. Ms. Oberlander questioned the volume of workflow based on the seasonality of Greenwich’s tax payments. In describing the collection process in greater detail, Mr. Laudonia noted the high level of service demanded by the office’s sophisticated customers. Ms. Weissler asked what efficiencies and economies Mr. Laudonia projected for the future. Ms. Krumeich asked if additional training in the tax collection software could be beneficial. Mr. Laudonia supported additional training but does not have funds for it in his budget. Ms. Weissler asked what position might be eliminated that would have the least negative impact so that a recommendation could be made to the BET. Mr. Laudonia acknowledged that the only way to right size his budget to the Table of Organization would be to eliminate a position. However, he remarked that the elimination of a position would create slowdowns in service.

4. Discussion of M&C salary increase recommendation for FY18

The Committee discussed various considerations that would affect a recommendation for the M&C salary increase for Fiscal 2018.

5. Discussion of elected officials’ salary increase recommendation for FY18

Committee members noted that elected officials in Greenwich appear to be fairly compensated versus their Fairfield County peers.

6. Items for Future Discussion

- Regular HR Reports
- Review and discussion of recommendations for Fiscal 2018 salary increases.
7. **Adjournment**

Upon a motion by Ms. Weissler, the Committee voted 4-0 to adjourn at 4:53 P.M.

The next regular Human Resource Committee meeting is scheduled for February 13, 2017 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

____________________________________________________________________
Catherine Sidor, Recording Secretary

____________________________________________________________________
Nancy Weissler, HR Committee Chairman
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

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[Signature]

Catherine Sidor, Recording Secretary

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Nancy Weissler, HR Committee Chairman