

1. BET HR Comm. Meeting Documents

Documents:

APPROVED_BET_HR_MTG_MINUTES_12-14-10.PDF
BET_HR_COMM_MTG_AGENDA_12-14-10.PDF
SUB_TO_APP_BET_HR_MTG_MINUTES_12-14-10.PDF

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

Tuesday, December 14, 2010

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

Board: Joe Pellegrino

Staff: Maureen Kast, Human Resources Director; Regina Williams, Human
Resources Assistant Director, Board of Education; Dustin Anderson,
Executive Assistant, Selectmen's Office;

The meeting was called to order at 4:32 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 November 9, 2010 Human Resources Committee Meeting.

2. Review of monthly HR Reports December 2010

Smart Goals

The Committee reviewed the Smart Goals 10-11 log, with no changes since the previous month, showing 21 have been submitted out of the 44 positions listed. Ms. Kast stated that some appointing authorities are still reluctant to share goals with the BET, including Planning and Zoning, Greenwich Library and the Conservation Board. Ms. Kast plans to send another reminder to the departments to submit their goals with an explanation of the Committee's reasons for the review, and Mr. Campbell stated that he will communicate with the Board Chairs regarding this issue. Ms. Kast reported that Mr. Gwartney's goals have been submitted to the BET, although they are not included on the list as being received. Ms. Kast also stated that she is planning to hold more Smart Goals training sessions in January. A discussion followed regarding those that haven't been submitted, and the review of goals and objectives.

HR Reports

The Committee reviewed the Retirement Incentive Savings through November 30, 2010 and Retiree Costs as of November 30, 2010, which showed a monthly savings of \$168,891.65 for November, 2010; the Vacant Position Listing as of December 1, 2010, which showed a total of 43. In response to Mr. Campbell, Ms. Kast reported that the person who held the position of Deputy Commissioner of Social Services was laid off for lack of funding on December 10, 2010, and the position will be eliminated. A discussion

followed regarding required reports; pension cost estimates and actual retirement costs specific to individuals; vacant positions and corrections to be made to the T.O.O., and the employee retirement/exit information processes and any inconsistencies with normal business practices.

Part Time Employees

The Committee reviewed the Part Time Employees November, 2010 report, which showed 652 employees and 275.19 active FTES (fulltime equivalents). Ms. Williams explained that this report does not include BOE certified staff, which are all included in the full time T.O.O. Mr. Simon suggested that this report, including total active employees paid, be submitted monthly for review to the Committee. A discussion followed regarding percentage of payroll, part time hours worked, and employees split between jobs and/or departments.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 09-10 and FY 10-11 through September 2010; and the Unemployment Charges by Department as of September 2010, showing FY 09-10 vs. FY 10-11. Ms. Kast stated that she has requested a review of drivers' licenses of every employee that drives for Town business, either in their own or in a Town-owned vehicle. A discussion followed regarding the Federal Extended Benefits plan, actual cost and first time claims, and drivers' licenses reviews regarding suspensions, subsequent grounds for employee termination, and unemployment eligibility.

3. Discussion and Consideration of RFP for Outside Study of HR Department

The Committee took up the issue of the RFP for an outside study of the Finance and HR Departments, including all areas dealing with personnel, with Mr. Campbell reminding members that \$75,000 was appropriated in the fiscal 2011 budget for this RFP. Ms. Kast commented on the need for clear and specific guidance from the Committee regarding the RFP and stated that the indicated subject criteria may require two separate studies; one of the Human Resources and another of the Finance Dept. Mr. Anderson commented that the request seems to be for a process review and an organizational review.

Mr. Simon noted that there are a variety of different functions that the Town has to perform, including hiring, payroll, workers' compensation, risk management, benefits, and labor contract as all of which impinge upon and affect employees. He observed that the Town has evolved over many years into its current organizational structure without real planning, with the result that the organization of these functions within Town government is likely quite different from the way it might be if the Town examined these functions as a whole in an effort to create a rational and efficient organization, and he suggested that that examination of functions with that ultimate goal is in effect the scope and goal of the RFP.

A discussion followed regarding BET approval, inclusion of the BOE in the study, the final report, implementation, and possible Charter change.

Upon a motion by Mr. Simon, seconded by Mr. Mason the Committee voted 4-0 to approve the Draft RFP, dated December 2010, to perform an Administrative Review of the Town of Greenwich Finance and Human Resources Departments (including Workers' Compensation, Risk Management, Payroll, Accounts Payable, Treasury, Employee Benefits, Retirement Administration, and Labor Relations Support and Coordination), and to also include the Board of Education in its overall scope, and to recommend an organizational structure to most efficiently perform these functions.

Upon a motion by Mr. Mason, seconded by Mr. Huffman, the Committee voted 4-0 to appoint Mr. Campbell and Mr. Simon to a Special Committee to work with the Comptroller and the Human Resources Director to finalize the RFP.

4. Discussion of Elected Officials' Salaries

The Committee reviewed the Elected Officials' Salaries schedule, dated January 1, 2009. Ms. Kast explained that elected officials' salaries cannot be changed during their respective terms in office, and that therefore the salaries have been set two years in advance. The last time these salaries were set was in 2009, in advance of the municipal elections that year. Since the setting of those increases, scheduled at 3.25% effective Jan. 1 2010 and 3.25% effective Jan. 1 2011 (for the Selectmen the increases are effective one month earlier since their terms of office commence on Dec. 1), the full-time Elected Officials all agreed to take a wage freeze in 2010. The question before the Committee was what action to recommend for the second year of the two-year salary schedule that had earlier been approved in 2009.

Ms. Kast further noted that the Registrars of Voters did not agree to a wage freeze for 2010, and that their wages were not reduced by the RTM in the 2009-10 budget (the RTM did remove the planned increases for the full-time elected officials). Nevertheless the Registrars have not been receiving their scheduled salary increase for the calendar year 2010. She further noted that the Registrars are on a different electoral and pay period time cycle from the other elected officials, since the Registrars are elected in even-numbered years and not in odd-numbered years, and that their pay cannot now be altered for the term of office they were just elected to last month. The Registrars of Voters wages will therefore be increased to \$30,969, retroactive to January 1, 2010, and increased to \$31,975, effective January 1, 2011, as previously agreed, and that they will receive no increase in 2012, since no increase was scheduled prior to their election last month to a two-year term that ends on Dec. 31, 2012.

A discussion followed regarding the approved and budgeted increases, economic and political changes, comparison to other communities, fringe benefits, salary recommendations for 2012 and 2013, and wage increases for the Registrars of Voters.

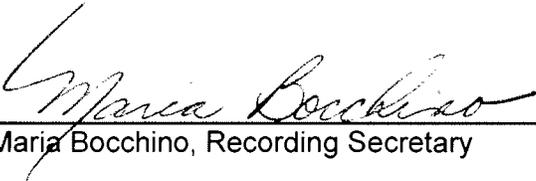
Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve a 2.5% wage increase for the Selectmen, effective December 1, 2010, and for the Tax Collector and the Town Clerk, effective January 1, 2011.

The Committee also considered the question of full-time elected officials' salaries for the two-year period starting Jan. 1 2012, after the next municipal elections, and agreed to take up that issue at its January 2011 meeting.

5. Other Business

There was no other business brought before the Committee.

There being no further business before the Committee, the meeting was adjourned at 6:11 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

Tuesday, December 14, 2010

4:30 PM

Cone Room – Second Floor

AGENDA

1. Approval of HR Committee November 9, 2010 Minutes
2. Review of December 2010 HR Reports
3. Discussion and Consideration of RFP for Outside Study of HR Department
4. Discussion of Elected Officials' Salaries
5. Other Business
6. Adjournment

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

Tuesday, December 14, 2010

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

Board: Joe Pellegrino

Staff: Maureen Kast, Human Resources Director; Regina Williams, Human
Resources Assistant Director, Board of Education; Dustin Anderson,
Executive Assistant, Selectmen's Office;

The meeting was called to order at 4:32 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 November 9, 2010 Human Resources Committee Meeting.

2. Review of monthly HR Reports December 2010

Smart Goals

The Committee reviewed the Smart Goals 10-11 log, with no changes since the previous month, showing 21 have been submitted out of the 44 positions listed. Ms. Kast stated that some appointing authorities are still reluctant to share goals with the BET, including Planning and Zoning, Greenwich Library and the Conservation Board. Ms. Kast plans to send another reminder to the departments to submit their goals with an explanation of the Committee's reasons for the review, and Mr. Campbell stated that he will communicate with the Board Chairs regarding this issue. Ms. Kast reported that Mr. Gwartney's goals have been submitted to the BET, although they are not included on the list as being received. Ms. Kast also stated that she is planning to hold more Smart Goals training sessions in January. A discussion followed regarding those that haven't been submitted, and the review of goals and objectives.

HR Reports

The Committee reviewed the Retirement Incentive Savings through November 30, 2010 and Retiree Costs as of November 30, 2010, which showed a monthly savings of \$168,891.65 for November, 2010; the Vacant Position Listing as of December 1, 2010, which showed a total of 43. In response to Mr. Campbell, Ms. Kast reported that the person who held the position of Deputy Commissioner of Social Services was laid off for lack of funding on December 10, 2010, and the position will be eliminated. A discussion

followed regarding required reports; pension cost estimates and actual retirement costs specific to individuals; vacant positions and corrections to be made to the T.O.O., and the employee retirement/exit information processes and any inconsistencies with normal business practices.

Part Time Employees

The Committee reviewed the Part Time Employees November, 2010 report, which showed 652 employees and 275.19 active FTES (fulltime equivalents). Ms. Williams explained that this report does not include BOE certified staff, which are all included in the full time T.O.O. Mr. Simon suggested that this report, including total active employees paid, be submitted monthly for review to the Committee. A discussion followed regarding percentage of payroll, part time hours worked, and employees split between jobs and/or departments.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 09-10 and FY 10-11 through September 2010; and the Unemployment Charges by Department as of September 2010, showing FY 09-10 vs. FY 10-11. Ms. Kast stated that she has requested a review of drivers' licenses of every employee that drives for Town business, either in their own or in a Town-owned vehicle. A discussion followed regarding the Federal Extended Benefits plan, actual cost and first time claims, and drivers' licenses reviews regarding suspensions, subsequent grounds for employee termination, and unemployment eligibility.

SUBJECT TO APPROVAL

3. Discussion and Consideration of RFP for Outside Study of HR Department

The Committee took up the issue of the RFP for an outside study of the Finance and HR Departments, including all areas dealing with personnel, with Mr. Campbell reminding members that \$75,000 was appropriated in the fiscal 2011 budget for this RFP. Ms. Kast commented on the need for clear and specific guidance from the Committee regarding the RFP and stated that the indicated subject criteria may require two separate studies; one of the Human Resources and another of the Finance Dept. Mr. Anderson commented that the request seems to be for a process review and an organizational review.

Mr. Simon noted that there are a variety of different functions that the Town has to perform, including hiring, payroll, workers' compensation, risk management, benefits, and labor contract as all of which impinge upon and affect employees. He observed that the Town has evolved over many years into its current organizational structure without real planning, with the result that the organization of these functions within Town government is likely quite different from the way it might be if the Town examined these functions as a whole in an effort to create a rational and efficient organization, and he suggested that that examination of functions with that ultimate goal is in effect the scope and goal of the RFP.

A discussion followed regarding BET approval, inclusion of the BOE in the study, the final report, implementation, and possible Charter change.

Upon a motion by Mr. Simon, seconded by Mr. Mason the Committee voted 4-0 to approve the Draft RFP, dated December 2010, to perform an Administrative Review of the Town of Greenwich Finance and Human Resources Departments (including Workers' Compensation, Risk Management, Payroll, Accounts Payable, Treasury, Employee Benefits, Retirement Administration, and Labor Relations Support and Coordination), and to also include the Board of Education in its overall scope, and to recommend an organizational structure to most efficiently perform these functions.

Upon a motion by Mr. Mason, seconded by Mr. Huffman, the Committee voted 4-0 to appoint Mr. Campbell and Mr. Simon to a Special Committee to work with the Comptroller and the Human Resources Director to finalize the RFP.

4. Discussion of Elected Officials' Salaries

The Committee reviewed the Elected Officials' Salaries schedule, dated January 1, 2009. Ms. Kast explained that elected officials' salaries cannot be changed during their respective terms in office, and that therefore the salaries have been set two years in advance. The last time these salaries were set was in 2009, in advance of the municipal elections that year. Since the setting of those increases, scheduled at 3.25% effective Jan. 1 2010 and 3.25% effective Jan. 1 2011 (for the Selectmen the increases are effective one month earlier since their terms of office commence on Dec. 1), the full-time Elected Officials all agreed to take a wage freeze in 2010. The question before the Committee was what action to recommend for the second year of the two-year salary schedule that had earlier been approved in 2009.

Ms. Kast further noted that the Registrars of Voters did not agree to a wage freeze for 2010, and that their wages were not reduced by the RTM in the 2009-10 budget (the RTM did remove the planned increases for the full-time elected officials). Nevertheless the Registrars have not been receiving their scheduled salary increase for the calendar year 2010. She further noted that the Registrars are on a different electoral and pay period time cycle from the other elected officials, since the Registrars are elected in even-numbered years and not in odd-numbered years, and that their pay cannot now be altered for the term of office they were just elected to last month. The Registrars of Voters wages will therefore be increased to \$30,969, retroactive to January 1, 2010, and increased to \$31,975, effective January 1, 2011, as previously agreed, and that they will receive no increase in 2012, since no increase was scheduled prior to their election last month to a two-year term that ends on Dec. 31, 2012.

A discussion followed regarding the approved and budgeted increases, economic and political changes, comparison to other communities, fringe benefits, salary recommendations for 2012 and 2013, and wage increases for the Registrars of Voters.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve a 2.5% wage increase for the Selectmen, effective December 1, 2010, and for the Tax Collector and the Town Clerk, effective January 1, 2011.

The Committee also considered the question of full-time elected officials' salaries for the two-year period starting Jan. 1 2012, after the next municipal elections, and agreed to take up that issue at its January 2011 meeting.

5. Other Business

There was no other business brought before the Committee.

There being no further business before the Committee, the meeting was adjourned at 6:11 P.M.

Maria Bocchino, Recording Secretary

Jim Campbell, HR Committee Chairman

SUBJECT TO APPROVAL