

1. Meeting Agenda - January 10

Documents:

[MEETING AGENDA - 01 10 17.PDF](#)

2. Minutes Subject To Approval - January 10

Documents:

[MINUTES SUBJECT TO APPROVAL - 01 10 17.PDF](#)

3. Approved Minutes - January 10

Documents:

[APPROVED MINUTES - 01 10 17.PDF](#)



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE MEETING
Tuesday, January 10, 2017
3:00 PM
Cone Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of December 13, 2016
2. HR Reports
 - Vacant and Posted Position Listing
 - Update on hiring freeze
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
3. Discussion of M&C salary increase recommendation for FY18
4. Discussion of Elected Officials' salary increase recommendation for FY18
5. Quarterly update on the HRIS System
6. Items for future discussion
 - M&C salary increase recommendation
 - Elected officials' salary increase recommendation
 - Review of proposed new positions in the FY18 budget
7. Adjournment

Next Meeting - Tuesday, February 7, 2017 at 3:00 P.M. in the Cone Room

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

Tuesday, January 10, 2017

Committee

Present: Nancy Weissler, Chairman; William Drake, Jill Oberlander
(Absent: Leslie Moriarty)

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, HR Employee Benefits Manager; Cicile Brown, HR Compensation & Performance Manager

Board: Michael Mason, Chairman; Beth Krumeich

BOE: Barbara O'Neill, BOE Member; Jennifer Dayton, BOE Member; Robert Stacey, Director, BOE Human Resources

The meeting was called to order at 3:05 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes December 13, 2016

Upon a motion by Mr. Drake, seconded by Ms. Oberlander, the Committee voted 3-0 to approve the Minutes of the December 13, 2016, Regular Human Resources Committee Meeting.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the current Vacant and Posted Position listing. She attributed the higher level of current vacancies (45) versus historical norms (mid-30s) to the Town's hiring freeze and the work of the ad hoc committee that reviews each new request. She noted that the Senior Management Position had been posted and that there were no significant changes to the job description. In response to a question about the extended vacancy for the DPW Chief Engineer position, she noted that some of these questions would be resolved as part of the F18 Budget.

- **Monthly Health Insurance Update** – Ms. Graham commented that November and December claims had exceeded the Town's contribution obligation-that is, the bank account liability. No new estimate of TOG employees migrating to the State Partnership Plan (SPP) was available because of ongoing union contract negotiations, so it is unclear whether the TOG will meet the threshold of 75% participation to ensure plan acceptance. GOSA employees are enrolled in the SPP and as of now, GMEA, GEA, and M&C employees will join the plan effective July. In April, the State will announce new premium rates for FY18. Mr. Mynarski noted that if all employees were to migrate to the SPP, this would free up much of the \$4 MM that had been encumbered for the run-out of health care expenses.

- **Workers' Compensation** - Mr. Mynarski commented that Workers' Compensation expenses were trending well at the end of the sixth month of FY17; if the trend continued, a \$1 million surplus might be anticipated. He suggested that in recognition of the trend, the Town is likely to budget this line item at \$200-\$300 Thousand less for FY18.

- **Police Work Climate Organizational Study:** Ms. Pepe provided an update on the study, which is being overseen by Peter Tesei, Ben Branyan, Chief Heavey, Mary Pepe, Erica Mahoney, and Al Cava. The TOG received 11 responses to its RFP, and invited 5 of these respondents for interviews. Based on their RFP response and interview, the Town selected KJR, a Massachusetts-based organizational consulting firm. KJR will deploy a 4-person team to conduct confidential surveys and interviews. The \$37,000 study is expected to be completed in May.

3. Discussion of M&C salary increase recommendation for FY18

Ms. Weissler commented that because a new member to be joining the HR Committee effective next month, the Committee will take up this issue again in February, with the goal of voting at either the February 7th or 13th meeting. She summarized the plan that was in place for FY17: a pool of 2.5% available to be awarded based on performance; 0% for not meeting expectations; 1.5% for meeting expectations; 2.0% for excellent performance; and 2.5% for outstanding performance.

She highlighted some of the considerations the Committee may want to take into account: TOG union settlements are averaging about a 2.7% increase for GWI and step; market salary surveys point to a 2.5-3.0% increase; the NY/NJ CPI for urban consumers for the last 12 months is 1.6%; the Bureau of Labor Statistics reports an average wage increase of 2.5% for Fairfield County; and M&C employees are being asked to play an important role in identifying cost savings and efficiencies. She noted that there were other factors that could moderate the rate of increase: TOG M&C employees continue to be paid at a significant premium to their peers; M&C salaries are competitive in attracting and retaining employees; the Budget Guidelines call for a 2% increase in budgets; and the RTM recently rejected the Teamsters contract because of its cost. Ms. Oberlander asked if the HR Department typically recommends an increase percentage. Ms. Pepe responded that the Department provides the data for discussion and decision-making by the Committee.

4. Discussion of Elected Officials' salary increase recommendation for 2018 and 2019

Mr. Mynarski had prepared charts of Fairfield County Elected Officials' comparable salaries and staffing. Ms. Weissler commented that Town elected officials appeared to be fairly compensated compared to their peers. She reminded the Committee that the BET had approved a 2% increase in elected officials' salaries in recent years and that increases were related to the position, not the person in the position. She pointed out that the Tax Collector, Mr. Laudonia, would be attending the February 7th HR Committee regular meeting to respond to questions regarding the spend-rate of his department for FY17 and to advise the Committee on the options to reduce his current spend-rate for FY18.

5. Quarterly update on the HRIS System

Ms. Pepe reported that W2 Tax forms were being finalized for mailing to employees and that the HRIS open position had been posted with a revision to its Job Description eliminating payroll

tasks. She remarked that ADP had been recommending a change in the Java platform of its programs making it timely to evaluate whether to re-contract with ADP. A consultant would be assisting in the evaluation of the ADP platform and whether a new platform offered better reporting capabilities and less rigidity in data sorting when dealing with sources of pay, e.g., overtime and out-of-class pay. Interface with other TOG custom programs, e.g., Fire House, would also be evaluated for compatibility prior to considering changing platforms. She commented that the rationale for looking beyond ADP was that there might be a platform with better functionality at a competitive cost.

6. Items for Future Discussion

- M&C Salary Recommendations
- Elected Official Salary Recommendations
- New position requests

- March Meeting
 - Update on IT/DPW and OFS joint project to improve permitting processes
 - Update on union reviews, including Fire and Police
 - Follow up on Health Department review

Ms. Oberlander asked about the impact on the FY18 budget of open positions.

7. Adjournment

Upon a motion by Ms. Weissler, the Committee voted 3-0 to adjourn at 4:23 P.M.

The next regular Human Resource Committee meeting is scheduled for February 7, 2017 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman

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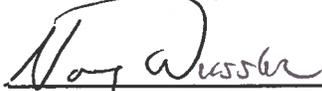
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