

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_MTG_MINUTES_06-11-13.PDF](#)

[BET_HR_COMM_MTG_AGENDA_06-11-13.PDF](#)

[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_06-11-13.PDF](#)

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

Tuesday, June 11, 2013

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

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Erica Mahoney, Workers' Compensation Administrator; Regina Williams, Assistant Director of Human Resources BOE; Dustin Anderson, Special Projects Manager; John Crary, Town Administrator

The meeting was called to order at 4:32 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 4-0 to approve the minutes from the May 14, 2013, Regular Human Resources Committee Meeting, as presented during the meeting.

2. Review of monthly HR Reports

Unemployment Expense

The Committee reviewed the TOG Unemployment Charges by Department as of March 2013, showing FY 2012-2013 vs. FY 2011-2012; the Unemployment Expense by Category, showing FY 2011-2012 and FY 2012-2013 through March 31, 2013, highlighting FY Liability YTD up to May 30, 2013; and the Unemployment Comparison – YTD through March 2013. A discussion followed regarding BOE decreases, Parks & Recreation increases, and potential liability.

Workers' Compensation Loss Report

The Committee reviewed the May 2013 Workers' Compensation Losses by Injury Type; and the May 2013 Compensation Losses by Department showing 5 accepted lost time and 37 total reported claims.

Ms. Mahoney gave an overview of the losses by injury type, and reported that an injury prevention training session will be held for BOE Professional Assistants on June 25th. Ms. Pepe gave a brief update of the current RFP for a third-party Workers' Compensation Administrator, and attendance at the Town-wide Safety Committee

meetings. Ms. Pepe also shared comments concerning investigations, identifying preventative measures, policing and denial of claims.

The Committee discussed assault injuries, BOE trends and seasonal trends.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of June 1, 2013, showing a total of 29 vacant positions. Ms. Pepe gave an update of the ongoing Police recruitment process. A discussion followed regarding elimination of positions, and BOE staffing.

3. CRM/311 System Update

Mr. Anderson gave an overview of the CRM/311 System implementation process, in the Environmental Health, Public Works, and Parks & Recreation Departments, highlighting software requirements, and potential cost savings. Mr. Anderson showed a presentation of the operating system, data, and applications.

A discussion followed regarding data, reporting capabilities, accessibility, interfaces, and integration issues.

4. Human Capital Management System Update

Ms. Pepe gave an update of selection process, reporting that each of the three vendors gave a one day presentation, attended by the Evaluation Team, as well as all others who are interested in the system. The technical consultant, Berry Dunn, developed a questionnaire for the vendors, and a follow-up summary from the feedback. The Evaluation Team held a follow-up meeting on June 10th; the reference check process has begun. The Team will determine the best program, implementation, and cost, and should make a decision by mid-July.

A discussion followed regarding departments' feedback.

5. MC Performance Evaluation and Compensation Program Update

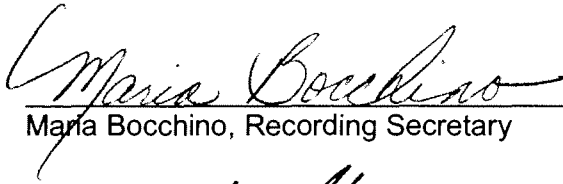
Ms. Pepe gave a brief update concerning performance evaluations submissions, the improved format, and revising Job Descriptions.

6. Discussion

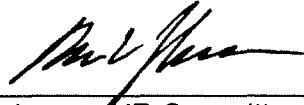
The Committee discussed the Affirmative Action changes and Consultant's hours, Advisory Committee's misperceptions, legal responsibility, employee's rights, and Human Resources role.

Ms. Pepe also stated that the recruitment process will begin for the new position of the Compensation, Development, & Performance Manager. Ms. Williams reported that the list of candidates for the new position of the Director of Digital Learning & Technology has been forwarded to the BOE Administration.

The Committee voted unanimously to adjourn the meeting at 5:42 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 11, 2013
4:30 PM
Cone Room Room, 2nd Floor**

AGENDA

1. Approval of Meeting Minutes
 - BET HR Committee May 14, 2013
2. May 2013 HR Reports
 - Unemployment Expenses Quarterly Report
 - Workers Compensation Loss Report
 - Vacant Position Listing
3. CRM/311 System Update
4. Human Capital Management System Update
5. MC Performance Evaluation and Compensation Program Update
6. Items for Future Discussion
7. Adjournment
 - Next Meeting – Tuesday, July 9, 2013 at 4:30 PM in the Cone Room

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SUBJECT TO APPROVAL