1. BET HR Comm. Meeting Documents

Documents:

APPROVED_BET_HR_COMM_MTG_MINUTES_05-15-12.PDF
BET_HR_COMM_MTG_AGENDA_05-15-12.PDF
SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_05-15-12.PDF
Tuesday, May 15, 2012

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

Board: Michael Mason, Sean Goldrick

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; Gina Williams, Assistant Director of BOE Human Resources

The meeting was called to order at 3:03 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the April 10, 2012, Regular Human Resources Committee Meeting.

2. Review of April 2012 HR Reports

   • Vacant Position Listing

   The Committee reviewed the Vacant Position Listing as of May 7, 2012, which showed a total of 43 vacancies. A discussion followed regarding a variety of topics. Mr. Mynarski reported that the Board of Estimate and Taxation will be appointing an Assessor at its May 21, 2012 meeting. There were also discussions on the Fire Marshall and Parks Gardener Foreman positions.

   • Unemployment Expense

   The Committee reviewed the TOG Unemployment Expense by category, showing FY 2012-2011 and FY 2011-2012 through February 29, 2012; and the Unemployment Charges by Department as of February 2012, showing FY 2011-2012 vs. FY 2012-2011. A brief discussion followed regarding seasonal unemployment claims and trends. Ms. Iannuccilli responded to questions about the quality of the monthly unemployment expenses reporting by saying that the vendor, Corporation Cost Control, is paid a small monthly fee and is not required to provide extensive reports. Ms. Iannuccilli did report that the vendor does supply reporting that is more extensive than those supplied to the HR Committee and would improve upon the presentation, making it easier to read.
• Recommendations for reports

Mr. Johnson reported that the Committee was looking for better quality in the monthly reporting regarding clarity of the details.

Ms. Tarkington requested an update in report form on the various types of training provided by the Human Resources Department going back to 2006. Ms. Pepe offered that she is already in the process of reviewing this area as a responsibility of the department and would provide the updates to the Committee.

3. WC Steering Committee Update

Ms. Pepe and Mr. Mynarski provided the Committee with updates on the activities of the Steering Committee. It was reported that the Committee had interviewed three candidates for the vacant Workers' Compensation position on Monday, May 14th and will be interviewing a fourth on Wednesday, May 16th.

It was also reported that the Steering Committee interviewed three candidates for the Safety Consultant assignment for the Town of Greenwich and PMA of New England was selected. They are a firm from Meriden, Connecticut.

There was an extended discussion about the progress of reestablishing the workers' compensation function and it was reported that it is a process that takes time to see actual results.

4. TOG/BOE HR Working Committee Report

Ms. Kiernan reported that the TOG/BOE Working group met on May 2, 2012 and had a presentation from Al Cava, Director of Labor Relations and an update from Mary Pepe on her Human Resources mapping project.

Ms. Kiernan also reported that the TOG/BOE Working group would be meeting again on May 16, 2012 and have invited Wayne Fox, Town Attorney to speak.

5. MC Evaluation and Compensation Process

There was an extended discussion on the Management/Confidential Evaluation and Compensation process. Ms. Pepe reported that the Hay Scale for MC’s was already adjusted by 2% and all evaluation are due into the HR Department by May 21st. Ms. Pepe reported that failure to complete the evaluations in a timely manner would result in raises being withheld.

6. Registrar of Voters Salary Update

Mr. Johnson reported that the Registrars were busy with voter registration and primaries and no further progress had been made to date. Mr. Johnson informed the Committee that he and Mr. Huffman would be meeting with the Registrar’s on Monday, May 21, 2012 to discuss salary upgrades for the two Registrars.
7. **Customer Relations Management (311) Update**

Mr. Anderson distributed materials relative to the 311 project and explained the process and how they arrived at the decision to implement a 311 system. Mr. Anderson reported that the initial goal was to combine various Town departments on the first floor by sharing employees services to deliver a better customer service product to the public. Mr. Anderson stated a Request for Proposal was done and the candidates fell short of the interview panel's expectations. It was decided to change their strategy and review the feasibility of implementing 311 systems. He reported that this route was discussed with the prior BET Human Resources Committee and they had endorsed the concept. Mr. Anderson explained the 311 project was a long-time initiative of the First Selectman.

Mr. Johnson asked what the overall objectives were. Mr. Anderson said one was improving customer service. There was further discussion on other objectives.

Mr. Johnson made a motion to endorse the process of meeting a vendor and receiving a demonstration in July 2012 with a potential Request for Proposal to follow, seconded by Ms. Kiernan. The vote was 3 to 1 in favor. Ms. Tarkington voted against the motion, stating her concerns for increasing staffing, also known as Town Headcount.

8. **Items for future discussion**

- **Medical Services RFP**
  
  This item was deferred until a future meeting.

- **June 2012 BET HR Committee Meeting**
  
  The meeting date was changed to Tuesday, June 5, 2012 starting at 4:00 P.M. in the Parks & Recreation Conference Room, 2nd floor.

9. **Adjournment**

   Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted unanimously to adjourn the meeting 4:52 P.M.

   Peter Mynarski, Comptroller/Recording Secretary

   Marc V. Johnson, HR Committee Chairman
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING

Tuesday May 15, 2012
3:00 PM
Cone Room – Second Floor

AGENDA

1. Approval of the HR Committee April 10, 2012 Minutes

2. April 2012 HR Reports
   • Vacant Position Listing
   • Unemployment Expenses
   • Recommendations for more informative reports

3. WC Steering Committee Update

4. TOG/BOE HR Working Committee Report

5. MC Evaluation and Compensation Process

6. Registrar of Voters Salary Update

7. Customer Relations Management (311) Update

8. Items for future discussion
   • Medical Services RFP
   • Next meeting changed to 6/5 4:00 P.M.- P&R Conference Room

8. Adjournment
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   Peter Mynarski, Comptroller/Recording Secretary

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   Marc V. Johnson, HR Committee Chairman