

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_05-16-07.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_05-16-07.PDF](#)

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

MINUTES – Gisborne Room, 8:00 AM

Wednesday, May 16, 2007

Present:

Committee: Leslie Tarkington, Chairman  
Nancy Barton, Art Norton, and Alma Rutgers

Attendants: Peter Mynarski, Comptroller, Jim Lash, First Selectman  
Maureen Kast, Human Resources Director

The meeting was called to order at 8:04 A.M.

**1. Approval of Human Resources (HR) Committee Minutes April 12, 2007**

On a motion by Nancy Barton to approve the HR Committee minutes for April 12, 2007, and seconded by Art Norton, the Committee voted to approve 4 to 0.

**2. Discuss Fiscal Year 2007-2008 Budget T.O.O. Schedule**

Leslie Tarkington handed out the 2007-2008 Budget T.O.O. schedule. The Committee reviewed the document and briefly discussed its content.

**3. Update on M/C Pay Plan Study**

Ms. Kast updated the Committee on the progress of the Management/Confidential Plan Study. Ms. Kast informed the Committee that the contract had been sent to the Hay Group who will prepare the position benchmarking and compensation study. Ms. Kast delivered position descriptions and other information to Department Heads for them to review and complete for the M/C positions within their respective departments.

**4. Review of HR Schedules Prepared by the HR and Finance Departments, including BOE Administration T.O.O.**

Jim Lash started his discussion by talking about the succession plan at the Fire Department. He informed the committee that the Assistant Fire Chief had officially been selected to replace the departing Fire Chief in August 2007. This will open up the Assistant Fire Chief position with a selection coming from one of the Deputy Fire Chiefs.

Mr. Lash briefed the Committee on the lawsuit involving a Police Lieutenant who had not been promoted to Captain. He stated the trial for this lawsuit was to begin the week of May 21, 2007. He informed the Committee that the Town has been enjoined by legal authority to fill the vacated Captain slot. With the departure of the Police and Assistant Police Chief, through retirement, the lawsuit is hampering top Police Department management by its inability to fill positions.

Mr. Lash updated the Committee on the search for a Deputy Public Works Commissioner. He stated that finalists were selected from a group of very qualified applicants. A decision would be coming shortly.

Mr. Lash stated that he has been meeting with the three Chairs for the Land-Use organizations, along with the Public Works Commissioner. They were discussing the reorganization of the Land-Use departments with a physical goal of having a single point of greeting the public. They also want to create a situation where the three departments would have concurrent hours of operation to facilitate the needs of the public.

Mr. Lash felt confident that the present vacancies in the police officer ranks would be sufficiently filled in the near future with openings in the Police Academy sessions.

Ms. Kast informed the Committee that an Affirmative Action Officer has been hired on a consultant basis with the previous position being eliminated. Nancy Barton suggested that Maureen Kast invite her to attend a future HR Committee meeting to give a short presentation.

Leslie Tarkington then directed the attention of the Committee to reviewing the Vacant Position Listing by category with Maureen Kast. Ms. Kast went further in explaining Board of Education compliance reports handed out. These reports listed full-time and part-time positions by race and sex. The Committee felt the reports needed further enhancements for added clarity and Leslie Tarkington agree to meet with Peter Mynarski and Roland Gieger to produce additional reports dealing with the same Board of Education personnel (Town employees/non instructional working at the Board of Education). Also, Ms. Barton requested a copy of the final HR Department Charter Amendment for the next meeting.

Mrs. Tarkington handed out a Management/Confidential salary report and the Committee examined and discussed Town and Board of Educational salary differences.

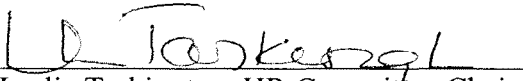
Ms. Kast discussed the "reclassification/upgrades 06-07" report. Ms. Kast covered the listed changes in reporting to the Committee.

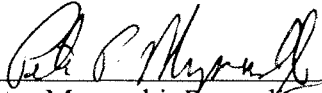
A listing of part-time employees assigned to the Department of Public Works was provided by Lloyd Hubbs, D.P.W. Commissioner. This explanation was in response to a request from Mrs. Tarkington as a result of the discussion at the April HR Committee meeting. It was unclear from the report if any janitorial services are outsourced.

4. **Old Business** – none discussed.

5. **New Business** – none discussed.

Upon a motion by Art Norton, seconded by Alma Rutgers, the meeting adjourned at 9:45 A.M., on a vote of 4 to 0.

  
Leslie Tarkington, HR Committee Chairman

  
Peter Mynarski, Recording Secretary



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**AGENDA**

1. Approval of Human Resources (HR) Committee April 12, 2007 Minutes
2. Discuss Fiscal Year 2007-2008 Budget T.O.O. Schedule
3. Update on M/C Pay Plan Study
4. Review of HR Schedules Prepared by the HR and Finance Departments including BOE Administration T.O.O.
5. Old Business
6. New Business