

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_02-14-12.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_02-14-12.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_02-14-12.PDF](#)

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

Tuesday, February 14, 2012

Committee: Marc Johnson, Chairman; Randall Huffman, Mary Lee Kiernan, Leslie Tarkington,

Board: Sean Goldrick, Joseph Pellegrino, Jeffrey Ramer

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; John Crary, Town Administrator; Dustin Anderson, Administrative Manager, Selectmen's Office; Mary Jo Iannuccilli, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Robert Lichtenfeld, Human Resources Director, Board of Education; Caroline Baisley, Director, Health Department; James Heavey, Chief, Police Department; Peter Siecienski, Chief, Fire Department; Daniel Warzoha, Emergency Management Director

Other: Leslie Moriarty, Chairman, Board of Education; Marilyn Ross Cahn; Peter Arturi, Board of Health

The meeting was called to order at 3:31 P.M.

**1. Approval of Human Resources Committee Meeting Minutes**

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 3-0-1 (Mr. Huffman abstained) to approve the minutes from the January 18, 2012, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports**

Ms. Graham gave an overview of the Employee Benefits' Office responsibilities, which includes management of the healthcare benefits for all Town, as well as BOE employees. Ms. Graham also stated that the Department has recently taken over the retirement function for Town employees. Besides Ms. Graham, the Employee Benefits Department consists' three fulltime positions, of which two are currently vacant and in the process of being filled.

Ms. Iannuccilli gave an overview of the Town Human Resources Department responsibilities, which includes recruitment, eligibility testing, training, orientation, all actions through MUNIS/HRIS system, unemployment claims processing through a consultant, management of leave of absence, the performance evaluation process, discipline, and counseling for all Town employees except the Board of Educations' certified staff. Ms. Iannuccilli currently oversees a staff of three fulltime and one part-time

Dr. Lichtenfeld shared comments regarding the BOE Human Resources Department as described in his memorandum to the Committee, dated February 13, 2012. A brief discussion followed regarding the Hay Study.

#### Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of February 7, 2012, which showed a total of 52 vacancies. A discussion followed regarding Police Department vacancies and hiring process, budgetary control and the return of unspent funds, elimination of unfilled positions from the list, negotiations, and tracking of FTEs.

#### Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2010-2011 and FY 2011-2012 through November 30, 2011; and the Unemployment Charges by Department as of November, 2011, showing FY 2011-2012 vs. FY 2010-2011.

### **3. Human Resources Director Update**

#### Human Resources Director Update

Mr. Tesei gave an overview of the recruitment process and shared comments regarding the background and qualifications of the newly appointed Human Resources Director, who will join the Town on March 5, 2012.

### **4. Risk Manager, WC Specialist Update**

Mr. Mynarski gave an overview of the recruitment process for the Risk Manager, stating that three candidates will be interviewed on February 21<sup>st</sup>, and shared comments regarding the candidate's qualifications. Mr. Mynarski also gave a brief update of the Workers' Compensation Specialist posting.

### **5. Budget Planning**

Mr. Crary briefly shared comments regarding the budgetary reflection of conversion of positions.

#### TOO Changes Health Department

Ms. Baisley gave an overview of the responsibilities and requirements for the Public Health Emergency Preparedness Coordinator. A lengthy discussion followed regarding the necessity of the position to the community, and negotiations.

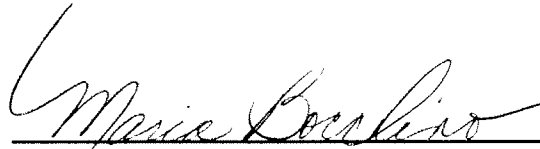
#### TOO Changes Information Technology

Mr. Crary gave an overview of the IT Department and its' responsibilities, recommending an addition of one position to meet its' demands. A discussion followed regarding completion of the strategic plan, types of IT support and the expertise required, the Police and other Departments' use of special software programs, the necessity of user support, and negotiations.

**6. HRIS Discussion**

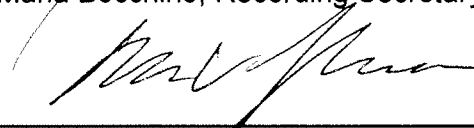
The Committee discussed the functions and capabilities required for an HRIS system, the current use of MUNIS, challenges and issues, tech support, and possible conversion.

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted unanimously to adjourn the meeting 5:40 P.M.



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Maria Bocchino, Recording Secretary



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Marc Johnson, HR Committee Chairman



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

**HUMAN RESOURCES COMMITTEE MEETING**

**Tuesday, February 14, 2012  
3:30 PM  
Gisborne Room – First Floor**

**AGENDA**

1. Approval of the HR Committee January 18, 2012 Minutes
2. January 2012 HR Reports
  - Vacant Position Listing
  - Unemployment Expenses
3. Human Resources Director Update
4. Risk Manager, WC Specialist Update
5. Budget Planning
  - TOO Changes (Information Technology & Health Department)
6. HRIS Discussion
7. Items for future discussion
8. Adjournment

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Dr. Lichtenfeld shared comments regarding the BOE Human Resources Department as described in his memorandum to the Committee, dated February 13, 2012. A brief discussion followed regarding the Hay Study.

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Maria Bocchino, Recording Secretary

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Marc Johnson, HR Committee Chairman

SUBJECT TO APPROVAL