

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

Tuesday, February 12, 2013

Committee: Marc V. Johnson, Chairman; Randall Huffman, Mary Lee Kiernan, Leslie Tarkington

Board: Robert Brady, Michael Mason, Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; Erica Mahoney, Workers' Compensation Administrator; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Dustin Anderson, Special Projects Manager; John Crary, Town Administrator

The meeting was called to order at 4:31 P.M.

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

Upon a motion by Ms. Kiernan, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the minutes from the January 13, 2013, Regular Human Resources Committee Meeting.

**2. Review of monthly HR Reports**

Unemployment Expense

The Committee reviewed the TOG Unemployment Charges by Department as of November 2012, showing FY 2012-2013 vs. FY 2011-2012; the Unemployment Expense by Category, showing FY 2011-2012 and FY 2012-2013 through November 30, 2012, highlighting FY Liability YTD up to February 13, 2013; and the Unemployment Comparison – YTD through November 2012. Ms. Tarkington shared comments regarding Parks and Recreation and Social Services claims.

Workers' Compensation Loss Report

The Committee reviewed the January 2013 Workers' Compensation Losses by Injury Type; and January 2013 Workers' Compensation Losses by Department showing 1 lost time and 25 total reported claims. The Committee discussed slips and falls, and protocol.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of February 1, 2013, showing a total of 33 vacant positions. Ms. Pepe shared comments in comparison to 52 vacant positions reported on February 7, 2012, currently seven no request to fill and two on hold. Mr. Mynarski stated that an estimated \$3M will be returned to the General Fund, as a result of unfilled vacancies. A discussion followed regarding revenues.

### **3. 311/CRM Implementation Update**

Mr. Anderson gave an overview of the implementation plan, which will begin with the Parks & Recreation and Health Departments. A discussion followed regarding customer service improvements, reporting options, performance measures, system configurations, storm-related operations.

Release of Conditions:

Upon a motion by Mr. Johnson, seconded by Ms. Kiernan, the Committee voted 4-0 to accept the report and release the condition on the \$75,000 appropriation.

### **4. Human Capital Management System Update**

Ms. Pepe reported that the consultants, Berry Dunn, have held meetings with the departments with specific needs, to identify specific requirements and various features to be included in the RFP for a HRCMS, as well as developing the criteria with which to evaluate the proposals. A discussion followed regarding the implementation process, system configuration, timeline, approval process, inclusion of volunteer firefighters, limitations, and legal issues.

### **5. Department Requests for Position Changes**

#### **Conservation Commission**

Mr. Johnson gave an overview of this request to change a Conservation Assistant position from part-time to full-time. There would be a salary increase of \$19,878 plus benefits of an additional \$33,747. Mr. Johnson shared concerns regarding budget guidelines and staff inefficiencies within the Land Use Departments. Ms. Kiernan shared comments regarding the growing function of the Conservation Commission, increasing grant revenues and contributions to the Town. Mr. Huffman expressed support for the request, highlighting revenues. Ms. Tarkington shared comments regarding the Commission's contribution to the Town and the need to review the Land Use Departments operations.

Upon a motion by Mr. Johnson, seconded by Ms. Tarkington, the Committee voted 3-1 to not expand the position of Conservation Assistant from part-time to full-time.

#### **Human Resources**

Mr. Johnson gave an overview of this request by the HR Department for a new position of Employee Development, Performance and Compensation Manager. This would be a M&C position at Grade 8 with a salary range of \$99,493 to \$149,238. Mr. Johnson stated that the TOG/BOE HR Working Committee had recommended the addition of a senior level position to help improve areas of employee development, performance evaluations, wage and salary plans, job description reviews, position upgrades, equity adjustments, and training.

Mr. Cray indicated that Fleet and Social Services departments would be reduced by one position each. The Affirmative Action Consultants' hours will also be reduced in FY 2013-2014.

The Committee discussed departmental issues, skills sets and responsibilities, changing workforce, Town initiatives, the hiring process and timeline, and the effects of recent personnel changes.

Upon a motion by Mr. Johnson, seconded by Ms. Kiernan, the Committee voted 4-0 to approve the addition of the new position of the Employee Development, Performance, and Compensation Manager to the Human Resources Department, as recommended in the First Selectman's FY 2013-2014 Budget.

**6. M&C Performance/Compensation Review Update**

Ms. Pepe reviewed work under way by Buck Consultants to improve the M&C performance and compensation programs. The consultant's work is expected to be completed by the end of March.

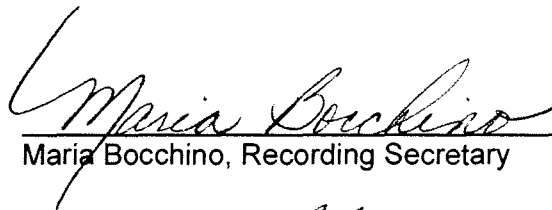
**7. Elected Officials and M&C Salary Rate Discussion**

Ms. Pepe provided market salary information including general industry, public sector and union merit increases. The Committee also reviewed Bureau of Labor Statistics Consumer Price Indices and historical Town of Greenwich salary changes.

**8. Items for Future Discussion**

The Committee decided to continue the discussion on Elected Officials and M&C Salary Rate recommendations to the next scheduled Human Resources Committee Meeting on Tuesday, February 19, 2013 at 3:00 P.M. in the Gisborne Room.

Upon a motion by Ms. Kiernan, seconded by Ms. Tarkington, the Committee voted unanimously to adjourn the meeting at 5:51 P.M.

  
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Maria Bocchino, Recording Secretary

  
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Marc V. Johnson, HR Committee Chairman