

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_03-15-11.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_03-15-11.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_03-15-11.PDF](#)

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

Tuesday, March 15, 2011

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

Board: Joe Pellegrino

Staff: Maureen Kast, Human Resources Director; John Crary, Town  
Administrator; Dustin Anderson, Executive Assistant, Selectmen's Office;  
Peter Mynarski, Comptroller; Regina Williams, Human Resources  
Assistant Director, Board of Education

The meeting was called to order at 4:38 P.M.

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

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the February 15, 2011, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports March 2011**

Smart Goals

Ms. Kast stated that all but two sets of Smart Goals have been submitted to Human Resources and a written report will be submitted to the Committee next month. In the absence of a written report, Mr. Campbell reported that he and Ms. Kast met and reviewed approximately ten sets of smart goals. They found that some required further editing or revisions, whether due to undue brevity, a failure to outline specific significant tasks to be accomplished, and/or a failure to describe the goals in a manner that allows for measurement. Mr. Campbell and Ms. Kast will work out a strategy to assist the appointing authorities with revisions.

Ms. Kast stated that her office will send out a memo at the end of April regarding the evaluation process, with final evaluations due back to HR in June. A discussion followed regarding revisions and the evaluation process.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2009-2010 and FY 2010-2011 through December 31, 2010; and the Unemployment Charges by Department as of December 2010, showing FY 2010-2011 vs. FY 2009-

2010. A discussion followed regarding secondary claim settlements, Fire Department and Board of Education terminations.

### Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through February 28, 2011 and Retiree Costs as of February 28, 2011, which showed a monthly savings of \$167,513.75 for February, 2011 and \$942,880.24 total savings over break-even. A brief discussion followed regarding Police Department retirements.

### **3. MC Salaries – Grid for Salary Increases**

The Committee reviewed the Amended Managerial, Confidential and Elected Employee Classification and Salary Schedule Market Adjusted January 1, 2010. Ms. Kast gave an explanation of the comp ratio and grid increases. Ms. Kast explained that, in accordance with the terms of the Hay Study previously commissioned by the Town, the Hay Group was recommending a grid adjustment for the 2011-12 fiscal year of between 2.0% and 2.5%. A discussion followed regarding the Hay Study suggestions, the comp ratio, evaluating goals, competition between departments, market adjustments, the percentage of increases, and affordability. Mr. Simon emphasized the importance of accepting the Hay Group's recommendation in order for the Town's current salary grid to reflect the actual marketplace. Mr. Campbell expressed concern about increasing the grid by an amount greater than the overall MC and Elected Official salary increase of 1.75% for 2011-12, as approved by the Committee at its February meeting.

Upon a motion by Mr. Huffman, seconded by Mr. Mason, the Committee voted 3-1 (Mr. Simon opposed) to approve a 1.75% increase to the Grid for Managerial and Confidential Employee Salary Increases effective January, 2011.

### **4. Administrative Consolidation Study (in proposed 2011-2012 Budget)**

At the April 12, 2011, Human Resources Committee meeting, a committee will be selected to draft the RFP for an Administrative Consolidation Study. An appropriation for the Study is included in the proposed 2011-12 budget, and it is designed to obtain greater efficiencies in first floor Town Hall space utilization by creating and implementing a unified pool of cross-trained employees to move between Town departments based on their needs. A discussion followed regarding contract negotiations, bargaining agreements, and conditions on employment.

It was further noted under this item that the RFP for the HR Study closed and ten proposals have been received. A committee, comprised of Mr. Campbell, Mr. Simon, Mr. Mynarski, Ms. Kast, and Ms. Williams, will review and score the proposals for the HR Study and then will meet on April 11, 2011 at 9:30 a.m. to review the evaluation sheets, discuss the proposals and make a recommendation to award the contract.

## 5. HR Committee Agenda for 2011

The Committee reviewed the BET HR Committee Meeting Topics 2011. Mr. Campbell gave an overview and the Committee discussed each of the topics and actions. A discussion followed regarding counter hours, implementation of the 457 Plan, the Police Reorganization effected last year, Workers Compensation issues, the ERRP Federal Program, and the Employee Annual Compensation Report.


Ms. Kast stated that the Human Resources Department is not responsible for the problems with Workers Compensation. However, issues have been reported by Department Heads to Human Resources concerning Workers Compensation, CIRMA, and Risk Management, and Ms. Kast has tried to resolve these issues as she has been made aware of them.

## 6. Other Business

### First Selectman's letter to the BET

The Committee noted receipt of the First Selectman's letter to the BET, dated March 15, 2011, opposing the Committee's recommended salary increases for the First Selectman, Selectman, Town Clerk and Tax Collector, and expressing support for maintaining the current salaries for those respective positions for the next two fiscal years.

There being no further business before the Committee, the meeting was adjourned at 6:14 P.M.

  
\_\_\_\_\_  
Maria Bocchino, Recording Secretary

  
\_\_\_\_\_  
Jim Campbell, HR Committee Chairman



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

**HUMAN RESOURCES COMMITTEE MEETING**

**Tuesday, March 15, 2011  
4:30 PM  
Cone Room – Second Floor**

**AGENDA**

1. Approval of HR Committee February 15, 2011 Minutes
2. February 2011 HR Reports
3. MC Salaries – Grid for Salary Increases
4. Administrative Consolidation Study (in proposed 2011-12 budget)
5. HR Committee Agenda for 2011
6. Other Business
7. Adjournment

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

Tuesday, March 15, 2011

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

Board: Joe Pellegrino

Staff: Maureen Kast, Human Resources Director; John Crary, Town  
Administrator; Dustin Anderson, Executive Assistant, Selectmen's Office;  
Peter Mynarski, Comptroller; Regina Williams, Human Resources  
Assistant Director, Board of Education

The meeting was called to order at 4:38 P.M.

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

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the February 15, 2011, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports March 2011**

**Smart Goals**

Ms. Kast stated that all but two sets of Smart Goals have been submitted to Human Resources and a written report will be submitted to the Committee next month. In the absence of a written report, Mr. Campbell reported that he and Ms. Kast met and reviewed approximately ten sets of smart goals. They found that some required further editing or revisions, whether due to undue brevity, a failure to outline specific significant tasks to be accomplished, and/or a failure to describe the goals in a manner that allows for measurement. Mr. Campbell and Ms. Kast will work out a strategy to assist the appointing authorities with revisions.

Ms. Kast stated that her office will send out a memo at the end of April regarding the evaluation process, with final evaluations due back to HR in June. A discussion followed regarding revisions and the evaluation process.

**Unemployment Expense**

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2009-2010 and FY 2010-2011 through December 31, 2010; and the Unemployment Charges by Department as of December 2010, showing FY 2010-2011 vs. FY 2009-

2010. A discussion followed regarding secondary claim settlements, Fire Department and Board of Education terminations.

### Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through February 28, 2011 and Retiree Costs as of February 28, 2011, which showed a monthly savings of \$167,513.75 for February, 2011 and \$942,880.24 total savings over break-even. A brief discussion followed regarding Police Department retirements.

### **3. MC Salaries – Grid for Salary Increases**

The Committee reviewed the Amended Managerial, Confidential and Elected Employee Classification and Salary Schedule Market Adjusted January 1, 2010. Ms. Kast gave an explanation of the comp ratio and grid increases. Ms. Kast explained that, in accordance with the terms of the Hay Study previously commissioned by the Town, the Hay Group was recommending a grid adjustment for the 2011-12 fiscal year of between 2.0% and 2.5%. A discussion followed regarding the Hay Study suggestions, the comp ratio, evaluating goals, competition between departments, market adjustments, the percentage of increases, and affordability. Mr. Simon emphasized the importance of accepting the Hay Group's recommendation in order for the Town's current salary grid to reflect the actual marketplace. Mr. Campbell expressed concern about increasing the grid by an amount greater than the overall MC and Elected Official salary increase of 1.75% for 2011-12, as approved by the Committee at its February meeting.

Upon a motion by Mr. Huffman, seconded by Mr. Mason, the Committee voted 3-1 (Mr. Simon opposed) to approve a 1.75% increase to the Grid for Managerial and Confidential Employee Salary Increases effective January, 2011.

### **4. Administrative Consolidation Study (in proposed 2011-2012 Budget)**

At the April 12, 2011, Human Resources Committee meeting, a committee will be selected to draft the RFP for an Administrative Consolidation Study. An appropriation for the Study is included in the proposed 2011-12 budget, and it is designed to obtain greater efficiencies in first floor Town Hall space utilization by creating and implementing a unified pool of cross-trained employees to move between Town departments based on their needs. A discussion followed regarding contract negotiations, bargaining agreements, and conditions on employment.

It was further noted under this item that the RFP for the HR Study closed and ten proposals have been received. A committee, comprised of Mr. Campbell, Mr. Simon, Mr. Mynarski, Ms. Kast, and Ms. Williams, will review and score the proposals for the HR Study and then will meet on April 11, 2011 at 9:30 a.m. to review the evaluation sheets, discuss the proposals and make a recommendation to award the contract.

**5. HR Committee Agenda for 2011**

The Committee reviewed the BET HR Committee Meeting Topics 2011. Mr. Campbell gave an overview and the Committee discussed each of the topics and actions. A discussion followed regarding counter hours, implementation of the 457 Plan, the Police Reorganization effected last year, Workers Compensation issues, the ERRP Federal Program, and the Employee Annual Compensation Report.

Ms. Kast stated that the Human Resources Department is not responsible for the problems with Workers Compensation. However, issues have been reported by Department Heads to Human Resources concerning Workers Compensation, CIRMA, and Risk Management, and Ms. Kast has tried to resolve these issues as she has been made aware of them.

**6. Other Business**

First Selectman's letter to the BET

The Committee noted receipt of the First Selectman's letter to the BET, dated March 15, 2011, opposing the Committee's recommended salary increases for the First Selectman, Selectman, Town Clerk and Tax Collector, and expressing support for maintaining the current salaries for those respective positions for the next two fiscal years.

SUBJECT TO APPROVAL  
There being no further business before the Committee, the meeting was adjourned at 6:14 P.M.

---

Maria Bocchino, Recording Secretary

---

Jim Campbell, HR Committee Chairman