

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_11-15-11.PDF](#)
[BET_HR_COMM_MTG_AGENDA_11-15-11.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MTG_MINUTES_11-15-11.PDF](#)

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

Tuesday, November 15, 2011

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

Board: Leslie Tarkington; Mary Lee Kiernan

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;
Robert Lichtenfeld, Human Resources Director; Regina Williams, Human
Resources Assistant Director, Board of Education; John Crary, Town
Administrator; Dustin Anderson, Executive Assistant, Selectmen's Office;
Allen Brown, Executive Director; Ray Augustine, Director of Financial
Operations; Lynn Bausch, Director of Nursing, Nathaniel Witherell

Other: Sean Goldrick; David Ormsby, Chairman; Lloyd Bankson, Nathaniel
Witherell Board

The meeting was called to order at 4:09 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee
voted 4-0 to approve the minutes from the September 8, 2011, Regular
Human Resources Committee Meeting.

2. Review of monthly HR Reports

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of November 1, 2011, which showed a total of 49 vacancies. Ms. Kast gave an overview of the current Police Officer vacancies and hiring process. A discussion followed regarding the Police Department organizational structure, public safety vacancies and contract requirements, and elimination of positions.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2009-2010 and FY 2010-2011 through August 31, 2011; and the Unemployment Charges by Department as of August, 2011, showing FY 2011-2012 vs. FY 2010-2011. A brief discussion followed regarding a year-on-year comparison, including an increase in BOE unemployment expenses. Ms. Williams stated that she would report back to the

Committee next month on the increase in BOE expenses in July and August 2011 versus July and August 2010. Ms. Kast noted that the Committee would also likely have the September and October numbers by the time of its December meeting.

3. Nathaniel Witherell Project Renew – Review of Staff Model

The Committee reviewed the Project Renew Witherell Long Range Plan Staffing Pattern, November 10, 2011. Mr. Brown gave an overview of the proposed organizational structure post-construction for Project Renew. A discussion followed regarding proposed staff increases, staff to patient ratio, industry standards, Federal staffing requirements, FTE counts, benefits costs, the need for an accurate employee count, and staffing patterns.

4. HR Hay Report - Update

Mr. Campbell stated that the HAY Report will be on the BET Agenda, Monday, November 21, 2011, for a vote and, if accepted, it then becomes a part of the budget process in the next calendar year. Mr. Campbell also gave an update of the process, stating that a draft report was presented from the Hay Group, and comments on the draft report from many department heads and other town officials were transmitted to the Hay Group for review and follow-up. A revised draft report is now in production and will be distributed to the Board, as well as the affected departments, no later than Thursday, November 17th.

Dr. Lichtenfeld stated that as of Monday, November 14, 2011, the Hay Group had not contacted the Superintendent of Schools or the Board of Education. Dr. Lichtenfeld also shared comments and concerns regarding the lack of the Board of Education's input in the Study, as well as the follow-up sought by the Hay Group. Mr. Campbell noted that more than half of the over 300 survey responses received and analyzed by the Hay Group came from BOE employees.

A discussion followed regarding the process, Board of Education input and feedback, potential re-organization, implementation, and budget impact.

5. Administration Consolidation Study – Update

Mr. Huffman stated that, after a review of the submissions made in response to the RFP for the Administrative Consolidation Study, certain elements of the Study were not addressed by any of the submissions, so all were rejected. A new RFP for particular services will be recast. Mr. Simon noted that on December 13 Dustin Anderson will present information in order to draft the scope for an RFP for a 311 system, and the Administration Consolidation Study will be deferred at this time. An initial study on administrative consolidation will be done internally.

6. HR Policy on Leaves of Absence

Ms. Kast gave an overview of the Town's Policies and contractual language that deals with leave time. Mr. Simon shared comments regarding department notification of employee's leave time, and effectively monitoring leave time through the payroll.

A discussion followed regarding consistency, tracking issues, monitoring of leaves, vacation and sick time accruals, deadlines and enforcement. The Committee also agreed that members would bring to the December meeting a list of topics for the new HR Committee to address as it begins its work in January 2012.

There being no further business before the Committee, the meeting was adjourned at 5:29 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Tuesday, November 15, 2011
4:00 PM
Cone Room – Second Floor**

AGENDA

1. Approval of HR Committee September 8, 2011 Minutes
2. September and October 2011 HR Reports
3. Nathaniel Witherell Project Renew – Review of Staffing Model
4. HR Hay Report - Update
5. Administrative Consolidation Study - Update
6. HR Policy on Leaves of Absence
7. Other Business
8. Adjournment

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SUBJECT TO APPROVAL