1. BET HR Comm. Meeting Documents

Documents:

APPROVED_BET_HR_COMM_MTG_MINUTES_11-02-06.PDF
BET_HR_COMM_MEETING_AGENDA_11-02-06.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE

MINUTES-Evaristo Meeting Room

November 2, 2006

Present:

Committee: Leslie Tarkington, Chairman
            Nancy Barton, Arthur Norton, Alma Rutgers

Attendants: Peter Mynarski, Comptroller; Peter Tesei, Michael Mason, BET Chair and member, respectively

The meeting was called to order at 6:30 P.M.

**Approval of Minutes**

*September 14, 2006 Regular Meeting*

Upon a motion by Mr. Norton, seconded by Ms. Barton, the Committee voted unanimously to approve the minutes from the September 14, 2006 Regular Meeting of the HR Committee.

*October 5, 2006 Regular Meeting*

Upon a motion by Mr. Norton, seconded by Ms. Barton, the Committee voted unanimously to approve the minutes from the October 5, 2006 Regular Meeting of the HR Committee.

**Discussion of HR Policy for Management/Confidential (M/C) Employee Compensation**

Ms. Tarkington began by stating that the RFP was posted by the Purchasing Department at the end of the previous week. Mr. Mynarski distributed a copy of the RFP as well as copies of the 3 proposals submitted under the previous RFP issued in September: CPS Human Resources Services, Hay Group, and Watson Wyatt.

Mr. Mynarski gave a quick recap of events, and then an update of progress to date. The study request includes position benchmarking as well as salary and benefits (total compensation). The RFP was issued October 24, 2006 and is due back on November 17, 2006. Two additional members of the M/C Compensation Study Committee have been chosen: Don Heller from Planning and Zoning, and another individual yet to be named from the Library Board. This brings the number of members to 11, and Ms. Kast has said she will chair the Committee, but not vote on any issues.
Mr. Tesei shared Ms. Kast’s response to an inquiry from Ms. Tarkington with the Committee. Ms. Kast’s response clarifies the parameters and responsibilities of the people involved in the Committee. Some of the points of her response include:

- In content of the RFP, the Town Administrator has a dominant role moving forward;
- There is no mention of input or oversight from the BET or appointing authorities;
- The Town Administrator had set the initial parameters of the RFP; this may not be what had originally been envisioned, in part that the BET would have a role;
- Ms. Kast’s role was to administer and coordinate the process, as a non-voting Chair;
- The M/C Compensation Study Committee’s role is to review responses from the RFP, and choose the vendor; interviewing the vendors may also be considered her responsibility.

Ms. Tarkington had concerns with regard to the specificity of the RFP. For example, twenty-five M/C positions will be studied. It may be the policy of one of the vendors to study all fifty M/C Employees. The Committee agreed that there should have been input, or at least review of the RFP. The Committee also agreed that the majority of the M/C Compensation Committee members should not have a vested interest in the outcome of the study.

At this time, who is on the Committee, and who are voting members is unknown. Ms. Tarkington pointed out that the members of the Committee that made substantive remarks at the meeting were Mr. Mynarski, Ms. Fox, and Mr. Gonzalez. The HR Committee was also in agreement that Ms. Kast, as one of the most knowledgeable people on the subject, should be a voting member. Individuals who work for the town that have some expertise in some of these areas could serve in an advisory capacity, without actually having a vote.

Mr. Norton suggested two Committees, one to handle the process and one to select the vendor.

The suggestion was also made to have Mr. Cava serve as an advisory member. At present, Ms. Rutgers, Ms. Tarkington, Mr. Heller and the not yet named individual from the Library Board serve as independent, non-vested members of the M/C Committee. Mr. Mynarski from Finance, Ms. Fox from P&Z, Mr. Gonzalez from the Greenwich Library, Mr. Gomeau, Mr. Siciliano from Parks and Rec, Ms. Kast and Mr. Hubbs from DPW serve as members, also.

It was discussed that as a Committee, a recommendation can be made to Mr. Lash and Mr. Gomeau that there are process and M/C Committee composition issues that the HR Committee believes should be corrected. It was decided that this recommendation should be made and Mr. Lash given time to respond so that both can be included in a report to the full BET.

Ms. Barton drafted the following resolution:

"The HR Committee is concerned that the majority of the M/C Study Committee has a conflict of interest with respect to their own compensation and the other matters within the scope of the M/C study. Therefore, the Committee was disappointed to learn that the Request for Proposal for the M/C Study was issued without prior review by the M/C Committee as had previously been discussed."
The HR Committee strongly recommends that the M/C Study Committee be reconstituted to have a majority of independent members who are not M/C Employees, as good governance would dictate. In addition, the HR Committee recommends that Maureen Kast, as Chairman of the M/C Study Committee should be a full voting member.”

After discussion over content, and upon a motion by Ms. Barton, seconded by Ms. Rutgers, the Committee voted 4-0 to recommend that a letter containing the resolution be drafted by the Chairman and circulated to the members for review and approval, before submission to the First Selectman. Ms. Barton offered to work with Ms. Tarkington.

**Review of HR Schedules prepared by the HR and Finance Departments**

*Vacant Position Report*  
There are 53 vacancies, up from 49 in October. Mr. Norton continues to have concern over holding vacant positions for long periods of time, up to two years. Either the position should be eliminated or the compensation increased. Explanations of why the positions are held open for periods of 16 months should be included as part of the report. Positions that departments such as Social Services desperately need filled should be brought up at quarterly meetings. Documentation on the part of these departments is crucial to moving forward on filling the vacancies, especially if such documentation includes correspondence with Human Resources with regard to the vacancies. Mr. Norton suggested imposing limits as to how long positions can remain vacant.

*Reclassifications and Upgrades*  
The report includes three downgrades.

*Part Time Employees*  
The report shows substantial increases in the number of part time employees in larger departments, year over year. The October report is the first time the report included year over year comparisons. The town overall has increased the number of part time employees by 7.3%. The increase seems to be larger in areas such as the Griff Harris Golf Course, Nathaniel Witherell, and DPW. The BOE saw an 8.5% increase in part time staff.

**Scheduled Meeting Dates**

The 2007 Meeting Schedule was distributed and includes morning meetings as well as the quarterly evening meetings. Meetings will be held in the Chimblo Conference Room.

There being no other business before the Committee, upon a motion by Mr. Norton, seconded by Ms. Rutgers, the Committee voted 4-0 to adjourn at 8:18 PM.

Respectfully submitted,
Minutes of the Board of Estimate and Taxation HR Committee Meeting, November 2, 2006-

Valerie Zebrowski, Recording Secretary

Leslie Tarkington, Chairman
AGENDA

1. Approval of Human Resources (HR) Committee Minutes:
   i. September 14, 2006
   ii. October 4, 2006

2. Discussion of HR Policy for Management/Confidential (M/C) Employee Compensation

3. Outcome Based Budgeting – M/C Employee Compensation

4. Review of HR Schedules Prepared by the HR and Finance Departments

5. Discussion Topics

6. Old Business
   a. Scheduled Meeting Dates

7. New Business