

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_MTG_MINUTES_04-10-12.PDF](#)

[BET_HR_COMM_MTG_AGENDA_04-10-12.PDF](#)

[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_04-10-12.PDF](#)

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

Tuesday, April 10, 2012

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

Board: Michael Mason, Joseph Pellegrino, Jeffrey Ramer

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; John Crary, Town Administrator; Dustin
Anderson, Special Projects Manager, Selectmen's Office; Mary Pepe,
Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of
Human Resources; Alison Graham, Employee Benefits Manager;

The meeting was called to order at 4:32 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the
Committee voted 4-0 to approve the minutes from the March 8, 2012,
Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of April 2, 2012, which showed a
total of 42 vacancies. A discussion followed regarding transfers, Building Construction
Inspector license requirements, the posting and hiring process, contractual
requirements, and the Fire Marshall bargaining unit change.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY
2010-2011 and FY 2011-2012 through January 31, 2012; and the Unemployment
Charges by Department as of January, 2012, showing FY 2011-2012 vs. FY 2010-2011.
A brief discussion followed regarding seasonal unemployment claims and trends.

3. WC Specialist Update

Ms. Pepe stated that a working group, comprised of Ms. Pepe, Mr. Mynarski, Ron Lalli,
Al Cava, Mary Jo Iannuccilli, Alison Graham, Regina Williams, and John Crary, has
revised the job description for the Workers' Compensation Specialist position, which has
been posted, as well as interviewing consultants in order to hire an OSHA certified
safety consultant. Ms. Pepe gave an overview of the issues, 1) management of long
standing claims; 2) management of the current and future claims of active employees; 3)

safety and prevention of accidents from occurring. Ms. Pepe also shared comments regarding reviews and reports.

A discussion followed regarding changes made to the previously posted position, retention of a consultant for analysis, evaluation of CIRMA, and the ongoing workers' compensation issues.

4. Registrar of Voters Salary Update

Mr. Johnson and Mr. Huffman will meet with the Registrars of Voters in May to discuss compensation and the Committee reviewed an expanded salary study. A discussion followed regarding salary differences, duties and responsibilities.

5. TOG/BOE HR Working Committee Report

Ms. Kiernan reported that a consultant will be engaged to map out the HR Department functions, which may be done at the Board of Education, as well. The TOG/BOE HR Working Committee will be meeting with Al Cava and then J. Wayne Fox, to discuss contractual requirements and possible legal implications. Ms. Pepe stated that initial reviews will be done of the hiring, payroll, and FMLA processes by a consultant, and then shared comments regarding the broader scope of the project, which may require a RFP.

A discussion followed regarding dissatisfaction with the Hay Study, and the Board of Education's involvement in the process.

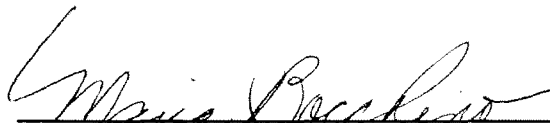
6. MC Evaluation and Compensation Process

Mr. Johnson shared brief comments regarding MC Evaluation and Compensation process, and stated that the final recommendations should be approved at the June meeting. Mr. Crary gave an overview of the process. A discussion followed regarding administration, accountability, and deadlines.

7. New Business

Mr. Johnson asked that the Committee's meeting of June 12, 2012 be rescheduled. He asked that the Committee respond to his email about their availability for suggested new dates.

Upon a motion by Ms. Kiernan, seconded by Ms. Tarkington, the Committee voted unanimously to adjourn the meeting 6:15 P.M.



Maria Bocchino, Recording Secretary



Marc V. Johnson, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Tuesday April 10, 2012
4:30 PM
Cone Room – Second Floor**

AGENDA

1. Approval of the HR Committee March 8, 2012 Minutes
2. March 2012 HR Reports
 - Vacant Position Listing
 - Unemployment Expenses
3. WC Specialist Update
4. Registrar of Voters Salary Update
5. TOG/BOE HR Working Committee Report
6. MC Evaluation and Compensation Process
7. Items for future discussion
 - Move HR Committee Meeting of 6/12/12 to 6/7/12
8. Adjournment

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