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

MINUTES – Mazza Conference Room, 8:00 AM

Friday, February 9, 2007

Present:
Committee: Leslie Tarkington, Chairman
Nancy Barton, Art Norton, and Alma Rutgers

Attendants: Peter Mynarski, Comptroller, Jim Lash (left at 8:45 A.M.),
First Selectman, Maureen Kast, Human Resources Director and
Ed Gomeau, Town Administrator (left at 9:10 A.M.)

The meeting was called to order at 8:07 A.M.

1. To Discuss the HR Committee’s Input to the Fiscal Year 2007-2008 Budget

Leslie Tarkington started the meeting by discussing the preparation of a Human Resources report for the BET Budget Committee. Mrs. Tarkington questioned Maureen Kast and Jim Lash about the FY 2006-2007 current positions headcount. Mr. Lash discussed the transfers between various departments (i.e. Finance, Human Resources, Public Works, Selectman’s Office, etc.). Mr. Lash and Ms. Kast updated the Committee on the status of the planned changes/transfers for FY 2006-2007 as of February 9, 2007.

Mrs. Tarkington asked about the “task” (negative budgetary balance) in the Human Resources budget and the timing of the transfers. Ed Gomeau stated that the entries (“contra”) are made closer to year-end, when it is easier to determine potential year-end surpluses in the various departments’ salary accounts.

Mrs. Tarkington then questioned Ms. Kast about next year’s initiatives or goals regarding training or any planned policy and procedure changes, and preparation of the manual update. Ms. Kast stated that the intention is to appropriate more funds to update the current policy and procedures manual. She also stated that funding was lacking in the current FY 2006-2007 budget to accomplish this task this year.

Mr. Gomeau stated that the Selectman’s office is initiating changes (tree division outsourcing, headcount reductions, etc.) and feels that their efforts are not being evaluated in the form of feedback from the BET, either in the form of positive or negative comments. Mr. Lash followed up these remarks with commentary about directions from the BET to reduce headcount without positive feedback to assess their progress in this area as they proceed. Ms. Tarkington suggested that perhaps discussions with the BET and its HR Committee should begin earlier in the process, not after decisions are made.
Art Norton offered comments about the Community’s concerns about cutting services. Mr. Norton feels each category of services needs to be reviewed and analyzed individually.

Mrs. Tarkington returned to the topic of training provided by the Human Resource department. Ms. Kast reiterated that there wasn’t enough money in the current budget to address the Town’s needs adequately for the current year. Ms. Kast stated that previously Human Resources provided Ethics training without adequate funding. Ms. Kast also stated that she lost her Affirmative Action/Equal Employment & Opportunity’s officer, further exacerbating the problem of providing adequate training to the Town’s workforce and adding to her workload. The Committee collectively offered advice on how to address shortfalls in training funding. It was suggested for Ms. Kast to provide the Committee with a listing of her training needs, and the Committee would attempt to provide assistance. Nancy Barton stated that the Human Resources Committee should make it a priority to identify Human Resources training needs and research methods or procedures to alleviate or satisfy the Town’s needs for adequate training for the Town’s workforce.

Mrs. Tarkington asked Ms. Kast if she felt that the timing of the transfer of the Town’s Payroll operation to Human Resources from Finance and other departments would work. Ms. Kast responded by stating that after a three-month period it would be okay.

The Committee reviewed the Full-Time Employees Report and commented briefly on its contents.

Mrs. Tarkington asked the Committee members to collect their thoughts and observations and provide input into the formulation of a report for presentation to the BET Budget Committee. Mrs. Tarkington stated that she would draft a report and share it with the Committee members for their comments for the BET Budget Committee.

Upon a motion by Alma Rutgers, seconded by Art Norton, the meeting adjourned at 9:54 A.M. on a vote of 4 to 0.