

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

MINUTES – Gisborne Conference Room and Cone Room - 8:00 A.M.

Thursday, February 19, 2009

Committee: Leslie Tarkington, Chairman
Nancy Barton, Michael Mason, Mr. Kelly (arrived 8:25 AM)

Attendants: Peter Mynarski, Comptroller; Maureen Kast, Director of Human Resources

The meeting was called to order at 8:07 A.M.

1. **Approval of Human Resources Committee February 10, 2009 Meeting Minutes**

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 3 to 0 to approve the February 10, 2009 Minutes.

2. **Discussion of HR Reports – Not discussed**

3. **Discussion of FY 2009-2010 Budget: Human Resources**

Upon a motion by Ms. Barton the Committee voted 3 to 0 to take up Agenda Item # 3 in a Non-Executive Session.

Ms. Kast distributed the Human Resources Department FY 2008–2009 and FY 2009–2010 Budget projection to the committee. Ms. Barton noted that training has taken a significant decrease of 28%, from \$210,000 to \$150,000. Ms. Kast explained that the Policy Manual project will be completed this year and that the budgeted amount budgeted is to be contracted with the Pace training team for ethics and public service training. Ms. Tarkington questioned whether all Town departments are included in the training budget. Ms Kast said that the Police and Fire Departments are currently receiving diversity training and harassment prevention classes and will be participating in ethics training.

Ms. Kast explained that the Town HR Department is responsible for all Town employees including BOE employees in terms of benefits, health care administration, training, affirmative action, and EAP (Employee Assistance Program). The BOE HR Department is responsible for hiring and recruiting of teachers and their day-to-day issues.

8:25 AM - Because of a reservation conflict the meeting was moved to the Cone Room.

The FY 2009–2010 Budget Position Listing, prepared by Roland Geiger was circulated. The HR Department Budget staffing was then compared to the report. A discussion followed regarding the number of part time employees within the HR Department. Mr. Mynarski explained that a .43 FTE is an employee working 15 hours per week, and a .71

FTE is an employee working 25 hours per week. Mr. Kelly expressed his appreciation for the report and the valuable asset it is for the HR Committee.

It was agreed that Mr. Gieger should request from the BOE information to complete the BOE section of the Position Listing Report regarding FTEs. Ms. Tarkington agreed to contact Ms. Weissler, Chairman to advise her of this request.

The dual services of the Town's HR Department and the BOE HR Department were discussed covering the department's history and responsibilities of both. A possible meeting with Ellen Flanagan and Gina Williams, from the BOE, was encouraged to clarify duties and responsibilities of the BOE HR Department and to discuss any duplication. Ms. Tarkington will contact Ms. Weissler regarding a possible meeting in the next few months.

No vote was taken on the Human Resources Department Budget.

4. **Discussion of Full Time Equivalent (FTE) Employees FY 2009-2010 Budget – Executive Session – Not discussed**

5. **Discussion of Amended M/C Employee Pay Plan – Executive Session**

The meeting continued in Non-Executive Session.

Prior to Ms. Kast departure at 9:12 AM due to an appointment in Bridgeport, she said that after meeting with the First Selectman, Mr. Tesei did not feel that the time was right for a salary increase for the First Selectman due to the economic situation and current layoffs. A discussion about placing the Amended M/C Employee Pay Plan classification and salary grading guidelines chart into the Budget Book followed.

A conversation followed regarding the Town Budget and the concessions employees and departments have and may possibly be making in the future.

Upon a motion by Mr. Mason, seconded by Ms. Barton, the Committee voted 4 to 0 to adjourn the meeting at 9:54 A.M.

Leslie L. Tarkington, HR Committee Chairman

Elaine JV Brown, Recording Secretary