

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

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

Wednesday, October 15, 2008

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

Attendants: Peter Mynarski, Comptroller; Peter Tesei, First Selectman;
John Crary, Town Administrator; and Dr. Ellen Flanagan,
Director of HR, BOE

The meeting was called to order at 8:02 A.M.

1. Approval of Human Resources Committee September 12, 2008 Meeting Minutes:

On a motion by Ms. Barton, seconded by Mr. Kelly, the Committee voted 3 to 0 to approve the September 12, 2008 minutes.

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

On a motion by Mr. Kelly, seconded by Ms. Barton, the HR Committee voted 4 to 0 to go into Executive Session at 8:05 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 8:21 A.M.

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

Ms. Tarkington informed the Committee that Roland Gieger is adding actual data to the database every two weeks. Mr. Gieger has noticed no material discrepancies in the report year over year.

4. Discussion of HR Reports

Mr. Tesei discussed the Vacancy Report with the Committee. Mr. Tesei highlighted specific positions within the report. He stated that Ron Lalli has been analyzing operations and is looking at opportunities for operational efficiencies. It was noted that the BET and the First Selectman have placed a freeze and delay

on the filling of all Town position vacancies, unless otherwise approved by the First Selectman. Certain positions would be permanently eliminated.

5. Discussion of BOE Staffing

Mr. Mason requested from Dr. Flanagan the status of the BOE TOO positions and the measures they are currently taking regarding the hiring freeze by the First Selectman. Mr. Kelly added that the Committee would like to know the formal actions that the BOE is taking with respect to the economic conditions which exist now. A major report is not needed, but just a message on hiring and filling positions would be appreciated.

Mr. Mason and Ms. Barton remarked that the BOE and the TOG must work as a team noting that the biggest challenge will be to save costs this year, which in turn will have a positive impact on Fiscal Year 2009-2010.

Mr. Mynarski stated that the budgetary fund balance is evaporating while the operating surplus looks good. Mr. Mynarski noted that in three to four years as the pay-as-you-go appropriations run off this disparity will disappear. He stressed the importance of departments' control over expenditures. Mr. Crary agreed with this explanation,

Ms. Tarkington ended the conversation by stating that she would extend invitations to other BOE members for next month's BET HR Committee Meeting to discuss Mr. Mason's initial request for information.

6. Discussion of BOE Shared Services

Mr. Crary updated the committee noting that he had a discussion with Dr. Wallerstein just the previous evening, at the BET Budget Committee Meeting. He stated that the process will have to be phased in, noting that once Hamilton Avenue School construction is completed, the group will focus more attention to Shared Services. The project has not gone to implementation as of yet.

It was acknowledged by Mr. Kelly and Mr. Mason that problems have surfaced with fields, where accountability has become the issue. Mr. Crary added that Ms. Wallerstein, Mr. Monelli and Mr. Siciliano have all cooperated for a positive outcome in this area.

The Committee agreed to offer Mr. Crary additional time for planning and implementation while expressing their gratitude for his work in creating a positive atmosphere for this transition.

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

Mr. Tesei requested feedback from Dr. Flanagan where potentially temporary services could be used for limited time periods, up to six months, for vacancies. Dr. Flanagan agreed to reply after consulting with BOE.

8. Discussion of Meeting Schedule

This item was not discussed.

Upon a motion by Mr. Kelly, seconded by Ms. Barton the Committee voted 4 to 0 to adjourn the meeting at 9:25 A.M.

Leslie Tarkington, HR Committee Chairman

Elaine JV Brown, Recording Secretary

SUBJECT TO APPROVAL