

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

MINUTES – Gisborne Room, 8:00 AM

Wednesday, September 12, 2007

Present:

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

Attendants: Peter Mynarski, Comptroller,  
Maureen Kast, Human Resources Director (arrived at 8:37 A.M.)  
Jim Lash, First Selectman (arrived at 8:30 A.M.)  
Board of Education Representatives; Dr. Betty Sternberg  
(Superintendent), Ellen Flanagan (Human Resources),  
Colleen Giambo and Nancy Weissler

The meeting was called to order at 8:03 A.M.

**1. Chairman, BOE and Superintendent of School Discussion of BOE M/C Pay Plan Compensation, and Bonus and 457 Plans**

Leslie Tarkington gave Board of Education officials an overview of the role of the BET HR Committee and discussed activities they are currently working on. Mrs. Tarkington informed the B.O.E. officials that the Committee is currently reviewing vacancies, the Management/Confidential Pay Plan Compensation study, recruitment concerns and various headcount studies provided by the Town's Human Resources and Finance Departments on a monthly basis.

Mrs. Tarkington questioned the B.O.E. officials on the creation and use of a 457 savings plan. Ellen Flanagan explained that it started with the B.O.E. attempting to include Dr. Sternberg in the Town's 457 plan. Mr. Peter Mynarski answered that it was legally determined that Dr. Sternberg was not a Town employee and that the Town had chosen not to open it up to non-Town employees, or in this case B.O.E. employees due to an increased workload due to servicing B.O.E. employees. Mrs. Ellen Flanagan informed the Committee that the B.O.E. opened its own 457 plan restricted to the superintendent and seven certified members on her staff. She further explained that the contributions are pre-tax.

Mrs. Tarkington then asked the B.O.E. officials to give an explanation of bonuses offered to certain B.O.E. employees. Mrs. Colleen Giambo stated that there are different bonuses for different workgroups. Mrs. Giambo offered the Director of Communications position

as an example. She explained how the position changed dramatically in terms of duties and responsibilities thereby warranting an increased bonus. Mrs. Giambo and Nancy Weissler explained the mechanics of the 1% bonus contained in the negotiated GOSA contract and attributed the basis for the bonuses to the former B.O.E. Superintendent Larry Leverett. Dr. Sternberg explained that the basis for the cabinet bonuses were tied into 45 success factors. The B.O.E. officials were requested to provide additional information further explaining the standards for awarding these bonuses.

Dr. Sternberg briefly discussed the criteria used to evaluate teachers for bonuses. Additional information explaining the criteria for evaluating teachers was requested and Ellen Flanagan noted that it would be provided. Mrs. Giambo went on to further explain the mechanics of the teacher's bonuses in comparison to the GOSA 1% bonuses.

The Committee turned the conversation over to a discussion on the apparent disparities between B.O.E. and Town management/confidential employees regarding pay raises, including the variance in compensation between the Town and B.O.E. budget directors. The Committee decided to formally request that the M/C questionnaires for applicable B.O.E. employees be filled out.

## **2. First Selectman Update on Human Resource Topics**

The First Selectman, Jim Lash gave the Committee a lengthy briefing on various personnel and budgetary topics. Mr. Lash stated the centralization of payroll processing has been expanded to include the Purchasing and Parking Services functions. He reported that there are now accounting procedures for recording overtime that will prevent overpayments and better accountability. He also offered that the centralization of payroll helped recognize the need for a change in paying workers' compensation claims.

Mr. Lash informed the Committee that the accounts payable reorganization is well on it's way in Finance.

Mr. Lash told the Committee that the Parks and Recreation benchmarking study would be performed in-house by the Special Projects Coordinator, Ron Lalli. The Town's new external Auditor, Blum & Shapiro, had been approached to determine their interest in this proposed project. They declined to participate due to potential conflicts with their auditing assignment.

Mr. Lash also informed the Committee that the physical restructuring of the second floor, involving Parks and Recreation, Finance and Planning and Zoning and other Land Use Departments would be starting in a few weeks.

Finally, Mr. Lash gave the Committee an update on the Public Facility capital project and stated the project was running smoothly with no delays or problems to date.

**3. Update on M/C Pay Plan Study**

Maureen Kast gave the Committee an update on the M/C Pay Plan Study. Ms. Kast stated that the Hay Group started their analysis and is implementing their scoring system based on questionnaires prepared for them by Town employees. The Hay Group has also contacted six other municipalities to conduct a salary and fringe benefit benchmarking study in conjunction with the overall M/C Pay Plan Study.

**4. Review of HR Schedules Prepared by the HR and Finance Departments Including BOE Administration T.O.O.**

Due to time constraints, the schedules prepared by Human Resources and Finance were reviewed but not discussed.

**5. Update on HR Department Training and HR Policy Manual Preparation**

Maureen Kast informed the Committee that she was not prepared to present an update on HR Department Training and the preparation of the HR Policy Manual due to current pressing workload requirements. Ms. Kast promised the Committee an update on training for the next HR Committee meeting.

Ms. Kast also informed the Committee that she was working with B.O.E. Human Resources Director, Ellen Flanagan, on a Town and B.O.E. code of conduct manual.

**6. Approval of Human Resources (HR) Committee Minutes**

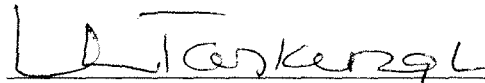
- a. June 14, 2007 – Nancy Barton offered a number of edits to the June 14, 2007 minutes. Nancy Barton moved approval of the June 14, 2007 minutes, as amended, Art Norton seconded and the minutes were approved 4 to 0, as amended.
- b. July 10, 2007 – the vote on approval of the July 10, 2007 minutes were deferred, pending the receipt of an amendment of the minutes from Ms. Barton. Mr. Mynarski would make the necessary adjustments and resubmit for approval at the October BET HR Committee meeting.

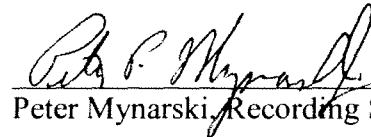
**7. Old Business – none discussed.**

8. **New Business** – Nancy Barton suggested that the Committee spend less time on reviewing the schedules prepared monthly by HR and Finance and more time on new topics. Ms. Barton stated that this was a very productive meeting and that the Committee identify one or more new issues or topics each month to discuss. The Committee agreed to include training as a topic at it's next meeting.

Mrs. Tarkington suggested to the Committee members that all of the 2008 HR Committee meetings be held; starting at 8:00 A.M. with the elimination of any nighttime starts. The meeting schedule will be set at a later date.

Upon a motion by Art Norton, seconded by Alma Rutgers, the meeting adjourned at 10:34 A.M., on a vote of 4 to 0.

  
Leslie Tarkington, HR Committee Chairman

  
Peter Mynarski, Recording Secretary