

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

Wednesday, January 18, 2012

Committee: Marc Johnson, Chairman; Mary Lee Kiernan, Leslie Tarkington,  
Absent: Randall Huffman  
Board: William Finger, Sean Goldrick, Michael Mason, Joseph Pellegrino,  
Jeffrey Ramer  
Staff: Peter Mynarski, Comptroller; John Crary, Town Administrator; Robert  
Lichtenfeld, Human Resources Director, Board of Education

The meeting was called to order at 4:34 P.M.

Mr. Johnson shared comments concerning the new term, and rescheduled the next regular HR Committee meeting, which will be held Tuesday, February 14, 2012 at 3:30 P.M. in the Gisborne Room.

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

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 3-0 to accept the minutes from the December 13, 2011, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports**

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of January 10, 2012, which showed a total of 49 vacancies. A discussion followed regarding budgeted funds, fringe benefits, accumulated sick and vacation, fund balance, trends, Police, Finance, Parks & Recreation Departments' and Nathaniel Witherell vacancies, and difficulties with outsourcing.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2010-2011 and FY 2011-2012 through October 31, 2011; and the Unemployment Charges by Department as of October, 2011, showing FY 2011-2012 vs. FY 2010-2011. Mr. Mynarski shared comments regarding the impact of the federal stimulus funds, and unemployment expense as it relates to the budget. Dr. Lichtenfeld stated that eleven teachers were non-renewed in FY 2011, and, at this time, approximately five teachers will be non-renewed in FY 2012.

A discussion followed regarding tracking seasonal workers' claims and trends, labor negotiations, and seeking possible solutions.

## Workers' Compensation

The Committee reviewed the Workers' Compensation Monthly Status Report, showing Workers' Compensation Analysis FY 2012-2012 and FY 2010-2011. Mr. Mynarski gave an overview of Workers' Compensation claims, and the Monthly Status Report. Mr. Mynarski also shared comments regarding trends, various claims, possible close-outs, credit ratings, Safety Committees, comparison to other municipalities, cost of self-insurance, catastrophic and fraudulent claims. A brief discussion followed regarding safety practices.

### **3. John Crary Presentation**

#### Human Resources Director Update

Mr. Crary gave an overview of the recruitment process for the Human Resources Director opening, and stated that three candidates have been invited for a final interview on Friday, January 20, 2012. Mr. Crary also shared comments regarding the demands of the position, and the qualities of the candidates. Mr. Crary stated that the new Director may be able to start in early March, and until that time he is acting as the Interim Human Resources Director.

#### Administration Consolidation and 311 Update

Mr. Crary gave an overview and update of the RFP to perform an Administration Consolidation Study, stating that the Committee rejected the proposals and recommended three separate studies, which are the 311 customer service, sharing of administrative staff, and combination of the Tax Assessor and Tax Collector Departments. Mr. Crary shared comments regarding the issues involved and recommended that the Committee use the \$75,000 allocated to focus on and fund a 311 software system. A committee of Mr. Crary, Dustin Anderson, and Al Cava will seek further information regarding the 311 software and possible administration consolidation.

A discussion followed regarding demonstrations and proposals, sharing of administrative staff, budget implications, the current voice mail system, compilation of data, input from various departments, and Human Resources priorities.

### **4. Table of Organization Reviews**

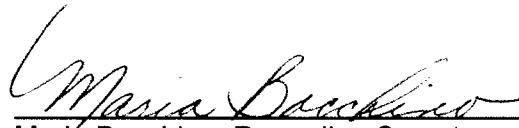
The Committee reviewed the 2011-2012 Budget Table of Organization and Salary Schedules. Mr. Mason explained the importance of the information. Mr. Mynarski gave an overview of the document and will distribute a compilation of organizational charts for each department to the Committee members for further review. A discussion followed regarding inclusion of part time employees, unions, and the M&C employees' and elected officials promotions, salary increases and benefits.

### **5. Committee Topics for 2012**

Mr. Johnson presented the 2012 BET HR Topics to the Committee for review and response, highlighting the implementation of the Hay Study recommendations, and filling the Workers' Compensation Specialist and the Retirement Manager positions. Dr. Lichtenfeld stated that there is no ownership of the plan by the Board of Education, because they have not been consulted at any step in the process, and urged contact with the Board of Education prior to implementation of the plan.

A discussion followed regarding the Hay Study, and HRIS System replacement.

There being no further business before the Committee, the meeting was adjourned at 6:20 P.M.

  
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Maria Bocchino, Recording Secretary

  
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Marc Johnson, HR Committee Chairman