

**TOWN OF GREENWICH
TOG/BOE HR Working Group
Parks and Recreation Conference Room
2nd Floor**

Wednesday, May 16, 2012

10:00 A.M.

Present:

Working Group Members:

Joseph Pellegrino, Board of Estimate and Taxation Chairman, Mary Lee Kiernan, Board of Estimate and Taxation, Mary Pepe, Town Director of Human Resources, Robert Lichtenfeld, BOE Director of Human Resources, Peter Von Braun, BOE, Barbara O'Neil, BOE.

Others:

Al Cava, Director of Labor Relations, Jeff Ramer and Marc Johnson, BET Members, John Wayne Fox, Town Attorney, Valerie Maze Keeney and Eugene McLaughlin, Assistant Town Attorneys, Peter Mynarski, Comptroller, John Crary, Town Administrator

Mr. Pellegrino called the meeting to order at 10:00 A.M.

1. Update from Mary Pepe, Director of Human Resources

Mr. Pellegrino started the meeting by reiterating that the objective of the working group was to study the Town and Board of Education Human Resource Department structures and make a recommendation addressing the need to consolidate the two functions.

Ms. Pepe reported that the consultant working on the Town's Human Resources process mapping project had completed their field work and she was waiting for the final report which was scheduled to be completed by June 30, 2012. Ms. Pepe reminded the group that this was the initial phase and the scope of the report would be only covering payroll, the hiring process and retirement administration. Ms. Pepe indicated that they would be drafting a Request for Proposal to cover subsequent areas in the Town's Human Resources Department such as; healthcare, workers' compensation, training and other employee benefit matters.

Ms. Pepe stated that the respective Town and Board of Education Human Resources Departments were meeting monthly to go over matters they felt needed attention.

2. Presentation by John Wayne Fox, Town Attorney

Mr. Pellegrino welcomed Attorneys Wayne Fox, Valerie Maze Keeney and Eugene McLaughlin to the meeting and pointed out that he would like to cover the legal

parameters and restrictions that go with a potential consolidation of the Town and BOE Human Resources Departments.

Mr. Fox started by stating that there are potential hurdles existing in the Town Charter and State Statutes and he had discussed these issues with a number of people.

Mr. Fox introduced Ms. Keeney who proceeded to site various sections of the Town Charter and Connecticut State Statutes. Primarily, Ms. Keeney directed the group's attention to the charter section 217B which was specific to the formal identification of the Town's Human Resources Department in the Charter. She stated that this charter change was due to a Town Referendum in November 2006 which spells out the duties and responsibilities of the department. There were extended discussions over what the Town Attorneys and the group thought the Charter really intended to accomplish in detailing the various functions of the Town Department of Human Resources. There were also extended discussions about defining the scope and objective of the working group in relation to accountability issues in the respective Town and BOE Human Resources Departments.

Mr. Pellegrino decided that to ensure clarity in the proper interpretation of the relative charter section for this project that the working group would need a memorandum outlining the authority of the Town's Human Resources Department as detailed in Charter Section 217B. Mr. Pellegrino directed Attorney Fox to have his staff draft such a memo. Ms. Kiernan further requested that the memo explain which Human Resources Department has the authority to deliver which services and the best way to deliver these services. Mr. Fox agreed to draft such a document.

Mr. Pellegrino concluded this portion of the meeting by stating that the topic for the next meeting would cover Human Resources Information Systems software relative to the recommendation of the Hay Study address shortcomings in the current software being delivered by MUNIS. Mr. Pellegrino suggested that the respective groups determine on their own, who to bring to the next meeting.

3. Approval of BET TOG/BOE HR Working Group Minutes, March 27, 2012

The agenda mislabeled the minutes to be approved.

Ms. Kiernan made a motion to amend the minutes to reflect the approval of the May 2, 2012 minutes, seconded by Mr. von Braun. The minutes were approved on a vote of 5 to 0 to 1. Mr. von Braun.

The Meeting was adjourned at 11:28 am.

Respectfully submitted,


Peter Mynarski, Recording Secretary


Joseph Pellegrino, Chairman