

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_01-20-10.PDF](#)
[BET_HR_COMM_MTG_AGENDA_01-20-10.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_01-20-10.PDF](#)

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE MEETING

MINUTES – Gisborne Conference Room – 4:30 P.M.

Wednesday, January 20, 2010

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

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Gina Williams, Assistant Director, BOE Human Resources; Diane Fox, Director, Planning & Zoning

Other: Leslie Tarkington

The meeting was called to order at 4:30 P.M.

1. Acceptance of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to accept the December 15, 2009 Minutes.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to suspend the Agenda to take up approval of the Human Resources Committee Organizational Meeting Minutes January 7, 2010.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to approve the January 7, 2010 Minutes.

2. Update on Retirement Incentive Program

Mr. Mason gave an overview of the Retirement Incentive Program. The Committee reviewed the Total Cost and Savings chart through December 31, 2009, showing program savings of \$1,125,383. Mr. Crary projected that savings would total in the range of \$1.8M by the end of the fiscal year on June 30. Mr. Crary estimated the incremental cost of this program at \$1.65 million and projected that the Town will have completely recovered this cost in the first year of the program with additional savings to be realized in future years. A discussion followed regarding sick and vacation payout, pension and medical insurance, and vacant positions.

3. Discussion of Modification to M/C Employees 401 (K) Plan

Mr. Crary gave an overview of the M/C Employees and Elected Officials' Defined Benefit and Defined Contribution retirement plans. Those employees hired after September 1, 2006 have a Defined Contribution program that consists of a 401(k) with a 5% dollar for dollar employer match. M/C employees hired before September 1, 2006 have a Defined

Benefit program as well as a 401(k) with a 6% employer match. The Committee discussed both the equity of the different programs for M/C employees and the realities of the marketplace regarding retirement benefits for attracting and retaining qualified candidates for Town managerial positions. The discussion also referenced the Hay Study Benefits Analysis and its recommendation that those employees without a defined benefit plan be offered an increase in their retirement plan employer match of 2-4%. Separately the Committee also discussed the timing of contributions during the calendar year and the need to ensure that the Town match be made on actual earnings during that quarter to avoid front-loading of the Town's annual contribution.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the resolution.

RESOLVED for the M/C and Elected Official Employees who currently receive a Town match for the 401(k) Savings plan, that the Town match be limited to no more than 1.5% of their salary at the end of the 1st quarter, 3% of their salary at the end of the 2nd quarter, 4.5% of their salary at the end of the 3rd quarter, and 6% of their salary at the end of the year.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the resolution.

RESOLVED starting July 1, 2010, establishment of a 457 retirement plan for the M/C Employees and Elected Officials who are not eligible for the Defined Benefit plan. The Town would contribute 3% per annum of their salary earned according to the following schedule: 100% match of the first \$2,000 contributed, 75% match of the next \$2,000 contributed, and 2/3 match of every dollar contributed thereafter up to 3% of their salary. For calendar year 2010, the Town will match up to 1.5% of salary at September 30, 2010, and up to 3% at December 31, 2010; in 2011 the Town will match at the rate of $\frac{3}{4}$ of 1% of their salary earned at the end of the 1st quarter, up to 1.5 % of their salary earned at the end of the 2nd quarter, up to 2.25% of their salary earned at the end of the 3rd quarter, and up to 3% of their salary earned at the end of the 4th quarter.

4. Discussion of HR Reports


The Committee reviewed the Unemployment Expenses by Department and Employee Category Report for FY 2009-2010 and the Unemployment Expenses Report ending October 2009. Total unemployment expense is \$185,310 for the first four months of FY10, a projected 48% increase over the \$376,360 cost for FY09. Mr. Mason stated his concerns regarding part-time and temporary positions eligible for unemployment. A discussion followed regarding the different groups of employees eligible for unemployment compensation, including seasonal workers and BOE employees and substitute teachers, controllable and non-controllable expenses, monitoring and accountability. Mr. Campbell suggested working with Human Resources to gain more detailed information for the March meeting.

The Committee discussed Agenda topics for the next meeting.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to adjourn the meeting at 6:02 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Wednesday, January 20, 2010,
4:30 PM
Gisborne Conference Room**

AGENDA

1. Approval of HR Committee December 15, 2009 Minutes
2. Update on Retirement Incentive Program and Discussion
3. Discussion of Modification to M/C Employees 401(K) Plan
4. Discussion of HR Reports

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE MEETING

MINUTES – Gisborne Conference Room – 4:30 P.M.

Wednesday, January 20, 2010

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

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Gina Williams, Assistant Director, BOE Human Resources; Diane Fox, Director, Planning & Zoning

Other: Leslie Tarkington

The meeting was called to order at 4:30 P.M.

1. Acceptance of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to accept the December 15, 2009 Minutes.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to suspend the Agenda to take up approval of the Human Resources Committee Organizational Meeting Minutes January 7, 2010.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to approve the January 7, 2010 Minutes.

2. Update on Retirement Incentive Program

Mr. Mason gave an overview of the Retirement Incentive Program. The Committee reviewed the Total Cost and Savings chart through December 31, 2009, showing program savings of \$1,125,383. Mr. Crary projected that savings would total in the range of \$1.8M by the end of the fiscal year on June 30. Mr. Crary estimated the incremental cost of this program at \$1.65 million and projected that the Town will have completely recovered this cost in the first year of the program with additional savings to be realized in future years. A discussion followed regarding sick and vacation payout, pension and medical insurance, and vacant positions.

3. Discussion of Modification to M/C Employees 401 (K) Plan

Mr. Crary gave an overview of the M/C Employees and Elected Officials' Defined Benefit and Defined Contribution retirement plans. Those employees hired after September 1, 2006 have a Defined Contribution program that consists of a 401(k) with a 5% dollar for dollar employer match. M/C employees hired before September 1, 2006 have a Defined

Benefit program as well as a 401(k) with a 6% employer match. The Committee discussed both the equity of the different programs for M/C employees and the realities of the marketplace regarding retirement benefits for attracting and retaining qualified candidates for Town managerial positions. The discussion also referenced the Hay Study Benefits Analysis and its recommendation that those employees without a defined benefit plan be offered an increase in their retirement plan employer match of 2-4%. Separately the Committee also discussed the timing of contributions during the calendar year and the need to ensure that the Town match be made on actual earnings during that quarter to avoid front-loading of the Town's annual contribution.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the resolution.

RESOLVED for the M/C and Elected Official Employees who currently receive a Town match for the 401(k) Savings plan, that the Town match be limited to no more than 1.5% of their salary at the end of the 1st quarter, 3% of their salary at the end of the 2nd quarter, 4.5% of their salary at the end of the 3rd quarter, and 6% of their salary at the end of the year.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the resolution.

RESOLVED starting July 1, 2010, establishment of a 457 retirement plan for the M/C Employees and Elected Officials who are not eligible for the Defined Benefit plan. The Town would contribute 3% per annum of their salary earned according to the following schedule: 100% match of the first \$2,000 contributed, 75% match of the next \$2,000 contributed, and 2/3 match of every dollar contributed thereafter up to 3% of their salary. For calendar year 2010, the Town will match up to 1.5% of salary at September 30, 2010, and up to 3% at December 31, 2010; in 2011 the Town will match at the rate of ¾ of 1% of their salary earned at the end of the 1st quarter, up to 1.5 % of their salary earned at the end of the 2nd quarter, up to 2.25% of their salary earned at the end of the 3rd quarter, and up to 3% of their salary earned at the end of the 4th quarter.

4. Discussion of HR Reports

The Committee reviewed the Unemployment Expenses by Department and Employee Category Report for FY 2009-2010 and the Unemployment Expenses Report ending October 2009. Total unemployment expense is \$185,310 for the first four months of FY10, a projected 48% increase over the \$376,360 cost for FY09. Mr. Mason stated his concerns regarding part-time and temporary positions eligible for unemployment. A discussion followed regarding the different groups of employees eligible for unemployment compensation, including seasonal workers and BOE employees and substitute teachers, controllable and non-controllable expenses, monitoring and accountability. Mr. Campbell suggested working with Human Resources to gain more detailed information for the March meeting.

The Committee discussed Agenda topics for the next meeting.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to adjourn the meeting at 6:02 P.M.

Maria Bocchino, Recording Secretary

Jim Campbell, HR Committee Chairman

SUBJECT TO APPROVAL