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

MINUTES – Gisborne Room, 8:00 A.M.

Wednesday, December 12, 2007

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

Attendants: Peter Mynarski, Comptroller,
Maureen Kast, Human Resources Director
Peter Tesei, First Selectman (arrived at 8:53 A.M.)
Dr. Victoria Anyikwa, Commission of Social Services

The meeting was called to order at 8:00 A.M.

1. **First Selectman Update on Human Resource Topics**

The First Selectman, Peter Tesei, discussed a variety of issues related to the FY 2008-2009 budget handed over to him from his predecessor, Jim Lash. Nancy Barton asked Mr. Tesei about the issues concerning Social Services headcount. Mr. Tesei offered an example relayed to him from Dr. Victoria Anyikwa, where one of her social services workers spent two days on one eviction case. Mr. Tesei’s and Dr. Anyikwa’s point was that statistics could be misleading when attempting to measure productivity.

Mr. Tesei stated he is busy preparing for several ongoing high-profile employment cases in the Police and Fire Departments.

The Committee thanked Mr. Tesei for coming and wished him the best in his new position as First Selectman.

2. **Discussion on M/C Pay Plan Compensation Study**

The conversation turned to the Management/Confidential study being done by the Hay Group. Leslie Tarkington informed the Committee that four of the five Board of Education M/C employees’ questionnaires have been sent to the Hay Group and the fifth has been promised for delivery shortly. Ms. Tarkington stated that the Hay Group would rank and slot all M/C positions in the organizational grid.

Art Norton talked about the recruitment process and the ability to promote from within. Maureen Kast stated that succession planning has been implemented by the Lash
administration, whereas it didn’t exist before. Mr. Norton offered examples where he felt succession planning existed previously, most notably in the area of Parks and Recreation.

Ms. Kast stated that there are two Hay Group meetings scheduled for December 13th and 17th. The December 13th meeting will deal with salaries and the December 17th meeting would deal with the benefits portion of the study. Ms. Kast informed the Committee that the Hay Group has provided her an early draft 40-page power point presentation, which will be presented as a draft to the Hay Group sub-committee.

3. **HR Department Training Discussion, and Update HR Policy Manual Preparation**

Ms. Kast discussed her training plans listed on documents passed out at the November 16, 2007 Human Resources Committee meeting. Nancy Barton questioned as to why employees go to Brigitte Cogswell instead of Human Resources when they have labor-related complaints or issues. Ms. Kast stated that it was a confidentiality issue. Employees don’t want to be seen going into the Human Resources area.

Ms. Tarkington asked if the budget for training had been established, as discussed in the previous month’s HR meeting. Ms. Kast informed the Committee that the agreed to figure of $150,000 for training as established at the November HR Committee meeting was submitted and that the $50,000 discussed for the policy manual preparation had been increased to $60,000. Ms. Kast stated that the update to the HR manual still needs a Request for Proposal to be developed and the money for the update will come from the fiscal year 2008-2009 budget.

4. **Review of HR Schedules Prepared by the HR Department**

Maureen Kast handed out the monthly “Vacant Positions Listing as of December 12, 2007” report. A general discussion ensued covering the various vacancies. There was a reference to the previous request by the Committee to the Town Administrator, John Crary, for a summary of the statistical documentation requests from Social Services, as he and Mr. Lash had requested. Mr. Tesei stated that he has started reviewing the overall budget passed on by the previous First Selectman, Jim Lash, and would offer insight at a later date.

5. **Discussion of Proposed Risk Management Topic**

Leslie Tarkington handed out an outline prepared by Nancy Barton of potential risk management topics defining the topics and where they fit in terms of jurisdiction. The Committee went over the outline in detail with a lengthy discussion on each topic.
6. **Approval of Human Resources Committee Minutes:**

   a. October 12, 2007 – On a motion by Nancy Barton, seconded by Art Norton, the Committee voted 4 to 0 to accept the October 12, 2007 minutes.

   b. November 16, 2007 – On a motion by Art Norton, seconded by Alma Rutgers, the Committee voted 4 to 0 to accept the November 16, 2007 minutes.

7. **New Business** – None discussed.

After the motion by Nancy Barton, seconded by Alma Rutgers, the Committee voted 4 to 0 to adjourn the meeting at 10:03 A.M.

Leslie Tarkington, HR Committee Chairman

Peter Mynarski, Recording Secretary