

1. BET HR Comm. Meeting Documents

Documents:

APPROVED_BET_HR_COMM_MTG_MINUTES_09-09-10.PDF
BET_HR_COMM_MTG_AGENDA_09-09-10.PDF
REVISED_SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_09-09-10.PDF
SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_09-09-10.PDF

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

MINUTES – Cone Room

Thursday, September 9, 2010

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

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;
John Cray, Town Administrator; Dustin Anderson, Executive Assistant,
Selectmen's Office; Regina Williams, Human Resources Assistant
Director, Board of Education; Joseph Siciliano, Director, Parks &
Recreation; Kevin McCarthy, Director, Perrot Library

The meeting was called to order at 4:33 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Mason, seconded by Mr. Huffman, the Committee voted 4-0 to approve the July 15, 2010 Minutes.

2. Review of monthly HR Reports August 2010 and September 2010

Unemployment Expenses

The Committee reviewed the TOG Unemployment Expenses May 2010 and June 2010. In response to Mr. Mason, Ms. Kast explained that an employee may accumulate a certain number of days from various employers in order to qualify for unemployment, for which each employer (including the Town if it were one of the employers) would be charged a portion of the claim. Mr. Simon commented that seasonal employment should be researched in order to find the most economical solution. A discussion followed regarding seasonal employment costs, the reduction in claims made by substitute teachers, and refunds due to challenged claims.

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through August 31, 2010 and Retiree Costs as of August 31, 2010. Mr. Mynarski gave an overview of the reports to the Committee. A discussion followed regarding the costs and the report details. Mr. Cray emphasized that the Early Retirement program had now paid for itself in terms of

savings achieved versus total costs incurred and that further savings would now be realized going forward.

Vacant Positions

The Committee reviewed the Vacant Positions Listings as of August 2, 2010 and September 1, 2010. In response to Mr. Simon, Ms. Kast stated that many months ago, her request to move forward with recruitment of the Supt. Marine Facility position was previously approved. In response to Mr. Campbell, Mr. Crary stated that half of the positions that were held at budget time have been approved and are in the process of being filled slowly. Some will remain vacant and then reviewed at budget time, and may be eliminated. Mr. Crary also stated that he expected some positions would never be filled. A brief discussion followed.

3. Request to Fill Vacant Positions

PR-1 Parks & Recreation – Transfer \$79,759

Transfer:

\$ 79,759	to	A831-51010	Regular Salaries
\$ 79,759	from	A901-57960	Salary Adjustment Account

Mr. Siciliano gave an overview of the duties and responsibilities of the Superintendent of Marine Facilities and Operations. Mr. Siciliano explained that the position was vacated due to a retirement on August 31, 2009, which was filled temporarily by the retiree through April 2010. Mr. Siciliano gave an overview of the chosen candidate's qualifications. In response to Mr. Mason, Mr. Siciliano gave an overview of services and the changes in staffing. A discussion followed regarding the Table of Organization, replacement costs, salaries, subordinates, service level, and reductions in staffing.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to approve the request and forward it to the BET as a non-routine application.

PL-1 Perrot Library – Transfer \$40,000

Transfer:

\$ 40,000	to	A710-51010	Regular Salaries
\$ 40,000	from	A901-57960	Salary Adjustment Account

Mr. McCarthy gave an overview of the duties and responsibilities of the Youth Services Librarian. Mr. McCarthy explained that this unique position, if approved, may not be filled until January 2011 or later, which will result in at least six months of savings in the current fiscal year. In addition, Mr. McCarthy is reducing the head count of part-time positions by one full FTE. Ms. Kast requested release of the funds when a suitable candidate is chosen. A discussion followed regarding the Table of Organization, recruitment, qualifications, the career ladder, salaries, and service level.

Mr. Campbell expressed disappointment in the Parks & Recreation Dept. not being able to find savings as compared to Perrot Library's efforts. Mr. Mason did note the significant revenues of Marine Services. Mr. Tesei suggested a comparison study with peer communities' recreational services to determine revenue versus expenditures in these communities.

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

The Committee reviewed the Comp-Ratio Grid and the M/C Employees Performance Evaluation Individual Rankings July 1, 2010. A discussion followed regarding miscalculations, the grading system, and re-classification of positions.


5. Other Business

Human Resources Study


Mr. Cray reported that several meetings have been held to review all elements of the operations of Human Resources; the retirement system, Finance as it relates to Workers Compensation, and Risk Management. Mr. Cray will draft a report, which will be submitted to the Committee for review.

The BET Human Resources Committee's December 14, 2010 regular meeting will be re-scheduled for Monday December 13, 2010.

There being no further business before the Committee, the meeting was adjourned at 6:10 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Thursday, September 9, 2010
4:30 PM
Cone Room – Second Floor**

AGENDA

1. Approval of HR Committee July 15, 2010 Minutes
2. Review of August 2010 and September 2010 HR Reports
3. Request to fill Vacant Positions:

<u>Number</u>	<u>Department</u>		<u>Purpose</u>
PR-1	Parks & Recreation A831 51010	\$ <u>79,759</u>	Transfer Regular Salaries Superintendent, Marine Operations and Facilities
PL-1	Perrot Library A710 51010	\$ <u>62,108</u>	Transfer Regular Salaries Youth Services Librarian

4. Review of Distribution of M/C Employee Review Rankings
5. Other Business
6. Adjournment

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