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

Tuesday, February 17, 2015

Committee Present:  
Nancy Weissler, Chairman; William Drake, Randall Huffman, Mary Lee A. Kiernan

Staff:  
Peter Mynarski, Comptroller; Roland Geiger, Budget Director; Mary Pepe, Director, Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Cicile Brown, Employee Professional Performance and Compensation Manager; Gina Williams, Ass’t Director, BOE Human Resources; Chief Jim Heaverly, Police Department; Robert Kick, Ass’t Fire Chief; Thomas Klein, Director Information Technology; Melissa Jones, Senior Business Analyst; Caroline Baisley, Director of Health

Board:  
Michael S. Mason, BET Chairman

Other:  
Barbara O’Neill, Chair, Board of Education; Steve Warzoha, Member RTM

The meeting was called to order at 2:08 P.M.

Ms. Weissler welcomed the public and thanked attendees for adding an extra meeting to their schedule.

1. **Human Capital Management System Update**  
   Order of Business Changed to accommodate HR schedule.

2. **Discussion of and Vote on Proposed New Positions in the 2015-2016 Budget**

   Ms. Weissler commented that the in the First Selectman’s budget, he has proposed the reduction or elimination of certain positions to at least partially offset the proposed additions and that should be factored into the Committee’s votes.

   - **HR: Part-Time Safety Analyst**

      Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 4-0 to retain the position in the First Selectman’s Budget and forward their recommendation to the BET Budget Committee.

Committee comments:  Ms. Weissler commented that she thought HR had made a convincing argument that the hiring of a part-time safety analyst would be more productive than outsourcing this service to an independent firm and that this result had been confirmed by the pilot that had been conducted.
• Health: Part-Time Public Health Educator

Upon a Motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 1-3 (Opposed: Weissler, Drake, Kiernan) to retain the position in the First Selectman's Budget and forward their recommendation to the BET Budget Committee.

Committee comments: In support of the request, Mr. Huffman commented that this position was fulfilling an important role and that the Town could no longer count on grants to fund it. Ms. Weissler acknowledged the importance of the role but encouraged the Department to reallocate resources to meet the need. Ms. Kiernan encouraged the Department to pursue alternative cost-effective approaches to increasing their communication efforts.

• IT: Network Specialist

Upon a motion by Mr. Drake, seconded by Mr. Huffman, the Committee voted 4-0 to retain the position in the First Selectman's Budget and forward their recommendation to the BET Budget Committee.

Committee comments: Ms. Weissler indicated that she thought the position was necessary to support the VOIP rollout and ongoing operation as well as support a more efficient document management system. Ms. Kiernan noted that while the consultant's recent review of the TOG IT function had recommended a focus on outsourcing to meet the Town needs, she would support the request to support the VOIP project. She requested that IT report back at a later date on how this position was working out.

• IT: Technology Solutions Specialist

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to retain the position in the First Selectman's Budget and forward their recommendation to the BET Budget Committee.

Committee comments: Committee members were unanimous in their support for this position.

• Police: Scheduling Coordinator

Upon a motion by Ms. Kiernan, seconded by Mr. Huffman, the Committee voted 4-0 to retain the position in the First Selectman's Budget and forward their recommendation to the BET Budget Committee.

Committee comments: Mr. Huffman indicated that he thought that this new position would be an important resource for the Department. Ms. Kiernan noted that the incremental revenues would cover the salary and benefits cost of the position and that it was consistent with best practices in other police departments.

3. Discussion of and Vote on Fire's Proposal for Captain Upgrades
Upon a Motion by Ms. Weissler, seconded by Mr. Drake, discussion was opened on the topic.

Ms. Kiernan noted that she thought the most serious deficiency in Fire coverage in the Town was in the Northwest, where the ISO rating was an 8B—much worse than the 4 rating south of the Merritt. She said that this change in leadership structure did not address this deficiency. Mr. Drake noted that Fire had received the highest customer satisfaction ratings in the recent Town survey and that the Town faced significant budget pressures this year. Ms. Weissler noted that the Town’s ISO rating would soon be reviewed and that she would be in favor of considering some of these larger strategic decisions after that has been completed. In support of the motion, Mr. Huffman stated that he thought that the Fire Department’s leadership should have the autonomy to make their own organization structure decisions.

The Committee voted 1-3 (Opposed: Weissler, Drake, Kiernan) to retain the position in the First Selectman’s Budget and forward their recommendation to the BET Budget Committee.

1. **Human Capital Management System Update**

Ms. Pepe updated the Committee on the ADP implementation issues. She noted that the solution to the General Ledger issue was in test mode and that progress had been made in resolving the vendor file problems. More work was required to address the Treasury issues and to develop the required reporting function. Ms. Pepe commented that there are still significant cultural issues to overcome for successful implementation.

Mr. Huffman asked for an estimate on the length of time needed to completely resolve the issues satisfactorily. Ms. Pepe commented that the system issues would probably be resolved within the next month whereas the cultural challenges would require more time. Mr. Drake and Ms. Kiernan asked what more support was needed. Mr. Drake stated that the Town’s top leadership should ensure that the appropriate resources are directed to seeing the project to completion. Ms. Weissler suggested that an additional investment in a technical consulting resource should be considered.

4. **Items for future discussion**

None

5. **Adjournment**

Ms. Weissler adjourned the meeting at 3:00 P.M.

The next Human Resource Committee meeting is scheduled for March 5, 2015 at 3:00 P.M. in the Cone Room.

Catherine Sidor, Recording Secretary