

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_06-05-12.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_06-05-12.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_HR\\_MTG\\_MINUTES\\_06-05-12.PDF](#)

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
HUMAN RESOURCES COMMITTEE  
MINUTES – Parks & Recreation Meeting Room

Tuesday, June 5, 2012

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

Board: Robert Brady, Michael Mason, Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; John Crary, Town Administrator; Dustin Anderson, Special Projects Manager, Selectmen's Office; Mary Pepe, Director of Human Resources; Alison Graham, Employee Benefits Manager; Robert Lichtenfeld, Director of Human Resources, BOE; Al Cava, Director of Labor Relations

The meeting was called to order at 4:05 P.M.

**1. Approval of Human Resources Committee Meeting Minutes**

Upon a motion by Ms. Kiernan, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the May 15, 2012, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports**

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2010-2011 and FY 2011-2012 through March 31, 2012; and the Unemployment Charges by Department as of March, 2012, showing FY 2011-2012 vs. FY 2010-2011. A discussion followed regarding seasonal employees, the Board of Assessment Appeals temporary administrative staff, and rotation of clerical staff.

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of June 1, 2012, which showed a total of 37 vacancies. Ms. Pepe gave an update regarding the current selection process for the Executive Assistant to the First Selectman, and stated that the recently hired Benefits Technician, Workers' Compensation Administrator, and Assessor will start this month. Ms. Pepe also gave a brief overview of the upcoming testing/hiring processes for clerical vacancies, and stated that this hiring process will be reviewed in an effort to shorten the process. Dr. Lichtenfeld shared comments regarding the Director of Facilities – BOE selection process.

**3. WC Steering Committee Update**

Mr. Mynarski reported that the next meeting of the WC Steering Committee will be held on June 6, 2012 at 2:00 P.M., a new Workers' Compensation Administrator has been selected and will begin on June 25, 2012, and an outside safety consulting firm (PMA) has been selected through an RFP, to conduct a safety study. Ms. Pepe gave background information about the, newly appointed, Workers' Compensation Administrator.

#### **4. TOG/BOE Working Group Committee Report**

Ms. Kiernan reported that the TOG/BOE Working Group met with three members of the Law Department to gain an understanding of the Town Charter concerning Human Resources, and for greater clarity regarding this issue, the Law Department is working on a memorandum. Ms. Kiernan also stated that the HR/BOE Working Group will be discussing software limitations at its' next meeting.

A discussion followed regarding the mapping process, the HR/Payroll information system limitations and seeking alternatives.

#### **5. Registrar of Voters Salary Update**

Mr. Johnson reported that after meeting with the Registrars of Voters, he and Mr. Huffman are not ready to make a recommendation and have requested an hour's (timekeeping) audit.

#### **6. MC Compensation Rate Approval**

The Committee reviewed the Calculation of M&C raises for FY 2012-2013 Based on Min/Max Increase of 2% 3/5/12, Compa – Ratio Grid, and General Wage Increases and Increments 2000 through 2014. Ms. Pepe explained the calculation process, and Mr. Cava gave an overview of the General Wage Increases and Increments.

Mr. Johnson shared comments regarding justification for salary increases, salary compression issues, consideration of the economy, budget, and union contracts, Compa – Ratio and performance ratings. Ms. Tarkington shared comments supporting use of the entire allocated 2.5%, as budgeted, and adjusting the Compa – Ratio Grid to create more of a bell curve.

A discussion followed regarding the performance ratings, Compa – Ratio Grid and adjustments, tracking salary increases, contract negotiations, compression issues, the budget process and the BET's authority over salary increases, and improving the process.

Upon a motion by Mr. Johnson, seconded by Mr. Huffman, the Committee voted 3-0-1 (Ms. Tarkington abstained) to approve a 2.25% salary increase for MC Employees, and forward it to the Board of Estimate and Taxation.

#### **7. Overview of Training Programs**


Ms. Pepe gave a brief overview of the training programs offered to Town employees over the past year, and the plans for customer service / professionalism and conduct

training. Ms. Pepe also shared comments regarding required training and centralized training programs.

**8. Medical Services RFP Process Review**

Ms. Pepe gave an explanation of the RFP and selection process for a Medical Services Provider. A discussion followed regarding selection criteria.

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted unanimously to adjourn the meeting 5:47 P.M.

  
\_\_\_\_\_  
Maria Bocchino, Recording Secretary

  
\_\_\_\_\_  
Marc V. Johnson, HR Committee Chairman



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

**HUMAN RESOURCES COMMITTEE MEETING**

**Tuesday June 5, 2012**

**4:00 PM**

**Parks & Rec Conference Room – Second Floor**

**AGENDA**

1. Approval of the HR Committee May 15, 2012 Minutes
2. May 2012 HR Reports
  - Vacant Position Listing
  - Unemployment Expenses
  - Review Progress on Revised Reporting
3. WC Steering Committee Update
4. TOG/BOE HR Working Committee Report
5. MC Compensation Rate Approval
6. Registrar of Voters Salary Update
7. Overview of Training Programs
8. Medical Services RFP Process Review
9. Items for future discussion
8. Adjournment
  - Next meeting 7-10-12 at 4:30 pm in Cone Room

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
HUMAN RESOURCES COMMITTEE  
MINUTES – Parks & Recreation Meeting Room

Tuesday, June 5, 2012

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

Board: Robert Brady, Michael Mason, Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; John Crary, Town Administrator; Dustin Anderson, Special Projects Manager, Selectmen's Office; Mary Pepe, Director of Human Resources; Alison Graham, Employee Benefits Manager; Robert Lichtenfeld, Director of Human Resources, BOE; Al Cava, Director of Labor Relations

The meeting was called to order at 4:05 P.M.

**1. Approval of Human Resources Committee Meeting Minutes**

Upon a motion by Ms. Kiernan, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the May 15, 2012, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports**

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2010-2011 and FY 2011-2012 through March 31, 2012; and the Unemployment Charges by Department as of March, 2012, showing FY 2011-2012 vs. FY 2010-2011. A discussion followed regarding seasonal employees, the Board of Assessment Appeals temporary administrative staff, and rotation of clerical staff.

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of June 1, 2012, which showed a total of 37 vacancies. Ms. Pepe gave an update regarding the current selection process for the Executive Assistant to the First Selectman, and stated that the recently hired Benefits Technician, Workers' Compensation Administrator, and Assessor will start this month. Ms. Pepe also gave a brief overview of the upcoming testing/hiring processes for clerical vacancies, and stated that this hiring process will be reviewed in an effort to shorten the process. Dr. Lichtenfeld shared comments regarding the Director of Facilities – BOE selection process.

**3. WC Steering Committee Update**

Mr. Mynarski reported that the next meeting of the WC Steering Committee will be held on June 6, 2012 at 2:00 P.M., a new Workers' Compensation Administrator has been selected and will begin on June 25, 2012, and an outside safety consulting firm (PMA) has been selected through an RFP, to conduct a safety study. Ms. Pepe gave background information about the, newly appointed, Workers' Compensation Administrator.

#### **4. TOG/BOE Working Group Committee Report**

Ms. Kiernan reported that the TOG/BOE Working Group met with three members of the Law Department to gain an understanding of the Town Charter concerning Human Resources, and for greater clarity regarding this issue, the Law Department is working on a memorandum. Ms. Kiernan also stated that the HR/BOE Working Group will be discussing software limitations at its' next meeting.

A discussion followed regarding the mapping process, the HR/Payroll information system limitations and seeking alternatives.

#### **5. Registrar of Voters Salary Update**

Mr. Johnson reported that after meeting with the Registrars of Voters, he and Mr. Huffman are not ready to make a recommendation and have requested an hour's (timekeeping) audit.

#### **6. MC Compensation Rate Approval**

The Committee reviewed the Calculation of M&C raises for FY 2012-2013 Based on Min/Max Increase of 2% 3/5/12, Compa – Ratio Grid, and General Wage Increases and Increments 2000 through 2014. Ms. Pepe explained the calculation process, and Mr. Cava gave an overview of the General Wage Increases and Increments.

Mr. Johnson shared comments regarding justification for salary increases, salary compression issues, consideration of the economy, budget, and union contracts, Compa – Ratio and performance ratings. Ms. Tarkington shared comments supporting use of the entire allocated 2.5%, as budgeted, and adjusting the Compa – Ratio Grid to create more of a bell curve.

A discussion followed regarding the performance ratings, Compa – Ratio Grid and adjustments, tracking salary increases, contract negotiations, compression issues, the budget process and the BET's authority over salary increases, and improving the process.

Upon a motion by Mr. Johnson, seconded by Mr. Huffman, the Committee voted 3-0-1 (Ms. Tarkington abstained) to approve a 2.25% salary increase for MC Employees, and forward it to the Board of Estimate and Taxation.

#### **7. Overview of Training Programs**

Ms. Pepe gave a brief overview of the training programs offered to Town employees over the past year, and the plans for customer service / professionalism and conduct

training. Ms. Pepe also shared comments regarding required training and centralized training programs.

**8. Medical Services RFP Process Review**

Ms. Pepe gave an explanation of the RFP and selection process for a Medical Services Provider. A discussion followed regarding selection criteria.

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted unanimously to adjourn the meeting 5:47 P.M.

---

Maria Bocchino, Recording Secretary

---

Marc V. Johnson, HR Committee Chairman

SUBJECT TO APPROVAL