

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MEETING_MINUTES_02-11-14.PDF](#)
[BET_HR_COMM_MEETING_AGENDA_02-11-14.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_02-11-14.PDF](#)

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Cone Room, 2nd Floor

Tuesday, February 11, 2014

Committee: Nancy Weissler, Chairperson; William Drake, Randall Huffman, Mary Lee Kiernan

Board: Michael Mason, Marc Johnson

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Erica Mahoney, Assistant Director of Human Resources; Cicile Brown, Employee Professional Performance and Compensation Manager; Diane Fox, Director of Planning & Zoning; Jodi Couture, Zoning Inspector/Nuisance Abatement Officer; J. Wayne Fox, Greenwich Town Attorney; John Crary, Town Administrator; Amy Siebert, Commissioner of Public Works; John Vallerie, Deputy Building Official; Allen Brown, Executive Director; Nathaniel Witherell; David Ormsby, Chairman, Nathaniel Witherell Board; Ray Augustine, Director of Financial Operations, Nathaniel Witherell; Lloyd Bankson, Nathaniel Witherell Board; Denise Savageau, Conservation Commission Director.

The meeting was called to order at 4:00 P.M.

After Ms. Weissler welcomed the guests to the meeting, she proposed two amendments:

Ms. Weissler moved that the Agenda be changed to reflect that the Committee would be voting to approve rather than accept the Minutes of January 14, 2014. The motion was seconded by Mr. Drake. 4-0-0

Ms. Weissler moved that the part-time Parks & Recreation new position item be removed from the Agenda because it had a very modest budget impact. The motion was seconded by Mr. Drake. 4-0-0

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2. January 2014 HR Reports

Workers' Compensation Expense Report

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Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of January 1, 2014, showing a total of 31 vacancies, 3 of which were waiting for requests to fill. Ms. Pepe advised the Committee that the candidate for the Information Technology Director position was now ready for the Selectmen's consideration. She noted that Law Department had been asked to clarify the process for selecting the new management employees at the Library. She also noted that the Library Board plans to use a search firm to identify candidates for the Deputy Director position due to the technical aspects of the position but that the search firm's fees would come from the Library's Trustee funds.

3. Human Capital Management System Update

Ms. Pepe commented that the process was in an intensive analytic phase and on schedule. When asked if there was any feedback from ADP yet on the process, the Committee was informed that only anecdotal comments had been made about the substantial amount of information that ADP was receiving from the Town.

4. Review and Vote on New Position Requests (summarized in Appendix 1):

Nathaniel Witherell: Mr. Brown presented the request for two full-time RNs (combined salary of \$188,406 and benefits of \$119,684); and part-time positions: 0.5 FTE CNAs (\$21,372); 1.7 FTE food service workers (\$54,880); and 2.2 FTE housekeepers (\$58,620). The total incremental expense for these new positions is \$442,962. The HR Committee's vote on Ms. Weissler's motion to recommend that these positions be retained in the budget (seconded by Ms. Kiernan) was 4-0.

Rationale for Nathaniel Witherell's request for RNs and CNAs: With the completion of Project Renew's rehab unit as of July 2014, Nathaniel Witherell is projecting an increase in the short-term occupancy to 88%, an increase of about 10 beds, necessitating the additional nursing resources. The request for additional part-time food service workers and housekeepers is based on the additional square footage and higher patient count. In addition, Nathaniel Witherell is filling some food service worker absenteeism with part-time workers as opposed to overtime. Nathaniel Witherell's proposed staffing is consistent with the long-range plan in the Health Dimensions Group report.

Department of Public Works: Ms. Siebert presented the request to create a new full-time position of permit coordinator, who would work with the existing residential plan examiner, at a salary of \$65,955 and benefits of \$38,821 for a total of \$104,776. The HR Committee's vote on Ms. Kiernan's motion to recommend that this position be retained in the budget (seconded by Mr. Huffman) was 4-0.

Rationale for DPW's request: 1) to provide additional resources to address the significant increase in building permit requests; and 2) to address additional questions from contractors who must now comply with a revised and more complex residential building code, which is, in turn, expected to substantially lengthen the time required for plan reviews.

P&Z Board of Appeals (PZBA): Ms. Fox presented the request to change the administrative staff assistant position from a 0.71 FTE part-time position to a full time position, resulting in an increase in salary of \$17,829 (for a total salary of \$62,401) with full benefits of \$40,467. The HR Committee's vote on Ms. Weissler's motion to recommend that a part-time position be added instead (seconded by Mr. Drake) was 3-1 (Mr. Huffman opposed). Ms. Weissler made a follow-up motion, seconded by Mr. Drake, to clarify that the part-time position recommended be no more than 0.5 FTE at a salary of \$30,000 (vote 4-0).

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Law: Mr. Fox presented the request for another full-time paralegal (resulting in two paralegals in the TOO) at a salary of \$71,000 with full-time benefits of \$41,791. The HR Committee's vote on Mr. Drake's motion to recommend that a part-time (29 hours/week) paralegal position be included in the budget (Ms. Kiernan seconded) was 4-0. The expected salary cost of the part-time position would be just under \$60,000.

Rationale for Law's request: 1) increasing complexity of litigation that Greenwich is involved in; and 2) leveraging of legal resources through the use of paralegals is efficient and more in line with private practice. Mr. Fox noted that while he would prefer to have a full-time paralegal, he appreciated the extra support offered with the part-time position and understood the HR Committee was concerned about the significant impact of benefits expense associated with a full-time position.

Conservation Commission: Ms. Savageau presented the request to increase the Conservation Assistant position from a 0.71 FTE to a full-time position for an increase in salary expense of \$20,977 (total salary \$73,418) and full benefits of \$43,214. The HR Committee vote on Mr. Drake's motion to recommend retaining the position as part-time (seconded by Ms. Weissler) was 2-2 (Ms. Kiernan and Mr. Huffman opposed). The HR Committee vote on Ms. Kiernan's motion to recommend adding another part-time position instead of converting the part-time position to full time (seconded by Mr. Huffman) was 2-2 (Mr. Drake and Ms. Weissler opposed).

Rationale for the Conservation Commission's request was: 1) to address an increase in P&Z reviews because Conservation reviews the same flow of applications as P&Z and provides ongoing technical assistance to P&Z; 2) to provide resources for grant applications and execution, which grants have totaled almost \$8 million in the last eleven years ; 3) to provide backup for the director at extensive evening and volunteer meetings; 4) to provide additional protection for the Town's drinking water and watershed management; 5) to support Conservation's growing role in emergency planning and operations; 6) to promote the Town's increasingly complex issues with coastal resiliency and extreme weather adaptation; 7) to provide additional assistance with wildlife management; 8) to assist with the management of partnerships with 30 outside organizations and leveraging their resources/volunteers; 9) to serve as a liaison between Parks and Recreation and the DEEP; and 10) to assist in the development and execution of the Open Space Plan, the Natural Resource Inventory, the Drought Management Plan and Energy Management Plans for Town facilities. In explaining their votes, Mr. Drake and Ms. Weissler expressed strong support for the Conservation Commission's work and programs but noted that they could not support upgrading the position to full time given the significant benefit expense for the upgrade at a time of budget constraints. Ms. Kiernan supported the upgrade, noting the inconsistency between the HR Committee votes just taken to provide additional positions to DPW and P&Z and the rejection of the Conservation request, that the role of Conservation has grown substantially in recent years and is a critical municipal priority; that the Commission had generated substantial grant funding that the Town might otherwise have to finance; and that it was a very small department that need additional resources. Mr. Huffman thought the Commission had made a strong case to increase the position to full time.

5. Items for Future Discussion

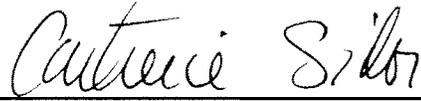
Ms. Weissler proposed a review of CIRMA's Worker's Compensation December 2013 Report at the next meeting. She recommended facilitating the process by each Committee member sending their questions to Ms. Mahoney prior to next month's meeting.

Ms. Weissler suggested that the Committee discuss at its March meeting its plan to prepare its recommendation to the full BET on Salary Increases for 2014-2015 for MC Employees.

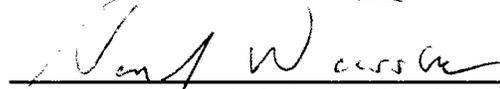
6. Adjournment

The Committee voted unanimously to adjourn the meeting at 6:03P.M on a motion by Ms. Kiernan, seconded by Ms. Weissler.

The next meeting will be Thursday, March 6, 2014 at 4:30 PM in the Cone Room.



Catherine Sidor, Recording Secretary



Nancy Weissler, HR Committee Chairman



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BOARD OF ESTIMATE & TAXATION**

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**Tuesday, February 11, 2014
4:00 PM
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AGENDA

1. Acceptance of BET HR Committee Meeting Minutes of January 14, 2014
2. January 2014 HR Reports
 - Workers Compensation Incident Report
 - Workers Compensation Expense Report
 - Vacant and Posted Position Listing
3. Human Capital Management System Update
4. Review and Vote on New Position Requests
 - Nathaniel Witherell – new staff positions
 - DPW – Building Application Coordinator
 - PZBA – Part Time to Full Time Administrative Staff
 - Law Department – Additional Paralegal
 - Conservation Commission – Part Time to Full Time Conservation Assistant
 - Parks & Recreation: Part-Time Positions
5. Items for Future Discussion
 - Review of CIRMA's December 2013 Workers' Compensation Report
 - MC Salary Increase Recommendation: 2014-2015
6. Adjournment
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SUBJECT TO APPROVAL