

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_07-10-07.PDF](#)
[BET_HR_COMM_MTG_AGENDA_07-10-07.PDF](#)

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

MINUTES – Cone Conference Room, 12:00 PM (Noon)

Tuesday, July 10, 2007

Present:

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

Attendants: Peter Mynarski, Comptroller, Bridgette Cogswell, AAO Consultant
Maureen Kast, Human Resources Director, Roland Gieger, Budget
Director

The meeting was called to order at 12:10 P.M.

1. Approval of Human Resources (HR) Committee Minutes May 16 and June 14, 2007

On a motion by Nancy Barton to approve the HR Committee minutes for May 16, 2007, and seconded by Alma Rutgers, the Committee voted to approve 4 to 0.

The HR Committee minutes for the June 14, 2007 meeting were not available for review and approval by the Committee.

2. Discussion with AAO Consultant – Bridgette Cogswell

Mrs. Tarkington welcomed the recently hired Affirmative Action Officer (AAO), Bridgette Cogswell. Mrs. Cogswell was hired as a part-time consultant replacing a former Town employee. Mrs. Cogswell gave a presentation to the Committee explaining her role in addressing diversity issues as a consultant to the Town of Greenwich. She explained the use of a “Hot Line” system for employees to report incidents or complaints, which she noted had picked up recently after a slow start. Nancy Barton questioned Mrs. Cogswell whether the Board of Education employees were included in this process. Maureen Kast reported that the BOE Human Resources Director was responsible and was acting as the Board of Education AAO official.

Art Norton inquired as to what the chain of command was regarding Mrs. Cogswell’s reporting channels. Ms. Kast answered that Mrs. Cogswell was autonomous and did not report directly to her. However, Mrs. Cogswell stated that she had developed a reporting

form with statistical information that retained anonymity for Town employees that would be forwarded periodically to Ms. Kast.

Ms. Barton questioned whether the Town provided diversity training for supervisors. Ms. Kast provided a description of the different forms of training available for Town supervisory employees.

3. Update on M/C Pay Plan Study

Alma Rutgers reported that the Hay Group was selected as the vendor to perform the Management/Confidential study. Mrs. Rutgers said the study would target 27 positions for review. In addition, the Hay Group will establish a base of comparable Towns for benchmarking purposes to assist in the compensation and benefit facets of the study.

4. Discussion of BOE M/C Pay Plan Salary Increases and New Bonus (457) Plan

There was an extended conversation about the Board of Education's newly established "457 bonus plan". A number of payroll related questions were posed to Roland Gieger about the issuance of 2% bonuses for certain Board of Education non-represented employees. Mr. Gieger left the meeting to confer with Tori Walker, the Town's Payroll Supervisor. Mr. Gieger returned and answered the questions. Of most importance was the fact that the BOE employees receiving bonuses had already been paid out of FY 2006-2007 funds.

There was a discussion about the rationale of the payment and the ability of the BET to control such expenditures. The Committee decided that Leslie Tarkington would invite representatives of the BOE to attend the Committee's September meeting to discuss this and other related issues concerning compensation of the BOE staff, and that Art Norton and Nancy Barton would ask the Law Committee to raise with the Town Attorney the question of the BET's authority with respect to non-certified staff of the BOE and report back to the full HR Committee for further discussion.

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

Although there were a number of HR schedules prepared by the Human Resources and Finance Department and distributed, they were not reviewed at this meeting.

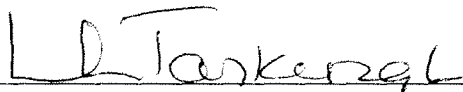
6. Update of HR Department Training and HR Manual Preparation

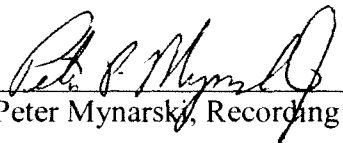
Due to time constraints, this item was not covered at this meeting.

7. Old Business – none discussed.

8. New Business – none discussed.

Upon a motion by Nancy Barton, seconded by Alma Rutgers, the meeting adjourned at 2:05 P.M., on a vote of 4 to 0.


Leslie Tarkington, HR Committee Chairman


Peter Mynarski, Recording Secretary



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

**HUMAN RESOURCES COMMITTEE MEETING
Tuesday, July 10, 2007
Cone Conference Room, 12:00 PM (Noon)**

AGENDA

1. Approval of Human Resources (HR) Committee Minutes:
 - a. May 16, 2007
 - b. June 14, 2007
2. Discussion with AAO Consultant – Bridgette Cogswell
3. Update on M/C Pay Plan Study
4. Discussion of BOE M/C Pay Plan Salary Increases and New Bonus (457) Plan
5. Review of HR Schedules Prepared by the HR and Finance Departments including BOE Administration T.O.O.
6. Update on HR Department Training and HR Manual Preparation
7. Old Business
8. New Business