

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_04-15-09.PDF](#)
[BET_HR_COMM_MTG_AGENDA_04-15-09.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_04-15-09.PDF](#)

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

MINUTES – Gisborne Meeting Room - 8:00 A.M.

Wednesday, April 15, 2009

Committee: Leslie Tarkington, Chairman
Nancy Barton, Michael Mason, William Kelly

Attendants: Peter Mynarski, Comptroller; John Crary, Town Administrator; Regina Williams, Assistant Director of Human Resources, BOE

The meeting was called to order at 8:06 A.M.

1. Approval of Human Resources Committee Meeting Minutes of March 11, 2009

Upon a motion by Ms. Barton, seconded by Mr. Kelly, the Committee voted 4 to 0 to approve the March 11, 2009 Minutes.

2. Discussion of Full Time Equivalent (FTE) Employees FY 2009 - 2010

Ms. Tarkington explained that the Full Time Equivalent Worksheet reflects updated input from the BOE, HR, and the Fire Chief.

Mr. Kelly requested information to reflect the Town's cost of unemployment and workers' compensation for part-time and seasonal employees. Mr. Mynarski volunteered with input from Ms. Iannuccilli, Assistant Director of HR, to compile this information for the fiscal year of 2007 – 2008 for the next HR Committee Meeting.

The Town's aggregate cost of full-time equivalents and part-time employees, which includes unused vacation days, was discussed.

3. Discussion of Contract Employees

The discussion of contract personnel included what determines an independent contractor and the *IRS 20 Factor Test – Independent Contractor or Employee?* Mr. Crary updated the Committee, and used the position of Emergency Management Coordinator as an example.

Ms. Tarkington noted that there are other independent contractors used by the Town besides this position and the Town Attorney's position. The Committee requested Mr. Crary to review the Town Attorney's Independent Contractor's Contract with Ms. Kast for the May HR Meeting.

A Committee discussion followed regarding the number of independent contractor positions throughout the Town, in such locations as Nathaniel Witherell and the sewer plant. The Committee recommended that Town departments be sent a memo by Ms. Kast to identify all contractors and to confirm to the HR Department that their contracts are in order (to be a work in progress).

4. Discussion of Amended M/C Employee Pay Plan

Ms. Tarkington informed the Committee that the Hay Group is working to establish the performance criteria and the training for the M/C Employee Pay Plan. They will be completed by the Plan's July 1, 2009 effective date. The identified in-house trainers are Al Cava, Director of Labor Relations; Kevin McCarthy, Director of the Perrot Library, Mary Jo Iannuccilli, Assistant Director of HR; and Peter Siecienski, Fire Chief. An initial meeting was held with the Hay Group including additional appointing authority participation.

The working group is finalizing competencies and definitions to be used in the performance management program. Since there is no common mission statement for the Town, they have selected language from the First Selectman's annual message and the BET's budget message that describes the values of the Town so that the competencies can be aligned with Town values. The competencies will be weighted differently for different management positions with different levels of responsibility. Ms. Tarkington expressed that the importance of the Town Charter should be included in any future values or mission statement. Mr. Kelly suggested that the HR Committee should weigh in on the development of a mission statement, and Ms. Tarkington added that the First Selectman and the BOE should, also.

Mr. Mynarski discussed current performance appraisals with Mr. Cray.

5. Discussion of HR Reports

During the discussion on the HR reports, Mr. Cray said that the hiring freeze is in effect and has been for the past 7 – 8 months. If there is a vacancy, the First Selectman's Office and HR will evaluate it for relevance. Ms. Williams added that the BOE are also not filling any vacancies presently, but are concentrating on teachers for the next school year.

Mr. Mason noted the possible upcoming Greenwich Library budget problem with the Peterson Trust. Mr. Cray said the Town would not be stepping in, and all departments have made cuts even the Bruce Museum. Mr. Mason added that the Town has to be consistent with everyone.


Mr. Mynarski questioned the status of the police staffing model. Mr. Mason responded that he believes it will come back to HR for suggestions on the proper steps to take.

Mr. Cray updated the Committee on the response to the Early Retirement Incentive offered to employees. The Town anticipates 30 to 35 people may participate, but only about 10 have committed. Mr. Mason recommended that Mr. Cray review the list of eligible employees that fill required positions, and indicate this on the list.

Upon a motion by Mr. Kelly, seconded by Ms. Barton, the Committee voted 4 to 0 to adjourn the meeting at 8:46 A.M.



Leslie L. Tarkington, HR Committee Chairman



Elaine JV Brown, Recording Secretary



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

HUMAN RESOURCES COMMITTEE MEETING

**Wednesday, April 15, 8:00 am
Gisborne Conference Room**

Agenda

1. Approval of Human Resources Committee March 11, 2009 Minutes
2. Discussion of Full Time Equivalent (FTE) Employees FY 2009-2010
3. Discussion of Contract Employees
4. Discussion of Amended M/C Employee Pay Plan
5. Discussion of HR Reports

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Ms. Tarkington expressed that the importance of the Town Charter should be included in any mission statement. Mr. Kelly suggested that the HR Committee should weigh in on the mission statement, and Ms. Tarkington added that the First Selectman and the BOE should, also.

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