

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_09-08-11.PDF](#)
[BET_HR_COMM_MTG_AGENDA_09-08-11.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_09-08-11.PDF](#)

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

Thursday, September 8, 2011

Committee: Jim Campbell, Chairman; Michael Mason, Randall Huffman (4:48 arrival), Laurence Simon

Staff: Peter Mynarski, Comptroller; Robert Lichtenfeld, Human Resources Director, Board of Education; John Crary, Town Administrator; Dustin Anderson, Executive Assistant, Selectmen's Office

The meeting was called to order at 4:38 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 3-0 to approve the minutes from the July 12, 2011, Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of August 1, 2011, which showed a total of 49 vacancies and the Vacant Position Listing as of September 1, 2011, which showed a total of 49 vacancies. A discussion followed regarding the Police Officer vacancies and related Comp Time.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2009-2010 and FY 2010-2011 through May 31, 2011 and June 30, 2011; and the Unemployment Charges by Department as of May 2011 and June 2011, showing FY 2010-2011 vs. FY 2009-2010. Mr. Simon shared comments regarding unemployment expense accruals.

3. Final M/C Employee Compensation Adjustments for FY 2011-12

The Committee reviewed the Final M/C Compensation Adjustments for FY 2011-2012. All M/C Employees have received their increases except for Mr. Mynarski and Mr. Gwartney. Mr. Simon stated that Mr. Mynarski and Mr. Gwartney will receive increases upon submission of their performance evaluations by Mr. Walko. A discussion followed

regarding improvement in submission of Smart Goals. Mr. Lichtenfeld inquired about the performance evaluation process for BOE employees, and was told that they are treated the same as Town employees regarding the review and notification process.

4. HR Hay Report - Update

Mr. Mynarski gave an update regarding the HR Hay Study. He stated that approximately 230 surveys were completed. Mr. Mynarski also stated that the Hay Group will present the initial report at a BET Special Meeting on October 3, 2011. Mr. Mynarski has requested a draft report to review prior to the presentation. Mr. Simon commented that the BET should discuss the report on October 3rd, and then vote on the recommendations at the regular BET Meeting on October 17, 2011. Mr. Simon suggested getting the Draft Report out by September 20th. Mr. Simon also commented that a lot has been learned in the process and the timing is good.

5. Administration Consolidation Study – Update

The Committee discussed the RFP Administration Consolidated Study Draft. Mr. Crary stated that the Study was broken down into three different areas; 1) customer service; 2) Assessor and Tax Collector; and 3) shared staff. A discussion followed regarding sharing staff between offices, a Town-wide 311 System, a Customer Service Kiosk, the RFP timeline, and choosing a Committee. The RFP was issued on September 23rd with a due date of October 26, 2011.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted to enter into executive session at 5:07 P.M. to discuss personnel matters.

In attendance were:

Peter Mynarski, Comptroller; John Crary, Town Administrator
BET Members: Campbell, Mason, Huffman, and Simon

The Committee came out of Executive Session at 5:34 P.M.

There being no further business before the Committee, the meeting was adjourned at 5:35 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Thursday, September 8, 2011
HAVEMEYER BUILDING – BOE MEETING ROOM
4:30 PM**

AGENDA

1. Approval of HR Committee July 12, 2011 Minutes
2. HR Reports
3. Final M/C Compensation Adjustments for 2011-12
4. HR Hay Report – Update
5. Administration Consolidation Study - Update
6. Other Business
7. Adjournment

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