Present:

Working Group Members:

Joseph Pellegrino, Board of Estimate and Taxation Chairman, Mary Lee Kiernan, Board of Estimate and Taxation, Mary Pepe, Town Director of Human Resources, Robert Lichtenfeld, BOE Director of Human Resources, Peter von Braun, BOE, Barbara O'Neil, BOE.

Others:

Jeff Ramer, Robert Brady and Marc Johnson, BET Members, Peter Mynarski, Comptroller, John Crary, Town Administrator, Maria Bocchino, HR System Specialist BOE, Mary Jo Iannuccilli, Assistant Director of Human Resources, Tori Walker, Payroll Systems Administrator, Mary Ann Hohl, HR System Specialist Dustin Anderson, Special Projects Coordinator, Larry Simon, Former BET Member

Mr. Pellegrino called the meeting to order at 10:05 A.M.

1. Approval of BET TOG/BOE Working Group Minutes, May 16, 2012

Ms. Kiernan made a motion to approve the May 16, 2012 minutes, seconded by Ms. Pepe. The minutes were approved on a vote of 5 to 0. Mr. von Braun was not present to vote on the minutes.

2. Review of Human Resources Information Technology Systems and Procedures

Mr. Pellegrino started the conversation by refreshing everyone's memory that the intent of the meeting was to discuss the Information Technology (IT) functions on the Town and Board of Education. He instructed each Human Resources Department to bring someone familiar with the IT function who could address questions posed at the meeting.

Mr. Lichtenfeld referred to a memorandum, dated June 21, 2012, labeled "BOE Technology Needs", that was distributed electronically and in hard copy. Ms. Pepe stated she would refer to her notes and representatives from her Human Resources Department.

Mr. Lichtenfeld and Ms. Bocchino made representation about the limitations of the current MUNIS software being used by the Town and Board of Education, Others in
attendance joined in and the overall tenor of the discussions appeared to present the MUNIS software application as being very limited and not meeting the Town and BOE’s needs. There were several questions relative to the IT functions. However, there were no representatives from either the Town of BOE’s IT Departments to answer some of the questions posed. Mr. Pellegrino asked and was informed that the BOE has its own IT Department.

**Mr. Pellegrino made an informational request to the two HR Departments to provide this Working Group with a list of all of their data requirements for the next meeting.**

Ms. Pepe stated that she had been working on reviewing potential payroll providers and had contacted three firms. One of the firms, MUNIS, claimed they would not be available to meet with Town representatives until the end of July 2012. Mr. Pellegrino found their response unacceptable and demanded a more appropriate response form MUNIS.

Mr. Pellegrino and Mr. Brady inquired about the status of the ongoing Strategic IT Review. Mr. Crary informed the Working Group that the Town had selected a vendor, Barry Dunn, and there was a user group meeting scheduled for July 11, 2012 to start the review.

Mr. Pellegrino concluded this portion of the meeting and turned to the next item on the agenda.


Ms. Pepe distributed a copy of the Process Mapping Report, prepared by Traaen & Associates, LLC. The Working Group, led by Ms. Pepe went through some of the findings in the report that centered on the Town’s 1) Payroll Process, 2) Recruitment Process and 3) Retirement Process relative to the HR Department. Ms. Pepe conceded that there is general unhappiness with the hiring process.

Ms. Pepe informed the Working Group that the consultant would be expanding the scope of the review and performing a further review.

Mr. Pellegrino concluded this part of the meeting and asked the Working Group for suggestions for the next meeting. Ms. Kiernan reminded everyone that they were still waiting for a legal opinion form Mr. Wayne Fox, Town Attorney, on the legality of combining the two HR Departments and further clearances on certain other Charter interpretations relatives to these matters.

Mr. Pellegrino stated that the next meeting will deal with “who is doing what and why”.
Mr. von Braun made a motion to adjourn the meeting, seconded by Mr. Lichtenfeld. The Meeting was adjourned at 11:45 am on a vote of 6 to 0.

Respectfully submitted,

Peter Mynarski, Recording Secretary

Joseph Pellegrino, Co-Chairman