

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

Tuesday, July 9, 2013

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

Board: Michael Mason

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Erica Mahoney, Workers' Compensation Administrator

The meeting was called to order at 4:33 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the June 11, 2013, Regular Human Resources Committee Meeting.

2. Review of monthly HR Reports

Workers' Compensation Loss Report

The Committee reviewed the June 2013 Workers' Compensation Losses by Injury Type; and the May 2013 Compensation Losses by Department showing 3 lost time and 28 total reported claims.

Ms. Mahoney gave an overview of the losses by injury type, highlighting the decrease in lost time and catastrophic claims. The Committee briefly discussed tick bite claims.

Ms. Pepe shared comments concerning improved management of lost time, and the eventual need to hire an in-house Safety Manager, in order to enforce regulations and protocols. A discussion followed concerning OSHA clothing requirements, a Safety Managers' duties and responsibilities.

Ms. Pepe also reported that the contract for a third-party Workers' Compensation Administrator was awarded to CIRMA, for one more year.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of July 1, 2013, showing a total of 27 vacant positions. The Committee discussed Public Safety Dispatch and post-retirement employment.

3. Human Capital Management System Update

Ms. Pepe gave an update of selection process, highlighting pricing revisions, plans for a site visit, and reported that three vendors are being considered, contract negotiations are anticipated for August 2013, and implementation is anticipated to be completed by late June 2014.

4. Employee Development, Performance and Compensation Manager Update

Ms. Pepe reported that the posting for the new position ends July 10, 2013, thirty-three resumes have been submitted, so far, and if none are acceptable the position will be re-posted.

5. MC Performance Evaluation and Compensation Program Update

Ms. Pepe gave an overview of the July 1, 2013 MC Performance Evaluation and Compensation Program. She highlighted evaluation ratings, salary and high performance rate increases and total new salaries. A discussion followed regarding maximum levels, public safety MC employees, compression issues, performance review feedback, and potential program changes for the 2014-2015 year. The BET HR Committee thanked Ms. Pepe and Ms. Iannuccilli for their hard work reviewing and redesigning this important program.

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted 4-0 to approve the recommendations as presented, and being in compliance with the Budget Committee and BET's approval to set aside 2% for the MC employees' salary increase, effective July 1, 2013.

6. Items for Future Discussion

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted 4-0 to cancel the August 13, 2013 Human Resources Committee meeting.

The Committee voted unanimously to adjourn the meeting at 5:31 P.M.



Maria Bocchino, Recording Secretary



Marc V. Johnson, HR Committee Chairman