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

MINUTES – Mazza Conference Room, 8:00 AM

Wednesday, March 14, 2007

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

Attendants: Peter Mynarski, Comptroller and Maureen Kast, Human Resources Director

The meeting was called to order at 8:08 A.M.

1. Approval of Human Resources (HR) Committee Minutes February 23, 2007

On a motion by Nancy Barton to approve the HR Committee minutes, as amended, for February 23, 2007, and seconded by Art Norton, the Committee voted to approve 4 to 0.

2. Schedule Update and Discussion of the HR Committee’s Input to the Fiscal Year 2007-2008 Budget

Mrs. Tarkington handed out the “Full Time Employees” worksheet for review by the Committee members updated for recommendations approved by the Budget Committee. It was noted that the footer date needed to be changed from February 23, 2007 to properly reflect the current status of the document. Mrs. Tarkington went over the headcount changes with the Committee. There was discussion about the non-public school nurses at the Brunswick School (sic) (the actual school discussed should be the Catholic School, located on North Street) and the Westchester Fairfield Hebrew Academy and the Town’s responsibility to fund these positions per State of Connecticut Statutes. The latter position was not in the Org. Chart data.

3. Update on M/C Pay Plan Study

Based on input from the M/C Pay Plan Committee, Maureen Kast contacted Hay to discuss cost concerns, especially as it relates to Hay’s proposed benefit analysis. Hay officials noted that they would attempt to modify the original RFP submission. They also added that one of the project leaders responding to the RFP and making the presentation was no longer associated with Hay. Ms. Kast responded to Hay that a replacement project leader, as verbally described, would be more than acceptable.
4. **Review of HR Schedules Prepared by the HR and Finance Departments.**

Maureen Kast handed out and discussed the “Reclassifications/Upgrades 06/07” handout. Board of Education employees dominated the reclassifications (17 of 18 positions upgraded/reclassified). Ms. Kast stated that these changes were the result of a study.

Nancy Barton inquired as to the possibility of obtaining an informal Table of Organization (T.O.O.) for Board of Education personnel, excluding certified staff. Ms. Kast stated that one already exists and she would produce it for the Committee.

The Committee discussed the number of vacancies in the Police Department. Committee members discussed the comment “Pending Open Seat At Academy” listed on the “Vacant Position Listing as of February 21, 2007” and inquired as to open slots. Ms. Kast wasn’t sure as to the reasons for the Town’s inability to get potential police candidates into the Police Academy. Ms. Kast added that it is expensive to recruit and fill these slots and that the Town loses good candidates for Police positions because of the wait for availability of obtaining police training positions. Mr. Norton indicated that he would contact Bill Nickerson regarding vacancies at the State of Connecticut Police Academy and report back to the Committee at the next meeting.

The members also inquired as to the reasons for 25 part-timers in the Police Department in both the February and March reports, and the 24 and 25 part-timers in the Department of Public Works in the February and March reports, respectively. Mr. Mynarski said he would research the matter and report back to the H.R. Committee.

5. **Old Business**

None discussed.

6. **New Business**

None discussed.

Upon a motion by Nancy Barton, seconded by Art Norton, the meeting adjourned at 8:17 A.M. on a vote of 4 to 0.

Peter Mynarski, Recording Secretary

Leslie Tarkington, HR Committee Chairman