

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

Gisborne Conference Room

Tuesday, October 9, 2012

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

Board: Sean Goldrick, Michael Mason, Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; Erica Mahoney, Workers' Compensation Administrator; John Crary, Town Administrator; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Robert Lichtenfeld, Director of Human Resources, BOE

The meeting was called to order at 4:35 P.M.

1. Approval of Human Resources Committee Meeting Minutes

The Committee discussed content and amendments to the minutes.

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted 4-0 to approve the minutes from the September 6, 2012, Regular Human Resources Committee Meeting, as amended.

2. Review of monthly HR Reports

Unemployment Expense

The Committee reviewed the TOG Unemployment Charges by Department as of July, 2012, showing FY 2012-2013 vs. FY 2011-2012; and the Unemployment Expense by Category, showing FY 2011-2012 and FY 2012-2013 through July 31, 2012. A discussion followed regarding BOE substitutes, BAA temporary staff, and comparable data.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of October 1, 2012, which showed a total of 38 vacancies. Ms. Pepe reported that a consultant has been hired to review the hiring process, and shared comments concerning the revision of job descriptions and screening issues. A discussion followed regarding Fire Marshalls vacancies, delaying filling of vacancies.

3. Selectmen's Safety Council Update

Ms. Pepe shared comments concerning the expansion of the Safety Committee and their responsibilities, highlighting meetings, investigations, and remediation. The Committee reviewed the TOG Workers' Compensation Claims Costs for August, 2012;

the August 2012 Workers' Compensation Losses by Department; the Workers' Compensation Claims Detail Report as of August 31, 2012; and the Workers' Compensation Loss Analysis, showing policy years 2006-2007 to 2011-2012. Ms. Mahoney gave an overview of each of the reports.

A discussion followed regarding historical data, running costs, injuries, safety issues, possible fraud, closing claims and settlements.

4. TOG/BOE Working Group Committee Report

Ms. Kiernan reported that the drafted analysis and a set of recommendations, has been reviewed by the Law Department, and it is anticipated to be presented to the BET at the November meeting. Mr. Pellegrino stated that it is pending BOE input.

5. 331/CRM Bid/Implementation Update

Mr. Crary gave an update regarding the RFP process, and stated that implementation will begin with the Parks & Recreation Dept.

6. Registrar of Voters Salary Discussion

Mr. Johnson gave an overview of Registrars' of Voters comparable salaries data, and shared comments regarding the salary increase process, comparable data, budget and economic constraints. A discussion followed regarding staffing, elected officials' and comparable salaries, budget guidelines, and trends.

Upon a motion by Mr. Johnson, seconded by Ms. Kiernan, the Committee voted 4-0 to recommend to the full BET a salary increase for the Registrars' of Voters of 2.25%, effective January 1, 2013; and 2.0%, effective January 1, 2014.

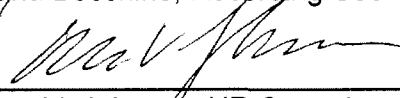
7. MC Performance/Compensation Process Review Update

Ms. Pepe gave an update of the RFP process to hire a consultant to review the MC Employees' Performance / Compensation Process and Grid. A discussion followed regarding the scope to the project, BOE input, SMART goals and performance, and review of classifications.

Upon a motion by Mr. Huffman, seconded by Ms. Tarkington, the Committee voted unanimously to adjourn the meeting 6:48 P.M.



Maria Bocchino, Recording Secretary



Marc V. Johnson, HR Committee Chairman