

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_06-15-10.PDF](#)
[BET_HR_COMM_MTG_AGENDA_06-15-10.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_06-15-10.PDF](#)

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

MINUTES – Gisborne Room

Tuesday, June 15, 2010

Committee: Jim Campbell, Chairman; Michael Mason, Randall Huffman,
Larry Simon

Board: Leslie Tarkington

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;
John Crary, Town Administrator; Regina Williams, Assistant Human
Resources Director, Board of Education; Allen Brown, Executive Director;
Raymond Augustine, Director of Financial Operations; Jack Hornak,
Director of Facility Operations, Nathaniel Witherell

Other: David Ormsby, Chairman; Lloyd Bankson, Nathaniel Witherell Board

The meeting was called to order at 4:35 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to approve the May 11, 2010 Minutes.

2. Review of monthly HR Reports

Vacant Positions

The Committee reviewed the Vacant Positions Listing as of June 3, 2010. Mr. Campbell noted no change in the Request to Fill positions. Ms. Kast explained that the On Hold positions on the report are vacancies that the Departments have not yet requested to fill. Mr. Simon commented that the position listed under the Town Clerk's office has been filled by two part-time employees.

Unemployment Expenses

The Committee reviewed the TOG Unemployment Expenses March 2010. A brief discussion followed regarding the increase in Seasonal/Temporary and BOE claimants.

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through May 31, 2010. A brief discussion followed.

3. Status of proposed Retirement Disability Review Board

Mr. Simon reported that the Retirement Board will contact Ms. Kast to assemble a Disability Review Board if needed. He also noted that it is the Retirement Board's prerogative to review Disability Retirements every two years, and that to date the Board was not conducting such reviews.

4. Request for Budget Transfer: Nathaniel Witherell

NW-1 (2011) Nathaniel Witherell – Transfer \$347,000

Transfer:
\$ 347,000 to H450-51010 Regular Salaries
\$ 347,000 from H450-57960 Salary Adjustment Act

Mr. Augustine stated that in the FY2011 budget, funds were moved from payroll lines into fixed charges, relative to four nursing and one laundry worker positions. Ms. Kast stated that the nursing positions were shown on the Vacancy Report in error, as they were in the process of being filled.

Mr. Brown gave an overview of the Housekeeping and Laundry Departments staffing, schedule, and staffing requirements. A discussion followed regarding staffing needs, use of part-time and fulltime workers, and contractual obligations.

Upon a motion by Mr. Simon, seconded by Mr. Mason the Committee voted 4-0 to restore the funds from Nathaniel Witherell Fixed Charges to Regular Salaries, in order to address staffing requirements and forward the request to the Budget Committee.

5. Request for Additional Appropriation: Human Resources Department

PW-16 DPW – Transfer - \$53,431

Transfer:
\$ 53,431 to A345-51010 Salaries
\$ 53,431 from A901-57960 Salary Adjustment Account

Mr. Cray explained the request was due to an error in the Vacancy Report. Four painters and one lead painter were originally budgeted. One painter position was eliminated and the lead painter position remained to be filled through a promotion, leaving a vacant painter position.

Upon a motion by Mr. Simon, seconded by Mr. Huffman the Committee voted 4-0 to restore the funds from Public Works Fixed Charges to Regular Salaries, in order to address staffing requirements and forward the request to the Budget Committee.

6. Review of Distribution of M/C Employee Review Rankings

Ms. Kast reported that of the fifty-nine M/C Employee Performance Evaluations, ten have not been submitted to Human Resources. The deadline for submission has been extended to Friday, June 18, 2010. Of those received, approximately 60% scored in the ones, 38% scored in the twos, and 2% scored in the threes. Once the completed rankings are reviewed by the Committee, the M/C Employee salary increases will be given retroactively. A discussion followed regarding the process, the grading exercise and rating system, and the calculation of salary increases. It was agreed that Ms. Kast would come back to the Committee in July with the final and full set of evaluations and that no salary increases would be implemented prior to the July meeting of the Committee.

7. Review of Payroll Function

Mr. Crary stated that the HR Study will begin once the M/C Employee Performances Evaluations rankings process is completed. The Study will be conducted through the summer and a report will be presented to the Committee in September.

Mr. Crary stated that he has been working with Ron Lally and Human Resources. The plan is to move the Fire Dept. and Library payroll to Human Resources this year, and possibly the Police Dept. payroll as well.

The Committee reviewed the Comp Time Audit Compliance List as of June 15, 2010. A discussion followed regarding the Police Dept. payroll, staffing, payroll errors and issues, various payroll audits, liability, comp time issues, the timekeeping system, and the scope of the HR Study and funding for additional resources to expedite the study.

8. Other Business

There being no further business before the Committee, the meeting was adjourned at 6:06 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Tuesday, June 15, 2010
4:30 PM
Cone Room – 2nd Floor**

AGENDA

1. Approval of HR Committee May 11, 2010 Minutes
2. Review of monthly HR Reports
3. Status of proposed Retirement Disability Review Board
4. Request for Budget Transfer: Nathaniel Witherell
5. Request for Additional Appropriation: Human Resources Department
6. Review of Distribution of M/C Employee Review Rankings
7. Review of Payroll Function
8. Other Business
9. Adjournment

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