

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

MINUTES – Evaristo Conference Room

Friday, February 12, 2010

Committee: Jim Campbell, Chairman; Michael Mason, Larry Simon, Randall Huffman  
(Mr. Huffman arrived at 3:43 P.M.)

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Maureen Kast, Human Resources Director; John Crary, Town Administrator; Jane Anderson, Interim Director, BOE Human Resources; Jim Lavin, Retirement Plans Administrator

The meeting was called to order at 3:35 P.M.

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

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 3-0 to accept the January 20, 2010 Minutes.

**2. Conformance of TOO to Retirement Incentive Program**

The Committee reviewed the Vacant Position Listing as of February 4, 2010. In response to Mr. Campbell, Mr. Crary stated that all of the current vacant positions remain in the FY2010-2011 Budget. Mr. Geiger stated that in the Department of Social Services the following changes were made:

- Two Social Services healthcare provider positions have been removed;
- One part-time position was turned into a full-time Administration Officer position.
- Social Services is down by one and one-half positions in the FY11 Budget.

Mr. Crary stated that the Superintendent of Fleet Operations has been removed from the TOO for FY2010-2011. The Senior Center transferred one full-time custodian to Building Construction and Maintenance), added a full-time Program Coordinator, outsourced the food contract for \$84,000, and eliminated two part-time positions. Mr. Simon stated that there should be a separate discussion regarding the Cook at the Senior Center. Ms. Anderson stated that the BOE, due to some inconsistencies in the numbers, will be sending updated budget data to the Finance Dept. and some discussion followed regarding the Evolve program. Instructional staff is not included in the vacancy report. All the remaining vacant positions are included in the FY2010-2011 budget.

Mr. Crary stated that the First Selectman's recommendation is to keep the current positions in the FY2010-2011 budget. A discussion followed regarding adjustments to the TOO regarding early retirement and vacant positions, and the funding process. Mr. Crary stated that there is \$186,000 savings each month due to vacancies. Mr. Simon stated that one of the goals of the retirement incentive program was to eliminate positions. Mr. Mason stated that the Department Heads have been encouraged to reconfigure positions, to reorganize, and to try to find operational efficiencies in order to reduce operating costs.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 effective July 1, 2010, that those positions the departments do not intend to fill will be left on the Table of Organization, that the salaries for such positions will be frozen, and that a request be made to the full BET to delegate back to this Committee the authority to release such funds upon approval of an application to do so

### **3. Discussion of Unemployment Expenses**

The Committee reviewed the Unemployment Expenses by Department and Category for FY2009-2010 and the Unemployment Expenses Report ending November 2009. Total unemployment expense is \$208,814 for the first five months of FY10. Mr. Mynarski stated there is a six-month period during which the Federal Government takes over the benefits. Mr. Simon suggested discussing the substitute teachers, part-time/temporary, and seasonal unemployment expenses as separate categories of concern. Ms. Kast stated that the seasonal employees and the substitute teachers are the greatest expense. Ms. Anderson stated that the BOE is aware of and is addressing the substitute teacher's unemployment issue by meeting with Consultech staff in March 2010 in order to change procedures to help eliminate their ability to request unemployment. Mr. Campbell requested two years of summary data to help the Committee understand the expense associated with each category of unemployment expense.

Ms. Kast stated that part of the problem is that the CT State Department of Unemployment is very much in favor of the employee, not the employer and it is rare that funds are returned whenever a claim is contested. Mr. Mynarski stated that the bill comes 45-60 days after the claim is paid. Ms. Kast stated that other municipalities charge the expenses back to the departments and then it is incumbent on the department to then manage it themselves. Mr. Simon suggested that the BOE report regarding substitute teachers' unemployment expenses at the next Committee meeting, and the Parks & Recreation Department report as well

A discussion followed regarding long-term funding, withholding payment, possible reorganization of temporary/seasonal employment, and the cost of temporary/seasonal employees.

### **4. Status of M/C Performance Evaluations**

The Hay Group Sample Salary Increase Guide and the Amended M/C and Elected Employee Classification and Salary Schedule, Market Adjusted January 2009 List were reviewed by the Committee. Ms. Kast stated that the percentages used would be what

the Town could afford in any given year. Mr. Simon stated that assuming the total increases come out to \$200,000 and we have \$150,000, everyone would get 75% of the increase that would come off the chart.

Ms. Kast stated that the new performance guidelines have been implemented, Senior staff has been reminded that this is the time of the year in which to move to the Hay performance guidelines, their annual increase is based upon this, there is an in-house training team comprised of the Fire Chief, the Director of Perrot Library, MaryJo Iannuccilli of Human Resources, and Al Cava, that has trained the appointing authorities, the department heads, and the M/C employees, and is available for additional training with this process. Finally, everyone's evaluation will then be reviewed by Human Resources for consistency and adherence to the process, and then the applicable pay raised will be taken from the grid. This year there is about \$150,000 in the budget for these raises. Looking at the pay scale, the significant piece to the grid is the Comp Ratio. There is \$6,231,942 in M/C salaries and 2.5% of that was calculated to be available for merit performance increases.

Mr. Simon stated that if you take the percentages within the grid and change or lower them, so that at the end of the evaluation process you would generate \$150,000, it would be difficult, because it is unknown what percentage and which people will fall into each category. Ms. Kast agreed and stated that the percentages will not be changed until reviews start to come back, then given everyone's performance rating, how does the \$150,000 get distributed. Mr. Simon stated that all the increases be pro-rated to the \$150,000. A discussion followed regarding calculations, implementation of the increases, and clarification of eligible BOE employees. Mr. Simon also suggested that HR establish one percentage in each cell of the grid instead of a range. The suggested value was the mid-point of the two numbers in the cell.

##### **5. Establishment of Disability Retirement Advisory Board**

This item was taken out of order.

Mr. Lavin referred to the Town Charter Article 14, the sections concerning Disability Retirement, and gave an overview of the Disability Retirement process. Recommendations are made by an independent Medical Examiner and the reports are reviewed in Executive Session during the Retirement Board's monthly meeting. These reports can be very technical and heavy with medical jargon. The current Retirement Board is at times uncomfortable with this process and would welcome further assistance with Disability Retirement cases.

Ms. Kast stated that ordinary disability retirement needs to be separated from accidental disability retirement. In terms of cost, the biggest portion of the Town's expense is on the accidental disability retirement, which is only available to people who have been injured on the job. Mr. Lavin stated that in order to get ordinary disability retirement, an employee must be employed by the Town for twelve years. Ms. Kast stated that she has not offered accidental disability to any employee who is not vested (employed for five years). A discussion followed regarding the accident disability claims, independent medical examiners, recommendations based on various medical reports, length of employment upon injury and retirement, the disability retirement process, and reviewing current disabilities beneficiaries.

Examples of different cases were given by Mr. Mynarski and Ms. Kast. Ms. Kast suggested using some of the physicians from Occupational Health and someone from CIRMA on the Board, to review the independent medical exams.

Mr. Campbell stated that a proposal should be brought to the Committee's next meeting. Mr. Simon suggested the specific identification of the skills wanted for the Board, such as a physician, someone who has a personnel background, and someone who is well versed in Workers Compensation and Disability. It was further noted that the Charter allows the Retirement Board to insist upon periodic medical reviews of the continued disability of any recipient of ordinary or accident disability retirement benefits and that the Board should consider implementing such reviews as a matter of standard practice.

## **6. Discussion of HR Reports**

All HR Reports were discussed under the Unemployment Expense agenda item.

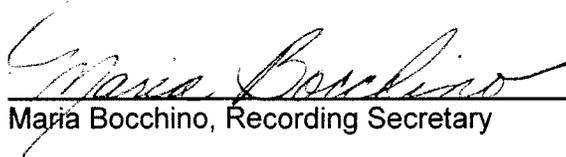
## **7. New Topics**

The Committee decided on Operational Plan Review assignments as follows:

Mr. Simon - Labor Relations, IT  
Mr. Huffman – Human Resources, Registrar  
Mr. Campbell – Town Clerk  
Mr. Mason – Library, Perrot

After review, written comments regarding the quality and consistency of the Operational Plan are to be circulated to the Committee members prior to February 22, 2010.

There being no further business before the Committee, the meeting was adjourned at 5:17 P.M.

  
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Maria Bocchino, Recording Secretary

  
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Jim Campbell, HR Committee Chairman