

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_11-13-12.PDF](#)
[BET_HR_COMM_MTG_AGENDA_11-13-12.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_11-13-12.PDF](#)

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

Tuesday, November 13, 2012

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

Board: Sean Goldrick, Michael Mason, Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; Erica Mahoney, Workers' Compensation Administrator; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Robert Lichtenfeld, Director of Human Resources, BOE; Dustin Anderson, Special Projects Manager

Other: Leslie Moriarty, Chairman; Barbara O'Neil, Board of Education

The meeting was called to order at 4:34 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Ms. Tarkington, the Committee voted 4-0 to approve the minutes from the October 9, 2012, Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports

Unemployment Expense

The Committee reviewed the TOG Unemployment Charges by Department as of August, 2012, showing FY 2012-2013 vs. FY 2011-2012; the Unemployment Expense by Category, showing FY 2011-2012 and FY 2012-2013 through August 31, 2012; and the Potential Liability per Claim Beginning July 1, 2012.

A discussion followed regarding discharges and termination reasons, cost reductions, and crossing guards' claims. Dr. Lichtenfeld will report on New York districts' claims control at a future meeting.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of November 1, 2012, which showed a total of 40 vacancies. A discussion followed regarding elimination of unfilled positions, designations, overtime and emergency staffing requirements.

Workers' Compensation Loss Report

The Committee reviewed the Workers' Compensation Losses by Type August 2012, September 2012, and October 2012; and August 2012 Workers' Compensation Losses

by Department showing 10 lost time and 46 total accepted claims for August 2012, 5 lost time and 48 total accepted claims for September 2012, and 5 lost time and 37 total accepted claims for October 2012. Ms. Mahoney is compiling slip and fall accidents data, to report at a future meeting.

A discussion followed regarding patterns and trends, prevention efforts, chronic claims, and CIRMA data and reporting limitations.

3. Selectmen's Safety Council Update

Ms. Pepe gave an update concerning the Selectmen's Safety Council, highlighting the review of incidents and investigations, and reporting protocol. Ms. Pepe also shared comments regarding the safety audit, training, prevention, protocol, and Occupational Health staffing.

A discussion followed regarding Departmental support, and additional safety features for the Nathaniel Witherell renovation.

4. TOG/BOE Working Group Committee Report

Ms. Kiernan gave an overview of the process, commended the Working Group, and reported that recommendations, from Mr. Pellegrino and Ms. Kiernan, will be presented to the Board of Estimate and Taxation. Ms. Kiernan shared comments concerning the need to simplify, strengthen, and improve the delivery of HR services, reduce costs, increase collaboration, address payroll and review HRIS issues.

Mr. Pellegrino also commended the efforts of the Working Group, and shared comments concerning cost savings, and the need for the HR Committee to monitor the implementation of the recommendations.

A discussion followed regarding standardization of processes, policies and procedures, BOE responsibilities, and organizational structure.

5. 331/CRM Bid/Implementation Update

Mr. Anderson gave an update of the RFP process, timeline, and planned implementation.

6. MC Performance/Compensation Process Review Update

Ms. Pepe reposted that a consultant has been chosen to review the MC Employees' Performance / Compensation Process and Grid. A discussion followed regarding funding, Departmental input and the current process' complexities.

Upon a motion by Ms. Kiernan, seconded by Mr. Huffman, the Committee voted 4-0 to approve the selection of Buck Consultants to perform a review and analysis of the MC Performance/Compensation process, payment of which not to exceed \$38,000, and forward it to the Board of Estimate and Taxation as a routine application.

7. Development of Proposal for a Human Capital Management System

Ms. Pepe shared comments concerning the limitations of the current MUNIS system regarding Human Resources and Payroll, affecting all Town Departments, and the need to engage a technical consultant and project coordinator to identify critical needs for the development of a RFP and implement a Human Capital Management System.

A discussion followed regarding funding.

Upon a motion by Ms. Kiernan and a second by Mr. Huffman, the Committee voted 3-0-1 (Tarkington abstained due to funding questions), to utilize funds from both BET and HR accounts to engage a Technical Consultant and Project Coordinator for the consideration of a new HCMS System.

8. Items for Future Discussion

A brief discussion concerning revising the Director of the Commission on Aging classification and recruitment followed.

Upon a motion by Ms. Kiernan and a second by Mr. Huffman, the Committee voted unanimously to adjourn the meeting 6:27 P.M.



Maria Bocchino, Recording Secretary



Marc V. Johnson, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

Tuesday, November 13, 2012

4:30 PM

Cone Room, 2nd Floor

AGENDA

1. Approval of the HR Committee October 9, 2012 Minutes
2. October 2012 HR Reports
 - Unemployment Expenses
 - Workers Compensation Loss Report
 - Vacant Position Listing
3. Selectmen's Safety Council Update
4. TOG/BOE HR Working Committee Report
5. 311/CRM Bid/Implementation Update
6. MC Performance/Compensation Process Review Update
7. Development of Proposal for a Human Capital Management System
8. Items for Future Discussion
 - Budget Guidelines Input
9. Adjournment
 - Next meeting Tuesday, December 11, 2012 at 4:30 PM in Cone Room

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SUBJECT TO APPROVAL

María Bocchino, Recording Secretary

Marc V. Johnson, HR Committee Chairman