

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

MINUTES – Gisborne Meeting Room - 8:00 A.M.

Wednesday, March 11, 2009

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

Attendants: Peter Mynarski, Comptroller; Maureen Kast, Director of Human Resources; Dr. Ellen Flanagan, Director of Human Resources and Regina Williams, Assistant Director of Human Resources, BOE

The meeting was called to order at 8:08 A.M.

1. **Approval of Human Resources Committee February 19, 2009 Meeting Minutes**

Upon a motion by Mr. Mason, seconded by Mr. Kelly, the Committee voted 4 to 0 to approve the February 19, 2009 Minutes.

2. **Discussion of FY 2009-1010 Budget: Human Resources, Budget Book Salary Schedules, and resolutions**

A discussion of the FY 2009–2010 Budget Salary Schedules in the Budget Book began with Mr. Kelly’s recommendation of a footnote on the Total Full Time Equivalent Positions schedule to state the approximate number of part-time and seasonal employees who fill the approximately 300 full time equivalent positions summarized in the chart to be completed by Mr. Gieger with assistance from the BOE. It was decided that volunteer firemen should not be listed in the Full Time Equivalent Employee Benefits Worksheet because Ms. Kast stated that they are not employees nor do they receive benefits. Ms. Tarkington said she would contact Fire Chief Peter Sicienski to determine the number of volunteers who receive medical benefits, and/or a property tax credit due to their volunteer work. They would be moved to a footnote, similar to contractors.

Ms. Kast explained that for the Elected Officials Salaries, HR included a 3.25% increase in both FY 2009-2010 and FY 2010-2011, which is the usual procedure of setting salaries in advance for the 2 years of an elected term. Mr. Mason and Ms. Barton discussed the charter and state statutes regarding this matter. The salaries will be revisited in 2011. It was noted that First Selectman Peter Tesei advised against a salary increase due to the current economic climate. The page is footnoted “The Elected Officials’ salaries are potentially subject to a wage freeze”.

Mr. Kelly requested that on the BOE Administrative Salaries page a footnote “Salaries have been frozen and no GWI will be implemented for FY 2009–2010” be added. Ms. Kast turned to the M/C Salary Schedules noting that the Police Chief is preparing job descriptions for the four new major positions. She will review this information with the Hay Group prior to classifying the positions. The Committee asked that a current salaries

column be added to the chart as well as a footnote with the Comp Ratio definition. Ms. Barton asked that a footnote, "The Management and Confidential Employees' salaries are not yet established and may be subject to a wage freeze" be added.

Ms. Tarkington brought attention to the fact that the budget does not include part-time employees fixed charges, such as pro-rated holiday, vacation and sick days, while it does include this object code line for full time employees. The BOE budgets for these costs on separate object code lines within the BOE's 100's accounts. Since there is a lack of consistency for accounting for these costs amongst the three groups of employees, Mynarski was asked to review this issue with Mr. Gieger.

Ms. Barton discussed the HR Resolutions in the proposed FY 2009-2010 budget and the Budget Committee's concern with departmental reorganization. Is a department able to reorganize if they comply with the budget and headcount? Ms. Kast said that this is acceptable as long as the department works within the head count. If they were over, it would have to go before the BET. This discussion continued as it currently relates to the Fire Department. The topic of pensions was addressed. Mr. Mynarski informed the Committee that fixed charges are an actuarial computation and not a budgeted amount. Mr. Mason said that the Fire Department's current reorganization will have a future financial impact on the Town.

3. Discussion of HR Reports

Ms. Kast discussed the Vacant Position Listing which was updated to delete no request to fill positions which have been eliminated, and the Positions Affected by Reduction in Force report. Mr. Mynarski stated that on the Vacant Position Listing the total should be 34 not 38 since the Police Department is currently overstaffed by 4 and Ms. Kast agreed.

Ms. Kast supplemented information previously provided describing independent contractors. The HR Department is working with the Law Department to prepare a memo to advise departments on the differences between contractors and employees. The need for a more efficient process and contract turn around was expressed.

Upon a motion by Mr. Kelly, seconded by Ms. Barton, the Committee voted 4 to 0 to adjourn the meeting at 9:46 A.M.

Leslie L. Tarkington, HR Committee Chairman

Elaine JV Brown, Recording Secretary