

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

MINUTES – Evaristo Meeting Room, 3<sup>rd</sup> Floor, 8:00 A.M.

Friday, September 12, 2008

Present:

Committee: Leslie Tarkington, Chairman  
Nancy Barton, Michael Mason, and William Kelly

Attendants: Peter Mynarski, Comptroller; Maureen Kast, H.R. Director;  
Roland Gieger, Budget Director; Nancy Weissler, Chairman,  
Board of Education, John Curtin, Assistant Superintendent,  
BOE; Dr. Sue Wallerstein, Assistant Superintendent, BOE;  
Don Fritz, M/C Pay Plan Committee Member; John Crary,  
Town Administrator; Peter Tesei, First Selectman

The meeting was called to order at 8:15 A.M.

**1. Approval of Human Resources Committee Minutes:**

- a. **July 18, 2008 Meeting** – On a motion by Ms. Barton, seconded by Mr. Kelly, the Committee voted 4 to 0 to approve the July 18, 2008 minutes.

**2. Discussion of M/C Pay Plan – Executive Session**

On a motion by Mr. Kelly, seconded by Mr. Mason, the HR Committee voted 4 to 0 to go into Executive Session at 8:16 A.M.

On a motion by Mr. Kelly, seconded by Ms. Barton, the HR Committee voted 4 to 0 to come out of Executive Session at 9:12 A.M.

**4. Discussion of HR Reports and Update on Training and Policy Manual**

A decision was made to take this item out of order.

Ms. Kast presented the Vacancy Position Listing as of September 5, 2008. Mr. Crary and Mr. Mason noted that although there has been a delay to fill vacancies per Mr. Tesei, there are a few exceptions that must be filled, such as within the Fire Department.

Ms. Tarkington shared that Al Cava will present the three exhibits including the Fiscal 2008 Total Earnings By Employee Group report at a future BET HR Committee Meeting.

Dr. Wallerstein and Mr. Curtin of the BOE joined the meeting at 9:17 A.M.

#### **5. Discussion of BOE Staffing**

Mr. Curtin discussed class size caps and the placement of teachers. Ms. Wallerstein said that the ratio is 10.2 – 1, and that the guidelines are decided by the Board of Education.

Ms. Tarkington remarked that the projection of student numbers has surprisingly declined this year by 40, regardless of the economic environment, which should have increased the number of students due to the flow from private schools. Mr. Curtin noted that there has been an increase at the high school level, especially in the junior and senior classes, and particularly from boarding schools, while some Glenville School students have transferred out into the private schools, particularly Stanwich School. Mr. Mason remarked that once the Hamilton Avenue School Project is complete, enrollment will increase there as well as there will be anticipated housing growth in that section of Town.

#### **6. Discussion of BOE Shared Services**

Mr. Mason stated that after meetings with the Selectmen and the Town Administrator the Shared Services Committee is starting to get traction and will be bringing forward models such as BOE custodial day-to-day, capital projects, school grounds and maintenance.

Mr. Crary noted that he has had several meetings with Dr. Wallerstein, Anthony Byrne, Director of Facilities, BOE, and Al Monelli, Superintendent of Building Construction and Maintenance. Mr. Monelli is in the process of drafting an options report for the committee's discussion.

Ms. Weissler and Dr. Wallerstein explained that the BOE had taken as a first step, the creation of a Facilities Commission. A discussion followed, joined by Mr. Mason, explaining the benefits of a Town-wide Municipal Construction Commission. A work-order system, data tracking, preventative maintenance plans, project base line reports, including square footage and custodial tallies, all of this information would improve the Town's process, while eliminating other committees for building projects such as the current Hamilton Avenue School Building Committee. The group expressed that this would be a huge step forward for the Town.

Ms. Tarkington added that standards also have to be established for Nathaniel Witherell, which is not currently included.

Dr. Wallerstein, Mr. Curtin and Ms. Weissler excused themselves at 9:49 A.M.

#### **4. Discussion of HR Reports and Update on Training and Policy Manual**

The committee once again returned to agenda item # 4.

Ms. Kast discussed the three future initiatives planned by HR. First will be "Diversity Training Part 2", then simultaneously "Preventing Harassment", and finally for supervisors and managers "Progressive Discipline". The first two training programs will begin at the end of September 2008 and run through April 2009, while Progressive Discipline will be offered in two sessions. The result will be an improved workplace and a reduction in litigation for the Town.

Mr. Tesei joined the meeting at 9:54 A.M.

Mr. Tesei added to the discussion the importance of temporary/seasonal staff behavior in relation to their direct contact with Town residents. Abbreviated versions of the planned initiatives should be mandatory for temporary staff also, since in many cases they are the initial contact many residents have with their Town government.

Ms. Tarkington reminded the group of the importance also of ethics training. In the past fiscal year there were one thousand three hundred and nine temporary employees.

#### **3. Discussion of 2008-2009 TOG: Full Time Equivalent (FTE) Employees and Definitions**

The group returned to agenda item # 3.

Mr. Gieger clarified his TOG Part Time Positions 2007 – 2008 Compared to 2006 – 2008 Report, noting that it was created at the end of the fiscal year and does not reflect changes in employee positions within the Town. As an example: a lifeguard becomes a substitute teacher once the summer season is completed.

Mr. Tesei excused himself at 9:59 A.M.

The report may indicate an increase as a result of full-time positions which were eliminated and replaced with part-time employees, mostly within the BOE.

Mr. Gieger mentioned that it is important to remember with this report presentation that some part-time employees receive fractional sick and vacation days, which in turn increases the hourly rates creating minor distortions.

Mr. Kelly recommended feed back from department heads to justify the report's numbers. Ms. Tarkington suggested an individual department review of the information with department heads in attendance at the BET HR Committee Meeting in October possibly. Mr. Kelly recommended that he and Mr. Gieger attempt to arrange for a few department heads to attend.

Mr. Mason concluded that the Town budgets are tight and part-time employees make up a large percentage of the labor cost.

A short discussion ended the meeting regarding the current practices of the BOE HR Department in relation to training initiatives conducted for teachers and substitutes. Ms. Kast stated that she is aware that sexual harassment training, as well as other topics, is offered during the BOE Teachers Orientation, in the fall prior to the start of the school year.

Upon a motion by Mr. Kelly, seconded by Ms. Barton the Committee voted 4 to 0 to adjourn the meeting at 10:17 A.M.

  
Leslie Tarkington, HR Committee Chairman

  
Elaine JV Brown, Recording Secretary