

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_11-16-07.PDF](#)
[BET_HR_COMM_MTG_AGENDA_11-16-07.PDF](#)

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

MINUTES – Gisborne Room, 12:00 PM

Friday, November 16, 2007

Present:

Committee: Leslie Tarkington, Chairman
Nancy Barton, Art Norton, and Alma Rutgers

Attendants: Peter Mynarski, Comptroller,
Maureen Kast, Human Resources Director (left at 2:06 P.M.)
Jim Lash, First Selectman (arrived at 1:05 P.M.)
John Crary, Town Administrator (left at 2:06 P.M.)

The meeting was called to order at 12:20 P. M.

1. First Selectman Update on Human Resource Topics

Jim Lash was invited to give the Committee an update on human resources budgetary issues in anticipation of his departure on November 30, 2007 as the outgoing First Selectman. The topics, which he shared with the Committee, included the availability of grant funds for traffic lights at the intersections on Greenwich Avenue and funding for the Greenwich High School auditorium and potential headcount impacts.

Mr. Lash also stated that he was looking at reducing Parks and Recreation headcount over a three-period. In addition, Mr. Lash mentioned the inability to recruit a replacement for the former Sewage Treatment Plant Director, Amy Siebert who was promoted to Deputy Commissioner of Public Works. In the interim, Mrs. Siebert has maintained oversight of the Sewer Plant.

Mr. Lash also brought up the concept of outcome based budgeting. He stated that it was a concept initiated by the former Comptroller and Town Administrator, Ed Gomeau that never really materialized. The original purpose of the project was to develop a link between measuring outcomes to managers' performance and accountability.

Leslie Tarkington brought up the issue of having a part-time Internal Auditor to increase cost effective audits including the Board of Education, as they are responsible for the majority of the Town's expenditures.

Finally, Mrs. Tarkington and fellow Committee members thanked Jim Lash for his communication and cooperation with the Human Resources Committee and his years of

service as the First Selectman. Mr. Lash appreciated their remarks and thanked the Committee members.

2. Discussion on M/C Pay Plan Compensation Study

Ms. Kast said the M/C Sub-Committee had met with the Hay Group to discuss the initial twenty-seven benchmarked M/C positions. Ms. Kast reviewed a number of the positions with the Hay Group. Ms. Kast stated she would prefer 6 to 8 bands to the current 11. As she envisions it there would be a broader range of pay flexibility within a grade. Ms. Barton expressed concern that the Town Attorney position may be under rated. She stated the Town Attorney position (currently a consultant) should be at the top in the M/C organizational chart. An extended discussion ensued on the overall M/C organization.

Ms. Kast informed the Committee that there will probably be two more meetings with the M/C Sub-Committee and the Hay Group in December and then they would be finished with their work. Ms. Kast stated that there are about twenty M/C positions that still need to be evaluated by the Hay Group. Also, the Hay Group will be reviewing the total compensation package as well as salary compensation.

Mrs. Tarkington inquired as to whether the six Board of Education M/C employees would be included in the study. Ms. Kast mentioned that they would probably not be included due to the timing of their M/C employee's completion of the Hay Group's manager questionnaire.

3. HR Department Training Discussion, and Update HR Policy Manual Preparation

Ms. Kast handed her updated schedule with additional detail as requested by the Committee at its October meeting and the "Training Plan" for FY 2007-2008 and discussed, at length, the various categories of training listed on the documented. In explaining the Training Plan, Ms. Kast described the differences between the different training modules. The Committee discussed the amounts of the training budgetary request and strongly suggested and supported a monetary request for \$150,000. The Committee provided assurance to Ms. Kast that they would strongly support her budgetary request.

4. Review of HR Schedules Prepared by the HR Department

Ms. Kast handed out her normal monthly HR schedules prepared by the HR Department. Alma Rutgers noted that the Social Services Team Administrative position was vacant pending approval by the First Selectman. Mr. John Crary, Town Administrator, responded that the Social Services Commissioner, Dr. Victoria Anyikwa, had not supplied requested documentation on various facets of her operation. Due to a difference of opinion, an extended conversation ensued. In conclusion to the discussions, Ms. Barton requested that Mr. Crary provide a listing of the information the Social Service Director had not provided.

5. **Discussion of Proposed Risk Management Topic**

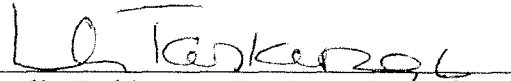
This item was deferred.

6. **Approval of Human Resources Committee Minutes: October 12, 2007**

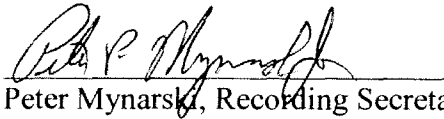
This item was deferred.

7. **New Business** – None discussed.

On a motion by Art Norton, seconded by Alma Rutgers, a vote of 4 to 0 adjourned the meeting at 2:14 P.M.



Leslie Tarkington, HR Committee Chairman



Peter Mynarski, Recording Secretary



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

**HUMAN RESOURCES COMMITTEE MEETING
Friday, November 16, 2007
Gisborne Conference Room, 12:15 PM**

AGENDA

1. First Selectman Update on Human Resource Topics
2. Discussion of M/C Pay Plan Compensation Study
3. HR Department Training Discussion, and Update HR Policy Manual Preparation
4. Review of HR Schedules Prepared by the HR Department
5. Discussion of Proposed Risk Management Topic
6. Approval of Human Resources Committee Minutes: October 12, 2007
7. Old Business
8. New Business
 - a. 2008 Meeting Schedule