

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_12-13-12.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_12-13-12.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_12-13-12.PDF](#)

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

Thursday, December 13, 2012

Committee: Marc V. Johnson, Chairman; Randall Huffman, Mary Lee Kiernan, Leslie Tarkington (4:44 P.M. arrival)

Board: Robert Brady, Sean Goldrick, Michael Mason, Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Robert Lichtenfeld, Director of Human Resources, BOE; Dustin Anderson, Special Projects Manager; Denise Savageau, Director, Conservation

Other: Barbara O'Neil; Peter Von Braun, Board of Education; Sue Baker, Conservation Commission

The meeting was called to order at 4:35 P.M.

**1. Approval of Human Resources Committee Meeting Minutes**

Upon a motion by Ms. Kiernan, the Committee voted 4-0 to approve the minutes from the November 13, 2012, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports**

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of December 1, 2012, which showed a total of 31 vacancies. A brief discussion followed regarding the decrease in vacancies.

Unemployment Expense

The Committee reviewed the TOG Unemployment Charges by Department as of September, 2012, showing FY 2012-2013 vs. FY 2011-2012; the Unemployment Expense by Category, showing FY 2011-2012 and FY 2012-2013 through September 30, 2012; and the Potential Liability per Claim Beginning July 1, 2012, as of December 2012.

A brief discussion followed regarding trends, and terms of liability.

Workers' Compensation Loss Report

The Committee reviewed the Workers' Compensation Losses by Injury Type November 2012,; and November 2012 Workers' Compensation Losses by Department showing 7

lost time and 32 total accepted claims. Ms. Pepe gave a brief update, highlighting Ms. Mahoney's success in claims' settlement, stating that of fifteen outstanding claims in June 2012, twelve have been settled and one is in the process.

A discussion followed regarding Police injuries, and storm related injuries.

### **3. Selectmen's Safety Council Update**

Ms. Pepe gave an update concerning the Selectmen's Safety Council, highlighting, the newly formed, TOG Safety Committee's focus on accident investigation, remediation, and response protocol. Ms. Pepe also reported that, in an effort to create the importance of safety culture, a monthly safety newsletter will be published and distributed, and possibly speakers concerning personal safety may be brought in.

A discussion followed regarding State mandates, training, and auto vehicle accident reporting.

### **4. 331/CRM Bid/Implementation Update**

Mr. Anderson reported that PublicStuff scored significantly higher than the other two firms that were interviewed, and will be awarded the contract. Mr. Anderson also reported that the total cost of approximately \$50,000, including implementation and training, was much less than anticipated, and shared comments regarding references, support, and training.

### **5. TOG/BOE Working Group Committee Report Implementation**

Ms. Kiernan commended Ms. Pepe and Dr. Lichtenfeld for their efforts, and commented that the large number of recommendations may take some time to implement, highlighting the need to prioritize, being mindful of the different Boards involvement.

Ms. Pepe gave an overview of three initiatives; implementation of a new Human Capital Management System; review and revision of the recruitment and hiring processes; and Workers' Compensation and Safety. Dr. Lichtenfeld shared comments, in agreement, highlighting the necessity of scheduling implementation and integration.

A discussion followed regarding identification of resources, the current recruitment and hiring procedures, and HCMS employee self-service options.

### **6. Human Capital Management System Update**

The Committee reviewed the CIP Funding Request for HCMS Project, December 5, 2012. Ms. Pepe shared comments concerning the HCMS and the ability to free up employee's time for other necessary duties, the RFP process and cost estimates, project scope, coordination and implementation.

### **7. MC Performance/Compensation Process Review Update**

Ms. Pepe reported that Buck Consultants has been chosen to review the MC Employees' Performance / Compensation Process, to be completed by March 2013. Ms. Tarkington requested a comparison chart showing MC employees' grade and salaries

from the implementation of the Hay plan to the present. A discussion followed regarding job descriptions, comparisons of LIUNA and MC grade levels.

**8. Department Requests for Position Changes**

Mr. Johnson explained that, in accordance with the Budget Resolutions, any additions to the number of positions in a Town department or any substantial reorganization or reclassification that increases the Town's pension liability or contribution to deferred compensation savings plans are reviewed by the Human Resources Committee and subject to approval by the Board of Estimate and Taxation.

Human Resources

This item was postponed.

Conservation Commission

Ms. Savageau gave an overview of the department's current staffing and explanation for the request. Ms. Savageau also shared information regarding the duties, responsibilities, and services provided. The Committee discussed staffing trends, and cost impact.


Other Discussion

The Committee discussed the reclassification of the Director of Commission on Aging position.

**10. Items for Future Discussion**

Mr. Johnson has asked the Director of Labor Relations to give a review of upcoming labor contracts and their impact on the 2013-2014 Budget for the January meeting.

Upon a motion by Ms. Tarkington, and a second by Mr. Huffman, the Committee voted unanimously to adjourn the meeting 6:30 P.M.

  
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Maria Bocchino, Recording Secretary

  
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Marc V. Johnson, HR Committee Chairman



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

**HUMAN RESOURCES COMMITTEE MEETING**

**Thursday, December 13, 2012**

**4:30 PM**

**Cone Room, 2<sup>nd</sup> Floor**

**AGENDA**

1. Approval of the HR Committee November 13, 2012 Minutes
2. November 2012 HR Reports
  - Unemployment Expenses
  - Workers Compensation Loss Report
  - Vacant Position Listing
3. Selectmen's Safety Council Update
4. 311/CRM Bid/Implementation Update
5. MC Performance/Compensation Review Update
6. Human Capital Management System Update
7. TOG/BOE HR Working Report Implementation
8. Department Requests for Position Changes
  - Human Resources
  - Conservation Commission
9. Items for Future Discussion
  - Labor Relations Review
10. Adjournment
  - Next meeting Wednesday, January 16, 2013 at 4:30 PM in Cone Room

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