

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

MINUTES – Gisborne Room, 12:00 PM

Friday, October 12, 2007

Present:

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

Attendants: Peter Mynarski, Comptroller,
Maureen Kast, Human Resources Director
Jim Lash, First Selectman (arrived at 1:05 P.M.)
John Crary, Town Administrator

The meeting was called to order at 12:10 P.M.

1. Discussion of M/C Pay Plan Compensation Study

The new Town Administrator, John Crary, was introduced to the BET Human Resources Committee. All in attendance made introductory statements and welcoming comments. Maureen Kast informed the Committee that the Management/Confidential Pay Plan Compensation Study group met with the Hay Group. Ms. Kast stated that the Hay Group has received all applicable M/C Town of Greenwich job descriptions and all but two of the questionnaires passed out to be completed by the M/C members. Ms. Kast informed the Committee that the Hay Group had completed reviewing the first twenty-seven job descriptions, which it is discussing with the Study group. Once this discussion is complete for the first twenty-seven positions which were originally contracted for, the Hay Group will proceed with the remaining M/C positions.

Ms. Kast gave a brief history of the original reasons for the study and discussed the original Hay Group study in 2003 with Committee members. Ms. Kast discussed some of the initial findings from this study in general terms.

The Committee discussed the merits of the Town Treasurer being in the M/C plan. Ms. Kast offered that taking members out of one bargaining unit, like the LIUNA, would usually require a reciprocating give back to the affected bargaining unit.

Nancy Barton suggested that the Town should examine a way to keep the job descriptions current.

Ms. Kast also added that the Hay Group was still collecting information on the seven comparable Towns for benchmarking information. The Committee held a general discussion on the difficulties in trying to benchmark Greenwich with comparable communities. It was observed that some Towns outsource more than others. Mrs. Tarkington stated that, if outsourcing is employed, it also requires that the Town manage the services provided.

Finally, Ms. Kast said that the M/C study should be complete in 8 to 10 weeks.

Mrs. Tarkington requested that Ms. Kast supply the Committee with an update on the status summary of M/C evaluations and objectives on file. Ms. Kast offered to provide a summary of the information she has at this time.

2. HR Department Training Discussion, and Update HR Policy Manual Preparation

Maureen Kast handed out a listing of her FY 2008-2009 training plans. Ms. Kast responded to a question from Ms. Barton and offered a description and definition of the term “diversity training”. Ms. Barton asked Ms. Kast if she would offer diversity training every year. Ms. Kast answered that if she could or did, she would vary the workshops from year to year. In addition, Ms. Kast discussed workplace ethics training and why certain groups wouldn’t participate, such as the Police Department. She shared that the Police Department has advised the Human Resources Department that they establish their own standards for ethics training and require that these standards be met.

Ms. Kast proceeded in describing what each training course meant, as listed on her “Summary of Training” handout. Mrs. Tarkington suggested that Ms. Kast adapt her training plan summary into a budgetary format to include how many employees would be trained and costs to support her budgetary requests. Ms. Kast stated she would deliver this information at the next HR Committee meeting.

3. Review of HR Schedules Prepared by the HR Department

Ms. Kast handed out and discussed the “Reclassification/Upgrades” schedule to the Committee.

4. Discussion of Proposed Risk Management Topic

Art Norton started the conversation by requesting more-detail on the definition of the risk management topic as presented in the discussion outline.

Due to time constraints, this topic was deferred to the next meeting.

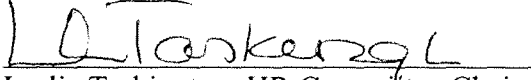
5. Approval of Human Resources (HR) Committee Minutes

- a. September 10, 2007 – On a motion by Nancy Barton, seconded by Art Norton, the September 10, 2007 minutes were approved 4 to 0.
- b. July 10, 2007 – On a motion by Nancy Barton, seconded by Art Norton, the July 10, 2007 minutes were approved 4 to 0.

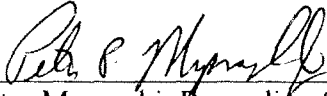
6. **Old Business** – None discussed.

7. **New Business** – Mrs. Tarkington will send out a proposed 2008 meeting schedule.

On a motion by Nancy Barton, seconded by Art Norton, a vote of 4 to 0 adjourned the meeting at 1:51 P.M.



Leslie Tarkington, HR Committee Chairman



Peter Mynarski, Recording Secretary