

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

MINUTES – Cone Room

Tuesday, May 11, 2010

Committee: Jim Campbell, Chairman; Michael Mason, Randall Huffman,  
Larry Simon (4:39 P.M. arrival)

Selectmen: Peter Tesei, First Selectman; Drew Marzullo

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Maureen Kast, Human Resources Director; John Crary, Town Administrator; Robert Lichtenfeld, Managing Director of Operations; Jane Anderson, Human Resources Director; Regina Williams, Assistant Human Resources Director, Board of Education; Carmela Budkins, Town Clerk

The meeting was called to order at 4:37 P.M.

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

Upon a motion by Mr. Mason, seconded by Mr. Huffman, the Committee voted 3-0 to approve the April 12, 2010 Minutes.

**2. Review of monthly HR Reports**

Unemployment Expenses

The Committee reviewed the TOG Unemployment Expenses February 2010. Ms. Kast gave an overview of an unemployment claim. Ms. Williams stated that the substitute teachers making claims have changed from January to February and explained the different types of substitutes, and reasons for claims. Ms. Anderson stated that, since meeting with Consultech, the BOE has implemented systems in order to reduce the number of claims that substitutes would be able to make. Ms. Kast stated that Consultech has not provided a requested report concerning protested claims. A discussion followed regarding protesting claims and reduction of claims. Mr. Simon recommended charging unemployment expenses related to golf course employees to the Golf Course Revolving Fund, as is done with Nathaniel Witherell.

Vacant Positions

The Committee reviewed the Vacant Positions Listing as of May 3, 2010.

**3. Discussion of HR Study by internal resources**

Mr. Crary reported that, as he had indicated in April, no action has been taken since the last meeting, and that he planned to begin work on the study in June with a targeted completion date of September. Mr. Simon emphasized the importance of uniform policies concerning payroll, salaries, and a pay plan. Mr. Crary noted that the only areas that are not integrated with the HR central payroll are Police, Fire, and the Library. Ms. Kast added that the Fire Dept. payroll will be integrated with the HR central payroll within the next three months.

Mr. Crary gave a brief overview of the proposed study. A discussion followed regarding difficulties with the Police Department payroll, the purpose of the study, payroll employees, timeline, and the role of the BOE.

#### **4. Status of proposed Retirement Disability Review Board**

Ms. Kast presented a proposed solution for decisions regarding requests for Disability Retirement to the Committee for review. A brief discussion followed regarding changes to the document, and the internal appeal process.

#### **5. Review of Implementation of Defined Contribution Plan Resolutions**

The Committee reviewed the Human Resources Policy re: Managerial/Confidential and Elected benefits, Section 600.1, Revision July 1, 2010. A brief discussion followed regarding implementation and hire dates. It was agreed that that the revised Policy reflected in full the substance and intent of the March 2010 BET Resolutions on this subject.

#### **6. Proposal for Increased Staffing – Town Clerk**

This item was taken out of order.

Ms. Budkins stated that her office is requesting funding for 2010-11 for two part-time clerical positions, each at 15 hours/week. She noted that, in the past year, the number of fulltime employees in the Town Clerk's office had been reduced from 8 to 6, due to one lay-off and one retirement, and that workload was not being met, in particular the need to staff counters in the regular Clerk's office upstairs and at the downstairs location for vital statistics. A discussion followed regarding coverage in the Clerk's office, workload, shared services, employee costs and savings.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to recommend a transfer of \$31,200 from A901-59760 to A150-51300 for FY11 and forward it to the Board of Estimate and Taxation as a routine application.

#### **7. Discussion of Strategy re: Healthcare**

This item was postponed.

8. Other Business

M/C Evaluations

Ms. Kast reported that to date she has received three or four of the 53 evaluations. Ms. Kast stated that in learning the process, and by doing her own self-evaluation, she has streamlined the process, which should take the reviewer approximately 45 minutes to complete for each employee. A brief discussion followed regarding the funding process of the salary increases.

There being no further business before the Committee, the meeting was adjourned at 6:11 P.M.

  
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Maria Bocchino, Recording Secretary

  
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Jim Campbell, HR Committee Chairman