

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

MINUTES – Chimblo Conference Room, 5:00 PM

Thursday, January 18, 2007

Present:

Committee: Leslie Tarkington, Chairman
Nancy Barton (in order to accommodate the First Selectman's Schedule, the meeting time was changed to 5:00 PM. Ms. Barton, who had a prior commitment, agree that the meeting should proceed without her. She arrived at 6:21 P.M. prior to the originally scheduled starting time of 6:30 PM.), Art Norton, and Alma Rutgers.

Attendants: Peter Mynarski, Comptroller, Jim Lash (arrived at 5:10 P.M.), First Selectman, Maureen Kast, Human Resources Director and Peter Tesei, Chairman, Board of Estimate and Taxation (arrived at 5:18 P.M.)

The meeting was called to order at 5:04 P.M.

APPROVAL OF MINUTES

1. a.) On a motion by Alma Rutgers, seconded by Art Norton, the November 2, 2006 HR Committee minutes were approved on a vote of 3 to 0.
- b.) On a motion by Art Norton, seconded by Alma Rutgers, the December 13, 2006 HR Committee minutes were approved on a vote of 3 to 0.

2. **EXECUTIVE SESSION:**

Upon a motion by Alma Rutgers, seconded by Art Norton, the Committee voted 3 to 0 to enter into executive session at 5:20 P.M. to discuss personnel matters.

In attendance were:

Leslie Tarkington, Chairman, Human Resources Committee
Nancy Barton (arrived at 6:20 P.M.), Alma Rutgers and Art Norton, HR Committee Members
Jim Lash, First Selectman (arrived at 5:10 P.M.), Maureen Kast, HR Director, Peter Tesei, Chairman, BET (arrived at 5:18 P.M.)

Upon a motion by Art Norton, seconded by Alma Rutgers, the Committee voted 4 to 0 to conclude the executive session and resume the regular meeting at 7:15 P.M.

3. Update on Management/Confidential Pay Plan Study – Upon a motion by Alma Rutgers, seconded by Art Norton, the Committee voted 3 to 0 to take this item out of order, due to the absence of Mr. Lash. Maureen Kast, Human Resources Director, gave a short status report on the M/C Pay Plan Study. She stated that four vendors were selected for interviews. They are the Hay Group (January 30 interview), The Archer Company (January 30 interview), The Waters Consulting Group and CPS Human Resource Services (January 31 teleconference interviews). Ms. Kast expressed that she was having difficulty scheduling an onsite interview for The Waters Consulting Group, which is based in Texas, and CPS Human Resources which is based in California and also that CPS recently closed its (one man) New York office. Leslie Tarkington was supportive of the teleconference interviews for information, but recommended that the final selection of a firm be based only after an on-site interview.

Leslie Tarkington suggested that Ms. Kast communicate with the M/C Committee and request to expand the interview process to include Watson Wyatt Worldwide in the interview process, as they have Stamford and Philadelphia (HQ) offices.

4. Review of HR Schedules Prepared by the HR and Finance Departments – This item was taken up upon the completion of the executive session. Mr. Lash and Ms. Kast had to leave because of other commitments. Due to their absence, Leslie Tarkington requested that HR Committee members email any questions to Ms. Kast regarding the HR Schedules handed out at the meeting. In addition, Mrs. Tarkington requested that the HR Committee members review the Full Time Employee Schedules prepared by Finance and also forward any comments.
5. Review of HR Process for Input to FY 2007-2008 Budget – Since the First Selectman's Budget for human resources was not yet final, two additional HR Committee meetings would be set up to discuss and prepare for its input which will include a meeting before the BET Budget Committee which was postponed from January 17th until February 13th due to a lack of final information.
6. Old Business
 - a. HR Committee Meeting Schedule 2007 – Tentative meetings were set for January 31, 2007 at 5:00 P.M. (subject to completion of his HR Budget by Mr. Lash) and February 9, 2007 at 8:00 A.M.
7. New Business – none discussed.

Upon a motion by Nancy Barton, seconded by Alma Rutgers, the meeting adjourned at 7:25 P.M. on a vote of 4 to 0.


Peter Mynarski, Recording Secretary


Leslie Tarkington, HR Committee Chairman