

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_MTG_MINUTES_09-10-13.PDF](#)

[BET_HR_COMM_MTG_AGENDA_09-10-13.PDF](#)

[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_9-10-13.PDF](#)

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Town Hall Employee Lounge, Lower Level

Tuesday, September 10, 2013

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

Board: Michael Mason, Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Erica Mahoney, Workers' Compensation Administrator; Robert Lichtenfeld, Director of Human Resources BOE

The meeting was called to order at 4:30 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 9, 2013, Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports

Unemployment Expenses Quarterly Report

The Committee reviewed the TOG Unemployment Charges by Department as of June 2013, showing FY 2012-2013 vs. FY 2011-2012; the Unemployment Expense by Category, showing FY 2011-2012 and FY 2012-2013 through June 30, 2013, and the Unemployment Comparison – YTD through June 2013.

A discussion followed regarding BOE and DPW trending downward, and Parks & Recreation increases. Mr. Mynarski shared comments regarding federal unemployment program cut-backs.

Workers' Compensation Loss Report

The Committee reviewed the July 2013 and August 2013 Workers' Compensation Losses by Injury Type; the July 2013 Compensation Losses by Department showing 3 lost time and 33 total reported claims; the August 2013 Compensation Losses by Department showing 6 lost time and 28 total reported claims; and the Workers' Compensation Claims Data Summary for most recent Policy Year.

Ms. Mahoney gave an overview of the claims data summary. Ms. Mahoney also shared comments regarding BOE custodian's injuries and upcoming safety training, DPW analysis. Ms. Pepe shared comments concerning the benefits and efforts of Ms.

Mahoney, and the Safety Committee, resulting in the reduction of new claims, termination of long-term claims, and promoting a safer work environment and practices.

A discussion followed regarding long-term claims, disability retirement, settlements and cost savings, case management, protocol, and BOE claim severity.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of August 1, 2013, showing a total of 26 vacant positions and the Vacant Position Listings as of September 1, 2013, showing a total of 29 vacant positions.

Ms. Pepe reported that the Executive Assistant to the Fire Chief position has been reclassified to M&C, which will not affect the overall headcount. The Committee discussed job descriptions review and revision, and position reclassifications.

3. Employee Development, Performance and Compensation Manager Update

Ms. Pepe reported that an offer has been made and accepted, and the start date should be September 30th. Ms. Pepe also stated that the candidate is highly qualified for this position, having an extensive background in compensation programs, such as the Hay system and point system; job descriptions and performance evaluations; she has an HR generalist background; worked in a variety of places, from corporate to education; and has experience with HRIS systems and ADP, especially conversions.

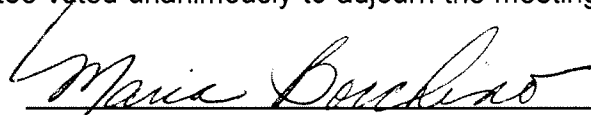
4. Human Capital Management System Update

Ms. Pepe reported that the process is in the ends stages of negotiation with ADP, who was the preferred vendor after an extensive process, including an on-site visit in Maryland; and the Law Department is now assisting with the negotiation process, with hope to finalize by the end of the month, in order to begin implementation on October 1, 2013. Ms. Pepe also gave a brief overview of the preparation process, highlighting a review of payroll practices. A brief discussion followed concerning transition and implementation.

5. Items for Future Discussion

Mr. Johnson requested that Al Cava be invited to the October meeting to discuss BOE part-time certified benefits. Mr. Johnson also stated that an update of the 311 System will be on next month's agenda. Mr. Johnson will email the Committee members regarding possible changes to the October and/or November meeting dates/times.

The Committee voted unanimously to adjourn the meeting at 5:20 P.M.



Maria Bocchino, Recording Secretary



Marc V. Johnson, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Tuesday September 10, 2013
4:30 PM**

Town Hall Employee Lounge, Lower Level

AGENDA

1. Approval of Meeting Minutes
 - BET HR Committee July 9, 2013
2. August/September 2013 HR Reports
 - Unemployment Expenses Quarterly Report
 - Workers Compensation Loss Report
 - Vacant Position Listing
3. Human Capital Management System Update
4. Employee Development, Performance and Compensation Manager Update
5. Items for Future Discussion
 - BOE Part Time Certified Benefits (Al Cava)
6. Adjournment
 - Next Meeting – Tuesday, October 15, 2013 at 4:30 PM in the Cone Room

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