

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_11-09-10.PDF](#)
[BET_HR_COMM_MTG_AGENDA_11-09-10.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_11-09-10.PDF](#)

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Cone Room

Tuesday, November 9, 2010

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

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Maureen
Kast, Human Resources Director; Regina Williams, Human Resources
Assistant Director, Board of Education; Dustin Anderson, Executive
Assistant, Selectmen's Office; Amy Siebert, Commissioner; Joseph
Roberto, Superintendent, Highway Office, Public Works Department;
Diane Fox, Town Planner; Fred DeCaro, Registrar of Voters

The meeting was called to order at 4:02 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the October 12, 2010 Human Resources Committee Meeting.

2. Approval of Human Resources Committee Special Meeting Minutes

Upon a motion by Mr. Huffman, seconded by Mr. Simon, the Committee voted 4-0 to approve the minutes from the October 14, 2010, Human Resources Committee Special Meeting.

3. Review of monthly HR Reports November 2010

HR Reports

The Committee reviewed the Vacant Positions Listings as of November 1, 2010; the Retirement Incentive Savings through October 31, 2010 and Retiree Costs as of October 31, 2010, which showed a monthly savings of \$167,663.57 for October, 2010; the TOG Unemployment Expense August 2010; and the Unemployment Expense Temporary/Seasonal Employees FY 2010.

Position Listing

The Committee reviewed the Position Listing as of November 8, 2010, which showed 2,321.4 active FTES (fulltime equivalents). Ms. Kast explained the list provided shows only fulltime FTEs. Mr. Gieger stated that the BOE certified positions include part-time

staff. Mr. Simon requested that a listing of all active full-time and part-time FTEs be provided on a monthly basis, in order to monitor changes in personnel employed over time.

Smart Goals for Managerial Employees

The Committee reviewed the list of those managers for whom smart goals have been submitted to the Human Resources Department. As of the Smart Goals Report dated November 8, 2010, only 16 out of 51 positions have been submitted.. An updated monthly report of the goals will be submitted to the Committee and Mr. Simon suggested that the report be sorted by employee grade levels to make sure that goals are at the appropriate level for each grade. Ms. Kast stated that some appointing authorities expressed concerns with sharing the Smart Goals with the BET. A discussion followed regarding the M/C employee evaluation process and its oversight. Mr. Campbell stated that he would speak directly with any appointing authorities who had concerns about sharing Smart Goals with the Committee or the full BET. Obtaining the Smart Goals for each MC employee is only the first step in evaluating and improving the entire MC evaluation and compensation process.

4. Department of Public Works – Review of Reorganization Plan

Ms. Siebert presented an overview of the proposed DPW Highway Reorganization Plan to the Committee. A discussion followed regarding reorganization of staff, salary savings, and emergency operations. Ms. Siebert confirmed that the proposed reorganization would not increase the TOO of the Highway Department or DPW.

5. Request to Fill Vacant Positions

PW-8 DPW – Transfer \$158,563

Transfer:

\$ 158,563	to	A312-51010	Regular Salaries
\$ 158,563	from	A901-57960	Salary Adjustment Account

Ms. Siebert explained that the requested transfer of salaries for three employees from fixed charges to DPW was in fulfillment of the Department's Highway Reorganization Plan, which involves multiple position changes in the Department but will not result in any ultimate increase in headcount. Mr. Simon requested inclusion of a supplemental sheet showing requirements for FY 2011 in detail.

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

6. Discussion and Consideration of RFP for Outside Study of HR Department

Mr. Mynarski distributed an updated Draft RFP to the Committee and requested that the Committee clearly define the scope, services and deliverables required from the

consultant. Mr. Mynarski gave a brief overview of the RFP process and stated that filling the vacant Risk Manager position has been on hold until the Study is completed. A discussion followed regarding inclusion of the BOE, Tax Collector and Assessor, shared services, the management of processes, and various HR issues. Mr. Campbell requested that Committee members consider the question of scope and services to be included in any RFP, and to specifically focus on whether to include the Tax Collector's office and the Risk Manager position, and be prepared to agree on a final recommendation for the full BET at the Committee's December meeting.

7. Discussion of Elected Officials' Salaries

Mr. DeCaro shared comments concerning the Registrar of Voters salaries, and in particular his concern that an approved pay raise had been frozen and that the position was not properly compensated. Mr. DeCaro provided additional material which will be circulated to the Committee.

This item was then postponed to the December meeting, pending receipt of information regarding elected officials' compensation in comparable communities in Connecticut.

8. Other Business

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to take this item out of order.

GL-1 Planning and Zoning – Transfer \$107,885

Transfer:

\$ 107,885	to	A161	various
\$ 107,885	from	A351	DPW Fund Balance

Ms. Fox explained that this request represents funding for the anticipated salaries for the second half of FY 2011, beginning November 22, 2010 for the Zoning Enforcement Officer, a fulltime Zoning Inspector, a part-time Zoning Inspector and a full Zoning Inspector position recently approved by the BET. These salaries are currently being paid out of the DPW budget. A discussion followed regarding position funding, Munis data, BET authority, and fund transfers.

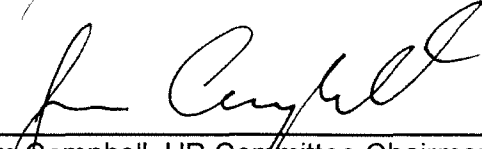
Action on this item was postponed to the Committee's December meeting.

The BET Human Resources Committee's December 13, 2010 regular meeting will be re-scheduled for December 14, 2010, which was the original meeting date.

There being no further business before the Committee, the meeting was adjourned at 5:41 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION
HUMAN RESOURCES COMMITTEE MEETING**

Tuesday, November 9, 2010

4:00 PM

Cone Room – Second Floor

AGENDA

1. Approval of HR Committee October 12, 2010 Minutes
2. Approval of HR Committee Special Meeting October 14, 2010 Minutes
3. Review of November 2010 HR Reports
4. Department of Public Works – Review of Reorganization Plan
5.

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
PR-1	Public Works A312 51010	<u>\$ 158,563</u>	Transfer Three Salaries
6. Discussion and Consideration of RFP for Outside Study of HR Department
7. Discussion of Elected Officials' Salaries
8. Other Business
9. Adjournment

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Maria Bocchino, Recording Secretary

Jim Campbell, HR Committee Chairman

SUBJECT TO APPROVAL