

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

Tuesday, October 12, 2010

Committee: Jim Campbell, Chairman; Michael Mason, Randall Huffman,
Laurence Simon

Board: Nancy Barton

Staff: Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director;
John Crary, Town Administrator; Regina Williams, Human Resources
Assistant Director, Board of Education; Alan Barry, Commissioner,
Department of Social Services

Other: Kimberly Terrenoire, Chairman; Rebecca Wayland, Vice Chairman, Board
of Social Services

The meeting was called to order at 4:31 P.M.

1. Approval of Human Resources Committee Meeting Minutes

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee
voted 4-0 to approve the September 9, 2010 Minutes.

2. Review of monthly HR Reports October 2010

Vacant Positions

The Committee reviewed the Vacant Positions Listings as of October 1, 2010. Ms. Kast explained that three of the five Police Officer vacancies have been approved to be filled at this time, and two have been hired. Filling the position of the Director of Risk Management, which is currently responsible for Workers Compensation, is being held vacant pending the acceptance of the HR Department Study. The Commissioner of Public Works is holding the Highway Department vacancies pending the completion of a reorganization plan, which will be done in the Spring 2011. The P&Z Commission will assume full responsibility for the Zoning Enforcement function, which will include the Zoning Enforcement Officer and two Zoning Inspectors. A candidate for the Zoning Enforcement Officer has been identified and an offer has been made.

Retirement Incentive Savings

The Committee reviewed the Retirement Incentive Savings through September 30, 2010 and Retiree Costs as of September 30, 2010, which showed a monthly savings of \$171,260.62 for September, 2010. Mr. Crary stated that the savings rate will slowly go

down, but we are still at a very healthy rate. Several of the positions will remain open and at some point be discontinued.

Unemployment Expenses

The Committee reviewed the TOG Unemployment Expenses July 2010. Ms. Williams requested clarification of the department code used for Instructional Aides and the expenses charged to Student Activities.

3. Department of Social Services – Organizational Report

Ms. Terrenoire, Ms. Wayland, and Dr. Barry presented an overview of the Social Services Strategic Plan to the Committee. A brief discussion followed regarding reorganization, funding, vacant positions, and cost savings. A follow-up report will be presented to the Committee in December, including the Evolve system. Mr. Mason requested including the actual T.O.O. costs.

4. Update on Human Resources Department Study

Mr. Cray reported that the HR Department Study is complete and a draft report has been sent to the HR Study Committee for their review. The HR Study Committee members are John Cray, Town Administrator; Peter Mynarski, Comptroller; Maureen Kast, Human Resources Director; Jim Lavin, Retirement Plans Administrator; Dustin Anderson, Executive Assistant; Ron Lalli, Special Projects Manager; and Al Cava, Director of Labor Relations.

Mr. Cray stated that payroll, workers compensation, insurance coverage, labor relations, retirement programs, space utilization, original goals and accomplishments, were reviewed by the Study Committee and approximately fifteen different specific recommendations are identified in the report. A discussion followed regarding Workers Compensation.

Mr. Cray stated that the report will be submitted to the BET HR Committee for review by Wednesday, October 13th, and a discussion of the report will be held on Thursday, October 14, 2010 at 3:00 P.M at the Committee's scheduled Special Meeting.

5. Other Business

Discussion Topics

The Committee reviewed and discussed a list of suggested agenda topics for future Committee meetings.

6. Approval of 2011 Committee Meeting Schedule

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the 2011 Meeting Schedule.

There being no further business before the Committee, the meeting was adjourned at 5:58 P.M.



Maria Bocchino, Recording Secretary



Jim Campbell, HR Committee Chairman