

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

Wednesday, April 20, 2011

Committee: Jim Campbell, Chairman; Michael Mason, Randall Huffman,
Laurence Simon

Selectmen: Peter Tesei, First Selectman

Staff: Maureen Kast, Human Resources Director; John Crary, Town
Administrator; Peter Mynarski, Comptroller; Regina Williams, Human
Resources Assistant Director; Robert Lichtenfeld, Managing Director of
Operations, Board of Education

The meeting was called to order at 4:32 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the March 15, 2011, Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports March 2011

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through March 31, 2011 and Retiree Costs as of March 31, 2011, which showed a monthly savings of \$167,516.38 for March, 2011 and \$1,110,396.62 total savings over break even.

Vacant Position Listing

The Committee reviewed the Vacant Position Listing as of April 1, 2011, which showed a total of 42 vacancies. A brief discussion followed regarding Police retirement benefits and vacation accruals, and the Zoning Enforcement Officer position.

Unemployment Expense

The Committee reviewed the TOG Unemployment Expense by Category, showing FY 2009-2010 and FY 2010-2011 through January 31, 2011; and the Unemployment Charges by Department as of January 2011, showing FY 2010-2011 vs. FY 2009-2010. Ms. Kast presented an Unemployment Compensation Extended Benefits Program report and gave an overview of the plan. A discussion followed regarding extended benefits.

3. BOE Request for Human Resources Staff Specialist

Dr. Lichtenfeld explained that this request is to hire a new staff member in order to transition out the certified staff member currently holding the position of Personnel Specialist. The purpose is to reduce operational costs, as the new staff member would be hired at a salary significantly lower than that earned by the certified staff member currently in the position. The certified staff member, who has been in the position for over ten years, would return to teaching duties. Dr. Lichtenfeld gave an overview of the phase-out plan and the responsibilities of the employee, which include monitoring the teacher hiring and evaluation processes. Dr. Lichtenfeld stated that this position is in the budget and has Board approval. Mr. Simon noted that eleven years ago this position was refused by the BET, so the BOE had to fill the position with a certified staff member.

Ms. Williams stated that the duties and tasks should and can be done by a non-certified staff member. She also noted that this is a very specific job function and there are very specific tasks which include overseeing the State of CT TEAM program, the BEST program, professional development, teacher certification, and State reports.

Ms. Kast expressed strong concern over the proposal, stating that it is inappropriate to establish a new position while in the process of a review of the Human Resources Department. Ms. Kast also provided a Town/BOE Human Resources comparison chart and suggested hiring a temporary employee until the HR Study is completed. Ms. Kast stated that ultimately the establishment of a new position is her responsibility by Charter and she will not establish it with LIUNA without telling them up front that this may not be permanent due to the outcome of the HR Study. Ms. Kast also noted that she reports to the First Selectman and questioned whether the HR Committee should be taking up the proposal at this time.

A discussion followed regarding cost savings, credibility and bargaining union support, salaries and benefits, recruitment and retention, the HR Study, Human Resources functions and possible reorganization, and consideration of a temporary or permanent employee at this time.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 3-1-0 (Mr. Mason opposed) to approve the request.

4. MC Compensation Grid

The Committee reviewed the MC Compa-Ratio Grid and Smart Goals Report as of April 20, 2011. Mr. Campbell stated that a 1.75% increase was approved for the MC Employees; and a 1.75% increase for the first year and a 1.5% increase for the second year for Elected Officials.

Ms. Kast stated that if she does not have measurable Smart Goals by mid-May, then she cannot process them for a raise.

A discussion followed regarding rankings, improvement of formulation and content of the Smart Goals, incentives, and the rating system.

5. Discussion of Proposed Increases for Police Department Captains

The Committee reviewed the Police Captains salary increase grid. Ms. Kast gave an overview the Smart Goals, evaluation, and salary increase process concerning the four Police Captains. A brief discussion followed regarding retroactive pay, evaluations and review of the Smart Goals, salary differences, and withholding salary increases.

6. Administrative Consolidation Study: Establishment of Committee to Prepare RFP

Mr. Campbell stated that this study is included in the FY 2012 budget, and the purpose is to obtain greater efficiencies in first floor Town Hall space utilization by creating and implementing a unified pool of cross-trained employees to move between Town departments based on their needs.

Mr. Simon stated that different departments have different peak periods and staff temporary employees for these times, but having a group of people well-trained in these areas would be a benefit to the Town. Mr. Simon also stated that we may look into having a centralized information desk on the first floor, in order to service the public more efficiently.

Mr. Tesei gave an overview of the different types of inquiries and telephone calls from citizens made to the Selectmen's Office.

A discussion followed regarding customer service, web-based information, bargaining agreements, elimination of positions, and cost and necessity for temporary employees.

The Committee selected to draft the ^{scope of services of the} RFP for the Administrative Consolidation Study will be Peter Tesei, John Crary, Randy Huffman, Mike Mason, and Al Cava.

7. Healthcare RFP Status

Ms. Kast reported that an RFP for the medical piece of Healthcare will be put out on May 2, 2011. Responses will be due on June 10, 2011, with a final decision to be made by July 15, 2011. A change of vendor will not occur until January, 2012. Ms. Kast stated that we are looking for a healthcare bid on the entire Town's medical healthcare benefits, a proposal which would include both a fully-insured environment and a self-insured environment. Ms. Kast will provide a draft of the RFP to the Committee.

A discussion followed regarding strategies and the design of the HSA high deductible plan, Rx plans, ERRP funds, wellness programs, rates and 12/24 month comparisons, bargaining agreements and negotiated healthcare coverage thresholds.

8. Committee Calendar for Monthly Topics

This item was postponed.

9. Other Business

There being no further business before the Committee, the meeting was adjourned at 6:23 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman