

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_05-13-09.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_05-13-09.PDF](#)  
[REVISED\\_BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_05-13-09.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_05-13-09.PDF](#)

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

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

Wednesday, May 13, 2009

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

Attendants: Peter Mynarski, Comptroller; John Crary, Town Administrator;  
Maureen Kast, Director, Human Resources; Regina Williams,  
Assistant Director, Human Resources, BOE; Samuel Deibler,  
Director, Commission on Aging; Laurette Helmrich, Senior Center  
Administrator

The meeting was called to order at 8:07 A.M.

**1. Approval of Human Resources Committee Meeting Minutes of April 15, 2009**

Upon a motion by Ms. Barton, seconded by Mr. Kelly, the Committee voted 4 to 0 to approve the April 15, 2009 Minutes.

**2. Discussion of Independent Contractors**

Mr. Crary and Ms. Kast informed the Committee that they had reviewed all independent contractors that billed over \$5,000 in FY 2008 - 2009 and were issued 1099's. Ms. Kast will send a memorandum to all department heads, including the BOE, to request a review of their independent contractors used, current contracts, and compliance with the IRS Twenty Classification Factors, Independent Contractor Test. Mr. Crary recommended this issue be a discussion item at the Department Head Meeting. The Committee agreed that confirmation is needed from each department.

**3. Discussion of HR Committee Process for the New Resolution**

**a. Procedure**

The Committee discussed the recently approved Resolution and agreed that "any substantial reorganization" should be listed bi-monthly as a discussion item on the HR Committee Agenda.

**b. Presentation of TOO Changes for the Senior Center**

Mr. Deibler presented his reorganizational plan, focusing on four charts which detailed the Senior Center's Tables of Organization from 2008 to the proposed plan.

The first step is to replace one part-time Program Coordinator and two part-time Program Planners with one full time Program Coordinator. This Coordinator will work with certified consultants, to provide a higher level of activities for the Town's seniors.

The second step will involve Food Services. Mr. Deibler stated that the Senior Center is considering eliminating the position of Cook II, which is a teamster position. Presently food service workers must fill in the Cook II position in an absence, creating unacceptable health/safety concerns. To ensure qualified and continuous coverage for this position, Mr. Deibler is researching food service contractors, and is working with Raymond Augustine, Financial Director, Nathaniel Witherell to evaluate outsourcing with its vendor, Morrison Senior Dining.

Ms. Helmrich noted that by outsourcing a food service contractor for the food program the Town could see significant savings. The current TOG preparation cost for a noon meal is \$13.00 to \$14.00, while Morrison Senior Dining has estimated it at \$8.00 to \$9.00.

Mr. Kelly requested from Mr. Crary additional information regarding the cost of food services, benefits of the reorganization and cost of the contract for the upcoming June 10, 2009 HR Committee Meeting. Mr. Crary reassured the Committee that this proposed reorganization has been endorsed by Mr. Tesei. Mr. Mason stated that if written approval is received from the teamsters, there will be no reason this reorganization plan should not go ahead on July 1, 2009. No vote was taken.

#### **4. Update on the Amended M/C Employee Pay Plan**

Maureen Kast spoke about the Hay Group's guidelines for managing performance. The Hay Group with the Town's four identified trainers, Al Cava, Mary Jo Iannuccilli, Kevin McCarthy, and Peter Siecienski developed a fair and equitable plan creating goal objectives while maintaining rating consistency. Reviews will include the setting and performance against S.M.A.R.T goals and skills/competency development for each M/C employee. There will be a mid-year review and year-end rating. Raters to be solicited by the supervisor/evaluator in the review process will be nominated by the employee and will include customers/stakeholders/board members, peers, and key direct reports. Two 4-hour training sessions were held on May 11, and two sessions will be held on May 21.

#### **5. Discussion of Full Time Equivalent (FTE) Employees**

Mr. Mynarski stated that this information, including part time employees worker compensation costs, will be presented at the June 10, 2009 BET HR Committee Meeting.

#### **6. Discussion of HR Reports**


Ms. Kast said that there were no additions or modifications to discuss at this time.

#### **7. Update on Policy Manual and Training**

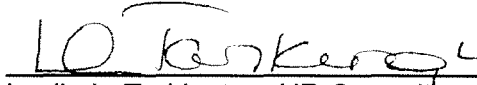
Ms. Kast updated the Committee that the RFP for the Policy Manual is on the website with a respondent due date of May 19, 2009. She said that there has been good response and that she has replied to all questions from the bidders. The project involves

a revise/rewrite of the HR Policy Manual and the addendum of the Employee Handbook. A bidder should be chosen prior to the end of the fiscal year.

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 4 to 0 to adjourn the meeting at 9:47 A.M.



Elaine JV Brown, Recording Secretary



Leslie L. Tarkington, HR Committee Chairman



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

**HUMAN RESOURCES COMMITTEE MEETING**

**Wednesday, May 13, 2009 - 8:00 am  
Gisborne Conference Room**

**Agenda**

1. Approval of Human Resources Committee April 15, 2009 Minutes
2. Discussion of Contract Employees
3. Discussion of HR Committee Process for the New Resolution
  - a. Procedure  
Executive Session – Item 3.b. Only
  - b. Presentation of TOO Changes for the Senior Center
4. Update on the Amended M/C Employee Pay Plan
5. Discussion of Full Time Equivalent (FTE) Employees
6. Discussion of HR Reports
7. Update on the Policy Manual and Training



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Gisborne Conference Room**

**Revised Agenda**

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  - a. Procedure
  - b. Presentation of TOO Changes for the Senior Center
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SUBJECT TO APPROVAL