

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_09-06-12.PDF](#)
[BET_HR_COMM_MTG_AGENDA_09-06-12.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_09-06-12.PDF](#)

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES
Havemeyer Building – Staff Development Room
Thursday, September 6, 2012

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

Board: Robert Brady, Sean Goldrick, 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; Mary Jo Iannuccilli, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Robert Lichtenfeld, Director of Human Resources, BOE; Regina Williams, Assistant Director of Human Resources, BOE

Other: Jay Rooney, Chief Executive Officer, Corporate Cost Control

The meeting was called to order at 4:34 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 July 10, 2012, Regular Human Resources Committee Meeting.

2. Unemployment Expenses Presentation

Mr. Rooney gave a presentation of the services provided by Corporate Cost Control, Inc., highlighting the claims process, the factors that govern unemployment, and those that affect the Town of Greenwich. A discussion followed regarding control of compensation, seasonal and part-time employees, substitute teachers and BOE claims, protesting claims, eligibility concerning retirements and lay-offs, post-employment investigations, and enhanced reporting of unemployment expense data.

3. 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 June 30, 2012; and the Unemployment Charges by Department as of June, 2012, showing FY 2011-2012 vs. FY 2010-2011. Dr. Lichtenfeld shared comments regarding benefits paid to long-term substitutes, a former employee who is now deceased, and those that were discharged due to performance. A discussion followed regarding BOE claims, projections and trends, the Police Departments' claims.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of August 1, 2012, which showed a total of 38 vacancies, and September 1, 2012, which showed a total of 34 vacancies. A brief discussion followed regarding Fire Marshalls vacancies, job descriptions review and revisions, changing positions from union to M/C, bargaining agreements and hiring rules.

4. WC Steering Committee Update

Mr. Mynarski reported that the Selectman's Safety Council is being formed and will be made up of senior staff members, which will oversee workers' compensation and safety, including accident investigations and review. A brief discussion followed regarding the Workers' Compensation Administrator.

5. TOG/BOE Working Group Committee Report

Ms. Kiernan reported that the TOG/BOE Working Group met on July 18th, at which they reviewed the Table of Organization, and job descriptions. Ms. Kiernan also reported that she and Mr. Pellegrino have drafted an analysis and a set of recommendations, which is currently being reviewed by the Law Department, which will be circulated and discussed with the Working Group, and then presented to the BET.

6. 331/CRM Bid Implementation Update

Mr. Anderson gave an overview of the RFP process and reported that the RFP was drafted and issued on August 29th, the deadline is October 4th, and implementation of the system is planned for early 2013. Mr. Anderson stated that prior to issue, the draft RFP was reviewed by John Crary, Amy Siebert, Tom Greco, Robert Brady, Boris Hutorin, and the Purchasing Department.

7. Registrar of Voters Salary Discussion

Mr. Huffman reported that the Registrars' salaries have not changed in several years, and then shared comments regarding reduced departmental costs by restructuring and reorganizing, the number of hours worked each year, the job responsibilities, and comparable compensation. Mr. Huffman suggested that the Committee should recommend a pay increase. Mr. Mason also shared comments regarding exploring the department's initiatives to lower costs and create efficiencies. Mr. Johnson reported that a formal vote will be taken in October. A discussion followed regarding cost reductions, staffing, budget guidelines and constraints.

8. Items for Future Discussion

Mr. Johnson reminded the Committee about the upcoming M/C Performance/Compensation process review, and position revaluation.

A brief discussion followed regarding employment application fees.

Upon a motion by Ms. Kieman, the Committee voted unanimously to adjourn the meeting 6:12 P.M.



Maria Bocchino, Recording Secretary



Marc V. Johnson, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Thursday, September 6, 2012
4:30 PM**

BOE Havemeyer Building – Staff Development Room

AGENDA

1. Approval of the HR Committee July 10, 2012 Minutes
2. Unemployment Expenses Presentation
 - Jay Rooney, CEO, Corporate Cost Control
3. June, July and August 2012 HR Reports
 - Vacant Position Listings – August and September
 - Unemployment Expenses - June
4. WC Steering Committee Update
5. TOG/BOE HR Working Committee Report
6. 331/CRM Bid/Implementation Update
7. Registrar of Voters Salary Discussion
8. Items for future discussion
 - MC Performance/Compensation Process Review Schedule
 - Review of similar MC and Bargaining Unit Positions
9. Adjournment
 - Next meeting Thursday, October 11, 2012 at 4:30 PM in the Cone Room

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6. 331/CRM Bid Implementation Update

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7. Registrar of Voters Salary Discussion

Mr. Huffman reported that the Registrars' salaries have not changed in several years, and then shared comments regarding reduced departmental costs by restructuring and reorganizing, the number of hours worked each year, the job responsibilities, and comparable compensation. Mr. Huffman suggested that the Committee should recommend a pay increase. Mr. Mason also shared comments regarding exploring the department's initiatives to lower costs and create efficiencies. Mr. Johnson reported that a formal vote will be taken in October. A discussion followed regarding cost reductions, staffing, budget guidelines and constraints.

8. Items for Future Discussion

Mr. Johnson reminded the Committee about the upcoming M/C Performance/Compensation process review, and position revaluation. He asked that Ms.

Pepe be prepared to discuss a schedule for addressing this review at the next meeting. A brief discussion followed regarding employment application fees.

Upon a motion by Ms. Kiernan, the Committee voted unanimously to adjourn the meeting 6:12 P.M.

Maria Bocchino, Recording Secretary

Marc V. Johnson, HR Committee Chairman

SUBJECT TO APPROVAL