

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_04-12-10.PDF](#)
[BET_HR_COMM_MTG_AGENDA_04-12-10.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_04-12-10.PDF](#)

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

MINUTES – Evaristo Room

Monday, April 12, 2010

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

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;
John Crary, Town Administrator; Al Cava, Director of Labor Relations; Jim Lavin, Retirement Plans Administrator

The meeting was called to order at 4:35 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to approve the March 9, 2010 Minutes.

The committee voted unanimously to take up items 4 and 5 out of order.

2. Discussion of HR Reports

Unemployment Expenses

The Committee reviewed the TOG Unemployment Expenses January 2010. A discussion followed regarding seasonal and temporary workers and substitute teachers, and unemployment costs. The Committee requested that Ms. Kast provide reports showing new claims filed each month, as well as how many were contested.

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings Program through March 31, 2010. Mr. Crary gave an explanation of the calculations in the spreadsheet which showed that the Town is saving approximately \$175,000 each month it holds vacant those positions that were vacated by the Program and remain unfilled.

3. Discussion of HR Study by internal resources

Mr. Crary gave an overview of a draft outline of subjects that a Human Resources Internal Study would cover. Mr. Crary stated that, if the Study went forward, he proposed that the working group would include representatives from Human Resources and Finance, along with Jim Lavin, Dustin Anderson, Ron Lally and Mr. Crary to review the services. A discussion followed regarding retiree relations, healthcare relations with carriers, defining goals, budget constraints, Munis constraints, departmental payrolls,

and the Police Department payroll. It was agreed to continue to next month's meeting the consideration of whether to go forward with an internal HR study or to pursue a review of all HR operations by an outside consultant.

4. Discussion of Strategy re: Labor Contracts

This item was taken out of order.

5. Discussion of Strategy re: Healthcare

This item was taken out of order.

EXECUTIVE SESSION:

Upon a motion by Mr. Mason, seconded by Mr. Huffman, the Committee voted unanimously to enter into executive session at 4:36 P.M. to discuss Strategy re: Labor Contracts and Healthcare Strategy.

In attendance were:

Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;
Al Cava, Director of Labor Relations; John Crary Town Administrator;
BET Members: Campbell, Huffman, Mason, Simon

The Committee voted unanimously to leave executive session at 5:09 P.M.

6. Other Business

This item was taken out of order.

Review of the Resolution to Change the M/C Employee Match

Mr. Simon gave a brief overview of the resolution implementation. A discussion ensued regarding the interpretation of the resolution and the policy regarding the match, the sliding scale, the salary cap, salary earned during the quarter vs. paid, and sick/vacation pay. Concern was expressed that, in the implementation of the resolution, an employee leaving early in the year might receive a full quarter match even if such employee left the Town's employment before the end of the applicable quarter. The Committee agreed to draft a new resolution that would more clearly limit the Town's match to the amount that the employee actually contributed in any quarter, and would submit such a resolution to the BET for approval in May 2010. Mr. Simon suggested that a review process is needed, once the policy is implemented, to be certain the implementation reflects the intent of the BET.

There being no further business before the Committee, the meeting was adjourned at 6:04 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Monday, April 12, 2010
4:30 PM
Evaristo Room – 3rd Floor**

AGENDA

1. Approval of HR Committee March 9, 2010 Minutes
2. Review of monthly HR Reports
3. Status of HR Study by internal resources
4. Discussion of Strategy re: Labor Contracts
5. Discussion of Strategy re: Healthcare
6. Other Business
7. Adjournment

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SUBJECT TO APPROVAL