

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

Thursday, March 8, 2012

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

Board: Michael Mason, Joseph Pellegrino, Jeffrey Ramer

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Dustin Anderson, Administrative Manager, Selectmen's Office; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Robert Lichtenfeld, Human Resources Director, Board of Education; Regina Williams, Assistant Director of Human Resources, Board of Education; Fred DeCaro, Registrar of Voters

Other: Barbara O'Neill, Board of Education

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

Mr. Johnson welcomed Ms. Pepe, and brief introductions were made.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 4-0 to approve the minutes from the February 14, 2012, Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of March 5, 2012, which showed a total of 48 vacancies. Ms. Iannuccilli reported that four candidates have been invited to interview for the position of Tax Assessor on March 21, 2012, and the interview committee is composed of two BET members, the Comptroller, the Town Administrator, as well as an Assessor from another municipality.

A discussion followed regarding the Special Project Manager position, conversion of the Town Clerk's office Administrative Staff Assistant II position, the Police Payroll Processor, the Building Construction Inspector reposting, and the Tree Climbers vacancies.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2010-2011 and FY 2011-2012 through December 31, 2011; and the Unemployment Charges by Department as of December, 2011, showing FY 2011-2012 vs. FY 2010-2011. Ms. Williams reported that she represented the District opposition in New York State, and that claim was withdrawn.

A discussion followed regarding the certified non-renewals, Public Works increase, the difficulties controlling the expenses, and the State of CT requirements.

3. Risk Manager, WC Specialist Update

Mr. Mynarski stated that the Risk Manager position was filled as of February 27, 2012. Mr. Mynarski also reported that after meeting with Ms. Pepe, the Workers' Compensation Technician posting was put on hold, and he, Ms. Pepe, Ron Lalli, and Al Cava will meet to discuss the requirements and possibly re-define the position.

Ms. Pepe stated that she requested that the position be put on hold, in order to understand the goal, and that this may require two positions; one to effectively manage, process and coordinate the claims and another to focus on safety and prevention. A brief discussion followed regarding the current job description and functions, timeline, CIRMA, and Hay recommendations.

4. Elected Officials Salaries for 2012-2013 Budget

Mr. Johnson stated that the Committee recommends the Elected Officials' salary increases prior to their election, and the salaries of the First Selectmen, Selectmen, Tax Collector, and Town Clerk, were increased by 1.75% in the current year and 1.5% next year. Mr. Johnson also stated that this year the Registrars of Voters are up for election, so the Committee is required to determine the salary levels, in order to make recommendations to the BET.

Mr. DeCaro presented a Comparison of Registrar Salaries and Benefits with Similar Municipalities, and a formal process proposal, to the Committee. Mr. DeCaro also gave an overview of the Registrars' duties and responsibilities. A lengthy discussion followed regarding staffing, State of CT regulations, timekeeping, benefits and compensation, working relationships, the proposed budget and salary schedule, and economic concerns.

5. Human Resources Director Introduction


The recently appointed Director of Human Resources, Ms. Pepe gave an overview of her extensive public and private service background.

BET – HR Committee Topics Review

The Committee reviewed the 2012 BET HR Topics, highlighting the review and implementation of the Hay Study recommendations. A discussion followed regarding the HRIS System and Munis issues, budgetary effects of staffing requests or reductions, the position elimination process, the Table of Organization, and the M/C Employees'

evaluations process and Compensation Grid. Ms. Pepe shared comments regarding an examination of the current human resources and payroll processes.

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted unanimously to adjourn the meeting 6:30 P.M.



Maria Bocchino, Recording Secretary



Marc Johnson, HR Committee Chairman