

1. BET HR Comm. Meeting Documents

Documents:

[ACCEPTED_BET_HR_COMM_MTG_MINUTES_12-12-13.PDF](#)
[BET_HR_COMM_MTG_AGENDA_12-12-13.PDF](#)
[SUB_TO_ACCEPTANCE_HR_MTG_MINUTES_12-12-13.PDF](#)

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Cone Room, 2nd Floor

Thursday, December 12, 2013

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

Board: Michael Mason

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Erica Mahoney, Workers' Compensation Administrator; Cicile Brown, Employee Development, Performance and Compensation Manager

Other: Nancy Weissler & John Blankley, Incoming BET Members

The meeting was called to order at 4:30 P.M.

1. Approval of BET HR Committee Meeting Minutes November 7, 2013

Upon a motion by Ms. Kiernan, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the minutes from the November 7, 2013, Regular Human Resources Committee Meeting.

2. November 2013 HR Reports

Unemployment Expenses Report

The Committee reviewed the September Unemployment Expenses Report as Ms. Pepe provided overview comments. She noted that expenses were slightly behind those of last year possibly due to seasonality.

Ms. Tarkington asked if Ms. Pepe could foresee any consequences of the Federal Budget not extending the Unemployment Insurance Benefits. Ms. Pepe responded that the impact is unpredictable at this time.

Workers' Compensation Loss Report

The Committee reviewed the November 2013 Workers' Compensation Losses by Injury Type and the November 2013 Worker's Compensation Losses by Department which reported 3 lost time claims and 32 total reported claims.

Ms. Mahoney also provided the Committee with a variety of additional Workers' Compensation comparative reports going back one year.

Ms. Pepe commented that as a result of Mary Jo Iannuccilli's resignation, Erica Mahoney would become the new Assistant Director of Human Resources after a transition period and starting February 1, 2014.

Ms. Pepe was asked to present the next Quarterly Report on Unemployment Expenses at the March Committee Meeting.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of December 1, 2013, showing a total of 30 vacancies.

Ms. Pepe informed the Committee about the progress to fill the Director of Information Technology and Parking Services Director positions. Ms. Tarkington requested that Ms. Pepe add a new section to the monthly report showing posted position listings for those positions not yet vacated.

3. Human Capital Management System Update

Ms. Pepe advised the Committee that this project was newly named "Project Delta" and gave a progress report indicating that it was on target to GO LIVE by its deadline of October 1, 2014 after a 3-month period of testing beginning July 1, 2013.

4. MC Performance Evaluation Goal Setting Update

Ms. Pepe reported that 80% of the positions' Performance Evaluation Goals had been received and a follow-up to obtain the balance was taking place.

5. Discussion of New Position Guidelines

The Committee discussed the current process whereby Town Departments and Appointing Authorities submitted requests for new positions. Mr. Johnson had a number of questions about the process. Ms. Pepe, Mr. Mason and Mr. Mynarski explained the process as they understood it

6. Items for Future Discussion

Mr. Johnson indicated that, to date, he had received six new position requests for the 2014-2015 Fiscal Year. He said that he would first review these requests with the First Selectman's office. The Committee's review of these requests would be made at the January BET HR Committee meeting.

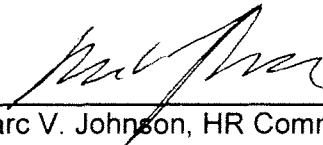
7. Adjournment

The Committee voted unanimously to adjourn the meeting at 5:40 P.M on a motion by Ms. Tarkington and seconded by Mary Lee Kiernan.

The next meeting will be Tuesday, January 14, 2014 at 4:30 PM in the Cone Room.



Catherine Sidor, Recording Secretary



Marc V. Johnson, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Thursday, December 12, 2013
4:30 PM
Gisborne Room, 1st Floor**

AGENDA

1. Approval of BET HR Committee Meeting Minutes November 7, 2013
2. November 2013 HR Reports
 - Unemployment Expenses Report
 - Workers Compensation Loss Report
 - Vacant Position Listing
3. Human Capital Management System Update
4. MC Performance Evaluation Goal Setting Update
5. Discussion on New Position Guidelines
6. Items for Future Discussion
 - January review of new position requests:
 - Nathaniel Witherell – new staff positions
 - Perrot Library – Youth Services Librarian
 - P&Z – Part Time to Full Time Administrative Staff
 - Law Department – new Paralegal
 - Conservation Commission – Part Time to Full Time Conservation Assistant
7. Adjournment
 - Next Meeting – Tuesday, January 14, 2013 at 4:30 PM in Cone Room

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