

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_09-16-09.PDF](#)
[BET_HR_COMM_MTG_AGENDA_09-16-09.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_09-16-09.PDF](#)

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

MINUTES – Hayton Meeting Room - 8:30 A.M.

Wednesday, September 16, 2009

Committee: Leslie Tarkington, Chairman; Nancy Barton, and Michael Mason;

Other: Peter Tesei, First Selectman; David Ormsby, Chairman, Nathaniel Witherell

Staff: Peter Mynarski, Comptroller; Maureen Kast, Director, Human Resources; John Crary, Town Administrator; Amy Siebert, Commissioner, Public Works; Joseph Siciliano, Director and Thomas Greco, Manager, Business Services Operations, Parks and Recreation; Gina Williams, Assistant Director, BOE Human Resources; Allen Brown, Executive Director, and Lynn Bausch, Director of Nursing, Nathaniel Witherell

The meeting was called to order at 8:37 A.M.

Ms. Tarkington requested that the Nathaniel Witherell presentation be addressed first on the agenda as requested by Mr. Ormsby to accommodate Ms. Bausch's schedule.

1. Discussion - Retirement Incentive Program Memorandum - July 23, 2009

The Committee discussed the Retirement Incentive Program with focus on the issues raised by the Stephen Walko, Chairman, BET memorandum including: the need for filling a position before it is posted and filled; consideration of refraining from filling or delaying the filling of as many positions as possible; and assessment of current services provided by a department in order to evaluate service levels and if there are non-essential services that can be reduced temporarily or permanently.

Nathaniel Witherell

Mr. Ormsby introduced Allen Brown, Executive Director, who joined Nathaniel Witherell on August 31, 2009. Mr. Ormsby said that 21 employees accepted Nathaniel Witherell's early retirement option initially offered in 2007 and ended June 30, 2009. Only one position, a laundry worker will not be filled. Most replacement salaries are exactly the same as those who had retired. Witherell has reserved most funds for the vacation and sick pay. Ms. Barton suggested that to understand Witherell's cost benefit analysis, a detailed presentation will be needed, at some BET meeting, to review the long term budgetary impact of Witherell's current staffing model.

Office of the First Selectman

Mr. Tesei discussed an Office of the First Selectman report containing 22 positions. Elimination of these positions would yield a savings of \$1,967,000. A discussion followed regarding 2 replacements. Mr. Siciliano then presented his recommendation to fill 9 retiree positions, while maintaining current services and adhering to the Department's five year plan. Ms. Tarkington requested a table of organization. Ms.

Barton said that 3 issues should be addressed: an employee by employee list, which services will be impacted by the reduction of workforce, and the financial impact. Ms. Siebert stated that the DPW had an 11 employee loss as a result of the retiree incentive. She expressed concern over the effect these openings will have on road maintenance and zoning enforcement. Traffic operations have been moved to the Highway Division.

Policy for the Retiree Incentive Program

Ms. Tarkington stated that a policy for the accumulated vacation and sick pay costs of the retiree incentive program to be absorbed by Departments 100's accounts must be addressed because there is no budget for the Retirement Incentive Plan costs of accumulated sick and vacation days, (unlike budgeted costs for ordinary-course retirements), and that Mr. Walko, Chairman BET, stated that this issue must be addressed.

The Committee discussed the practice put in place by Roland Gieger, Budget Director for Departments to charge their 100's accounts for the accumulated sick and vacation pay for the Retirement Incentive Plan. The proposed practice is not a problem in the short term because Departments currently have sufficient funds in their 100's accounts. Only after funds in the Department's 100's accounts are depleted would the excess vacation and sick pay be issued a journal voucher to Fixed Charges. It was recognized that some Departments may need to fill some or all of the vacancies caused by the retirements, since the impact has been uneven, and Department heads had no role in determining which positions were to be vacated.

As the information presented at the meeting was not complete, all agreed that the dialogue would continue at the next scheduled HR Committee meeting on October 14, 2009, and in the interim, no journal vouchers to Fixed Charges would be issued for the Retirement Incentive Program costs.

Mr. Mynarski stated that the Finance Department has assigned one person to work on the Retirement Incentive Program and in addition to track Nathaniel Witherell (Witherell most likely only on a one time basis). Mr. Mynarski recommended that the Retirement Incentive Program be addressed monthly.

Mr. Tesei then requested that the HR Committee meet in Executive Session to discuss a Staff Issue.

Executive Session – Staff Issue

Upon a motion made by Ms. Barton, seconded by Michael Mason, the Committee voted 3-0 to enter into Executive Session at 10:23 A.M. to discuss a staff issue.

In attendance were:

BET Members: Leslie Tarkington, Michael Mason and Nancy Barton
Peter Tesei, First Selectman; Maureen Kast, Director, HR; and John Crary, Town Administrator

The Committee voted unanimously to exit Executive Session at 10:30 A.M.

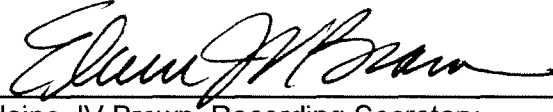
2. Approval of Human Resources Committee Meeting Minutes - Postponed

June 10, 2009, July 15, 2009 and August 10, 2009 Minutes

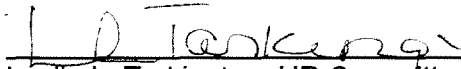
3. Discussion of Policy Manual and Training – Not discussed

4. Discussion of HR Reports – Not discussed

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 3-0-0 to adjourn the meeting at 10:30 A.M.



Elaine JV Brown, Recording Secretary



Leslie L. Tarkington, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Wednesday, September 16, 2009, 8:30 AM
Hayton Conference Room**

Agenda

1. Approval of Human Resources Committee:
 - a. June 10, 2009 Minutes
 - b. July 15, 2009
 - c. August 10, 2009

2. Ongoing Discussion per the Retirement Incentive Program Memorandum dated July 23, 2009 from Stephen Walko, Chairman, BET. The BET Human Resources Committee is Providing a Second Meeting for Every Appointing Authority and Department Head Who has or will be Imminently Filling a Retiring Employee's Position under the Retirement Incentive Program to Discuss:
 - a. The Need for Filling a Position Before it is Posted and Filled.
 - b. Their Consideration of Refraining from Filling or Delaying the Filling of as Many Positions as Possible under the Retirement Incentive Program.
 - c. Their Assessment of Current Services Provided by Their Departments in order to Evaluate Service Levels and if There are Non-Essential Services that can be Reduced Temporarily or Permanently.

3. Discussion of Policy Manual and Training

4. Discussion of HR Reports

5. BET Human Resources Committee – Proposed 2010 Meeting Schedule

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

MINUTES – Hayton Meeting Room - 8:30 A.M.

Wednesday, September 16, 2009

Committee: Leslie Tarkington, Chairman; Nancy Barton, and Michael Mason;

Other: Peter Tesei, First Selectman; David Ormsby, Chairman, Nathaniel Witherell

Staff: Peter Mynarski, Comptroller; Maureen Kast, Director, Human Resources; John Crary, Town Administrator; Amy Siebert, Commissioner, Public Works; Joseph Siciliano, Director and Thomas Greco, Manager, Business Services Operations, Parks and Recreation; Gina Williams, Assistant Director, BOE Human Resources; Allen Brown, Executive Director, and Lynn Bausch, Director of Nursing, Nathaniel Witherell

The meeting was called to order at 8:37 A.M.

Ms. Tarkington requested that the Nathaniel Witherell presentation be addressed first on the agenda as requested by Mr. Ormsby to accommodate Ms. Bausch's schedule.

1. Discussion - Retirement Incentive Program Memorandum - July 23, 2009

The Committee discussed the Retirement Incentive Program with focus on the issues raised by the Stephen Walko, Chairman, BET memorandum including: the need for filling a position before it is posted and filled; consideration of refraining from filling or delaying the filling of as many positions as possible; and assessment of current services provided by a department in order to evaluate service levels and if there are non-essential services that can be reduced temporarily or permanently.

Nathaniel Witherell

Mr. Ormsby introduced Allen Brown, Executive Director, who joined Nathaniel Witherell on August 31, 2009. Mr. Ormsby said that 21 employees accepted Nathaniel Witherell's early retirement option initially offered in 2007 and ended June 30, 2009. Only one position, a laundry worker will not be filled. Most replacement salaries are exactly the same as those who had retired. Witherell has reserved most funds for the vacation and sick pay. Ms. Barton suggested that to understand Witherell's cost benefit analysis, a detailed presentation will be needed, at some BET meeting, to review the long term budgetary impact of Witherell's current staffing model.

Office of the First Selectman

Mr. Tesei discussed an Office of the First Selectman report containing 22 positions. Elimination of these positions would yield a savings of \$1,967,000. A discussion followed regarding 2 replacements. Mr. Siciliano then presented his recommendation to fill 9 retiree positions, while maintaining current services and adhering to the Department's five year plan. Ms. Tarkington requested a table of organization. Ms.

Barton said that 3 issues should be addressed: an employee by employee list, which services will be impacted by the reduction of workforce, and the financial impact. Ms. Siebert stated that the DPW had an 11 employee loss as a result of the retiree incentive. She expressed concern over the effect these openings will have on road maintenance and zoning enforcement. Traffic operations have been moved to the Highway Division.

Policy for the Retiree Incentive Program

Ms. Tarkington stated that a policy for the accumulated vacation and sick pay costs of the retiree incentive program to be absorbed by Departments 100's accounts must be addressed because there is no budget for the Retirement Incentive Plan costs of accumulated sick and vacation days, (unlike budgeted costs for ordinary-course retirements), and that Mr. Walko, Chairman BET, stated that this issue must be addressed.

The Committee discussed the practice put in place by Roland Gieger, Budget Director for Departments to charge their 100's accounts for the accumulated sick and vacation pay for the Retirement Incentive Plan. The proposed practice is not a problem in the short term because Departments currently have sufficient funds in their 100's accounts. Only after funds in the Department's 100's accounts are depleted would the excess vacation and sick pay be issued a journal voucher to Fixed Charges. It was recognized that some Departments may need to fill some or all of the vacancies caused by the retirements, since the impact has been uneven, and Department heads had no role in determining which positions were to be vacated.

As the information presented at the meeting was not complete, all agreed that the dialogue would continue at the next scheduled HR Committee meeting on October 14, 2009, and in the interim, no journal vouchers to Fixed Charges would be issued for the Retirement Incentive Program costs.

Mr. Mynarski stated that the Finance Department has assigned one person to work on the Retirement Incentive Program and in addition to track Nathaniel Witherell (Witherell most likely only on a one time basis). Mr. Mynarski recommended that the Retirement Incentive Program be addressed monthly.

Mr. Tesei then requested that the HR Committee meet in Executive Session to discuss a Staff Issue.

Executive Session – Staff Issue

Upon a motion made by Ms. Barton, seconded by Michael Mason, the Committee voted 3-0 to enter into Executive Session at 10:23 A.M. to discuss a staff issue.

In attendance were:

BET Members: Leslie Tarkington, Michael Mason and Nancy Barton
Peter Tesei, First Selectman; Maureen Kast, Director, HR; and John Crary, Town Administrator

The Committee voted unanimously to exit Executive Session at 10:30 A.M.

2. Approval of Human Resources Committee Meeting Minutes - Postponed

June 10, 2009, July 15, 2009 and August 10, 2009 Minutes

3. Discussion of Policy Manual and Training – Not discussed

4. Discussion of HR Reports – Not discussed

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 3-0-0 to adjourn the meeting at 10:30 A.M.

Elaine JV Brown, Recording Secretary

Leslie L. Tarkington, HR Committee Chairman

SUBJECT TO APPROVAL