

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

MINUTES – Gisborne Conference Room, 8:00 A.M.

Wednesday, November 12, 2008

Committee: Leslie Tarkington, Chairman
Nancy Barton, Michael Mason, and William Kelly (8:04 AM)

Attendants: Peter Mynarski, Comptroller; Maureen Kast, Director of Human Resources; John Crary, Town Administrator; Al Cava, Director of Labor Relations; Nancy Weissler, Chairman, Board of Education; Gina Williams, Asst. Director, HR, BOE; Joseph Siciliano, Director, P&R; Thomas Greco, Manager Business Services Operations, P&R; Robert Stone, Member, BET; Don Heller, Chairman, P&Z & M/C Pay Plan Committee; Donald Fritz, M/C Pay Plan Working Committee

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

1. Approval of Human Resources Committee October 15, 2008 Meeting Minutes:

On a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 3 to 0 to approve the October 15, 2008 minutes.

Leslie Tarkington welcomed the Committee with a brief overview of the new posting process for meeting minutes, per Town Attorney Wayne Fox, as a result of new FOIA legislation. Initial minutes will be posted within 7 days of the meeting date. These minutes will have a "Subject to Approval" watermark placed on them. Once minutes are approved, the final version will be posted without the watermark, resulting in the posting of 2 versions of each meeting's minutes.

2. Discussion and Approval of M/C Pay Plan

Leslie Tarkington distributed handouts which were provided to the appointing authorities, M/C employees and department heads at meetings in October.

John Crary updated the members regarding three meetings on October 27, 28, and 29, which were held by First Selectman Peter Tesei and Ms. Kast for the appointing authorities, M/C department heads, and M/C employee to explain the amended Pay Plan process and to respond to questions. Most people responded with positive feed back after the meetings concluded. Individuals with

personal issues will be addressed and modifications may be needed. Mr. Crary was pleased with the presentation and feedback.

Ms. Kast advised that the revised Pay Plan includes new grades and market based salary ranges with a minimum, mid-point, and maximum identified for each grade. The new Pay Plan process began in May 2007 at the request of the BET. After extensive research the new Pay Plan offers more control over salary increases, provides better internal equity, aids recruitment, allows for market adjustments, and is tied to performance. The next step will be to take this Pay Plan to the BET for approval, after approval from the HR Committee. The Hay Group will develop a robust performance plan and train employees regarding how it will work, including how to define goals and reach objectives. The training will include preparing in house trainers to conduct the training so it will be ongoing with future sessions and training for all existing and new volunteer Board members who oversee a managerial employee. The Pay Plan will take effect July 1, 2009. HR will be involved with analysis of positions, as it is currently. The amended Pay Plan will be cost-neutral.

Ms. Tarkington extended an invitation to the BOE and its senior staff to participate in the training.

Nancy Weissler expressed BOE Board reservations that it will not be able to deploy funds to the people that have the most impact on the educational mission of the BOE to motivate them, and it would not allow the BOE to fine tune employee compensation. Ms. Kast noted that the 7 positions included in the M/C Pay Plan chart, are not certified staff and questioned the impact these positions have on education.

Michael Mason raised questions about the process to implement the Hay Pay for Performance Plan, and a hesitation over performance review consistency. Ms. Kast noted that M/C Employees are reviewed yearly now and have always had and will still have an appeal process. She stated that this new Pay Plan will standardize the performance management system, with support from the BET.

Donald Heller noted his backing of the new Pay Plan and supports the timely approval.

Bob Stone stated that The Hay Group, being a world class organization, must have dealt with issues similar to the BOE concerns. The Hay Group should be consulted about this issue.

No vote was taken to approve the Pay Plan Resolution. The Committee acknowledged that the BOE would need additional information and agreed to Ms. Weissler's request to return at the December 10 meeting. Mr. Kelly encouraged Nancy Weissler to discuss this Pay Plan further with the BOE. In the interim Ms. Kast and the Hay Group will work to respond to BOE questions.

A group discussion followed regarding an interim resolution to support the continued work on the Hay Group proposed Pay Plan, and Ms. Barton was requested to prepare a draft. The Committee scheduled a Special BET HR Committee Meeting for Monday, November 17, 2008, prior to the BET Meeting, to review a pay for performance resolution.

3. Discussion of Full Time Equivalent (FTE) Employees and Definitions

Ms. Tarkington explained to Mr. Siciliano, that the Committee is focusing on the Town's hiring of part time and seasonal employees (FTE Employees), but would not have sufficient time for this topic. Mr. Kelly and Mr. Gieger chose the Parks & Recreation and Planning & Zoning Departments to respond to Committee questions about accuracy of the reports before they are used in the FY 2009-2010 budget meetings. Mr. Siciliano said he would be available whenever the Committee planned to reschedule this discussion.

4. Discussion of HR Reports

Gina Williams distributed the BOE Vacancy Report with copies of a Sense of the Meeting Resolution. The Resolution was approved by the BOE on October 29, 2008, requesting the BOE "Superintendent institute a review of all open staff positions and consider deferring filling those openings that do not have direct responsibilities for the teaching of students".

The HR Committee encouraged the BOE to publicize the resolution.

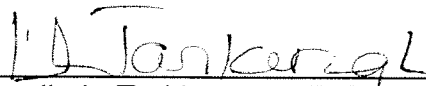
5. Discussion of HR/Staffing Issues: FY 2008-09 and FY 2009-10

This item was postponed.

6. Discussion of Meeting Schedule

There was a group discussion regarding meeting time preferences. Ms. Tarkington said that a schedule will be forthcoming.

Upon a motion by Mr. Kelly, seconded by Ms. Barton the Committee voted 4 to 0 to adjourn the meeting at 10:04 A.M.



Leslie L. Tarkington, HR Committee Chairman



Elaine JV Brown, Recording Secretary