

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_06-10-09.PDF](#)
[BET_HR_COMM_MTG_AGENDA_06-10-09.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_06-10-09.PDF](#)

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

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

Wednesday, June 10, 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; Roland Geiger, Budget Director, Samuel Deibler, Director, Commission on Aging; Laurette Helmrich, Senior Center Administrator

The meeting was called to order at 8:03 A.M.

1. Approval of Human Resources Committee Meeting Minutes of May 13, 2009

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 4-0-0 to approve the May 13, 2009 Minutes.

2. Discussion of Process for Review of Employment Actions Subject to New Budget Resolution

a. Procedure

Ms. Tarkington opened the meeting with a discussion of the new Request for Changes to the Table of Organization Form ("TOO Form") prepared by Mr. Gieger. Ms. Kast and Ms. Barton asked that the form be further simplified.

The Committee discussed the procedures to be used to be determined by Ms. Kast, using common sense and experience to identify which items should be presented to the Committee for review. The HR Committee should work as the door to the BET, and provide guidance to the HR Department. Following this process will eventually build consistency for the future.

b. Senior Center TOO Changes

The form was used to present information for the request by the Senior Center. Ms. Helmrich described the qualifications and requirements of the proposed position of full time Program Coordinator, which will require a background in recreation services, publicity, coordination and the ability to schedule brain training activities for the Senior Center users. Discussions for the organization change began in August/September 2008. The FY 2009-2010 Budget includes the funding of the activity programming, but was incomplete concerning the proposed organizational structure.

Ms. Helmrich also presented the Operational Survey for the Senior Center prepared by Morrison Senior Dining, the Nathaniel Witherell contractor. The report included a review of the present food services delivery and possible improvements and benefits including meal budgeting consistency, sanitation conditions, and health (dietary) services.

The Committee discussed the proposed changes at length, including the timing considerations, and noted that any such changes would have to be presented to the BET and the RTM for approval.

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

The Committee reviewed the 9-month FTE report noting that there were 1,144 part time and seasonal employees, costing the Town \$7.49 million, and resulting in 272.5 FTE employees. The Committee discussed unemployment benefits for this group. Ms. Williams stated that BOE secretaries, teachers, cafeteria monitors, and coaches are all eligible. Mr. Kelly requested from Ms. Kast and Ms. Williams a list of seasonal and part time workers in the BOE, to get a handle on unemployment costs. Mr. Mason brought up the TOG costs on COBRA. Ms. Kast stated that the Town receives a 60% reimbursement on its COBRA costs, which is credited on the FICA bills.

Ms. Kast informed the Committee that M/C employees do not receive compensatory time and evening meals except under extraordinary/emergency circumstances LIUNA and GMEA accumulate compensatory time, which is required to be signed off by department heads on time sheets. No employee receives monetary compensation for meals unless approved by the Department Head as part of a required working lunch or dinner. She offered to submit for the July BET HR Committee Meeting a report of unemployment costs, by department, for part time, full time and seasonal workers. Mr. Kelly asked for Ms. Williams's assistance and BOE input for this report.

4. Discussion of Independent Contractors

Ms. Kast reported that a memorandum with attachments on reviewing independent contractors was sent to department heads. A confirmation of compliance is required. This topic was also on the First Selectman's most recent department head meeting agenda. She asked for this topic to be placed on next month's agenda for a progress report. Mr. Crary reported on the status of contractual arrangements between the Town and three of the independent contractors.

5. Discussion of Amended M/C Employee Pay Plan

Ms. Kast advised the Committee that a 5th training session was added for the 12 M/C employees who haven't attended a previous session. And, a session has been recorded in DVD format. The training team is available for guidance needed as well as assistance for the selection of multiple raters for performance reviews. Mr. Kelly asked for updates every 3 to 4 months from Ms. Kast so the Committee can keep a focus on the process.

6. Discussion of HR Reports

Ms. Kast noted that there were no changes to the Vacancy or Lay-Off Reports, after September there will be changes to the Retirement Report, and that the Reclassification Report has had limited activity over the past six months. Ms. Kast told the Committee that all reclassifications are recommended by the appointing authority, reviewed and

approved by HR, and forwarded to the union representing the position for their review and comment.

7. Discussion of Status of Payroll Consolidation and Electronic Attendance Record Keeping


Ms. Kast reported on the status of the payroll consolidation. There is currently almost 100% compliance with the timekeeping policy requiring all employees to complete and submit timesheets. The next issue will be to include compensation time, earned and used, on the timesheets. Three departments are yet to be absorbed: libraries, police and fire. She understands that the Police Department is buying a time-keeping software system which may impact them from being placed into a centralized payroll. Nathaniel Witherell submits information utilizing their computerized attendance system, CRONOS.

Ms. Tarkington stated that she would like a discussion regarding the electronic attendance recordkeeping used at Nathaniel Witherell, with Mr. Augustine's participation.

Ms. Tarkington noted that within the HR Agenda Packet was a letter from Greenwich Hospital regarding their 10% staff reduction, due to the decline in Medicare and Medicaid payments. The letter demonstrates how another local organization is addressing the reality of economic crisis issues which they are facing.

Upon a motion by Ms. Barton, seconded by Mr. Kelly, the Committee voted 4-0-0 to adjourn the meeting at 10:02 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, June 10, 2009, 8:00 AM
Gisborne Conference Room**

Agenda

1. Approval of Human Resources Committee May 13, 2009 Minutes
2. Discussion of Process for Additional Provisions Resolutions
 - a. Procedure
 - b. Senior Center TOO Changes
3. Discussion of Full Time Equivalent (FTE) Employees FY 2009-2010
4. Discussion of Independent Contractors
5. Discussion of Amended M/C Employee Pay Plan
6. Discussion of HR Reports
7. Discussion of Status of Payroll Consolidation and Electronic Attendance Record Keeping

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Ms. Helmrich also presented the Operational Survey for the Senior Center prepared by Morrison Senior Dining, the Nathaniel Witherell contractor. The report included a review of the present food services delivery and possible improvements and benefits including meal budgeting consistency, sanitation conditions, and health (dietary) services.

When all of the proposed organizational changes are implemented, the Senior Center will have added one full-time position (program coordinator) and reduced one full-time position (Cook II) and four part-time positions (one part-time Coordinator, two Food Service employees eliminated as of July 1, 2009, and one part-time Account Clerk II). Due to timing considerations, the immediate impact is to add one full-time position, replacing one part-time position. The Committee agreed to support this request. Also, it will require BET and RTM approval due to the needed additional appropriation. As an interim solution the Senior Center was encouraged, to identify a part-time person for the program coordinator who could become a full-time employee.

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