

1. Meeting Agenda - January 12

Documents:

[MEETING AGENDA - 01 12 16.PDF](#)

2. Minutes Subject To Approval - January 12

Documents:

[MINUTES SUBJECT TO APPROVAL - 01 12 16.PDF](#)

3. Approved Minutes - January 12

Documents:

[APPROVED MINUTES - 01 12 16.PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING  
Tuesday, January 12, 2016  
3:00 P.M.  
Cone Room**

**AGENDA**

1. Approval of BET HR Committee Meeting Minutes of December 8, 2015
2. HR Reports
  - Workers' Compensation Incident and Expense Reports
  - Vacant and Posted Position Listing
3. Review and possible vote on salaries of Registrar of Voters for 2017 and 2018
4. Review and possible vote on M&C salary increase for 2016-2017
5. Update on employee off-boarding practices
6. Update on HRIS implementation
7. Items for future discussion
8. Adjournment
  - Next meeting – February 9, 2016 at **2:00 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 12, 2016

Committee

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

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources; Tiffany Navarro, Workers' Compensation Administrator; Cicile Brown, Employee Professional Performance and Compensation Manager; Robert Stacy, BOE Director of Resources; Tod Laudonia, Tax Collector; Fred DeCaro, Registrar of Voters

Board: Michael Mason, Chairman BET, Mary Lee Kiernan, Beth Krumeich, Jim Lash, Jeff Ramer, Leslie Tarkington

Other: Laura Erickson, BOE Chairperson, Barbara O'Neill, BOE Vice Chairperson; Jennifer Dayton, BOE member

The meeting was called to order at 3:03 P.M.

Ms. Weissler welcomed new members to the HR Committee and attendees; she provided an overview of the Committee's responsibilities and noted some upcoming agenda items.

**1. Acceptance of BET HR Committee Meeting Minutes December 8, 2015**

Upon a motion by Ms. Weissler, seconded by Ms. Oberlander, the Committee voted 3-0 to accept the Minutes of the December 8, 2015, Regular Human Resources Committee Meeting. (Mr. Drake arrived at 3:18 after the vote was taken.)

**2. December 2015 HR Reports**

**Workers' Compensation Incident and Expense Reports** - Ms. Navarro reported that there had been a total of 28 claims in December of which five were for Lost Time. She noted that there had been 160 claims YTD compared to 190 for the comparable 2014 period. In response to a question from Ms. Weissler, Ms. Pepe noted that HR is working on another approach to presenting the Workers' Compensation information that would highlight trends and expected to present this in March. Ms. Pepe responded to Ms. Moriarty's question about how the data is used by saying that it was used for investigation and training by HR's Safety Analyst to set goals for departments.

Mr. Mynarski reported that Workers' Compensation analysis year-to-date indicates a \$210,000 favorable-to-budget variance—though he noted that claims can be volatile. He noted the trend of continuing to settle retirees' workers' compensation claims, which reduces future liabilities. He indicated that the analysis presented did not include wage replacement benefits, which would increase the total expenditure by about \$50,000.

**Vacant and Posted Positions** – Ms. Pepe reviewed the Vacant Position listings commenting specifically on each department's outstanding vacancies and steps being taken to fill the positions. She indicated that there were 6-7 applicants for the position of Executive Assistant to the First Selectman. She also noted that IT was redoing the job description for the Technology Solutions Specialist position to broaden the pool of candidates. The position of Director of Purchasing had attracted 17 candidates. Parks and Recreation has decided to use a part-time contractor again this year to operate the Golf Course.

### **3. Review and possible vote on salaries of Registrar of Voters for 2017 and 2018**

Mr. DeCaro provided an overview of his department's tasks and accomplishments, including a significant upgrade to technology, and remarked that his position commanded the lowest compensation in Fairfield County at a part-time salary of \$35,000 plus stipends for primary elections. He asked that the Committee consider a new policy for determining salary for his position.

Ms. Oberlander asked Mr. DeCaro to provide additional information on the actual vs. budget numbers for part-time and temporary hours in the Registrars' Office over the past 4 years.

### **4. Review and possible vote on M&C salary increase for 2016-2017**

Ms. Pepe and Ms. Brown provided an overview of the current M&C performance review and compensation program. Ms. Pepe noted that a 2013 study showed that Town M&C employees are paid more than their Connecticut municipal peers but less than those in NY and in line with corporate peers. Over the past several years, Greenwich has hired more M&C employees with corporate backgrounds. Ms. Pepe and Ms. Brown noted that in assessing the appropriate increase, HR looks at regional CPI, which had increased from 0.2% for all categories to 1.9% without food and energy, and wage surveys. The CCM survey for Connecticut is projecting a 2.35% increase for Connecticut managerial employees. Ms. Pepe informed the new members of the Committee that FY15's budgeted salary increase was based on performance reviews with the following guidelines: a base increase of 1.5% if an employee met standards; an additional 0.5% for strong performance; and an additional 1.0% for outstanding performance (total of 2.5%). Given that not all employees received the maximum and given that new employees hired mid-year received pro-rated increases, the actual total increase in the M&C salary line was 2% for 2013 -2014 and 2.1% for 2014-2015.

### **5. Update on Employee Off-Boarding Practices**

Ms. Pepe explained that each department handles its own employee off-boarding. Typically the department collects equipment, keys and ID cards, reports the employee's departure to the HR Department, and ensures that IT access is discontinued. No exit interviews are currently conducted by the HR Department.

Mr. Stacy commented that BOE used a data-driven approach for feedback from departing employees by offering an anonymous on-line survey. Responding to Ms. Weissler's question about turnover, Mr. Stacy estimated BOE retirements and resignations at 9-12%, considerably higher than the Town experience.

### **6. Update on HRIS implementation**

Ms. Pepe remarked that ADP payroll was running smoothly, training on report writing had taken place and that additional time clocks have been added. A Reference Guide was now accessible online for additional assistance. Ms. Pepe does not anticipate any problems with running W-2s this year. HR will now be using ADP to respond to requests for employment verification. Changing the payroll process to paying employees in-arrears would take place in 2017.

Mr. Mynarski commented that cash reconciliation issues had been resolved. Mr. Stacy noted that there was a higher level of system usage at BOE. The HRIS Consultant, who will be onboard until March, will provide the HR Committee with a presentation on the system's report capability.

## **7. Items for Future Discussion**

- a. Vote on Recommendation for M&C Salary Increase
- b. Vote on Recommendation for Registrar of Voters Salary Increase
- c. Discussion of First Selectman's proposed new positions
- d. CIRMA report
- e. HRIS system's report capability
- f. HR Committee: future goals and topics for discussion

## **8. Adjournment**

Upon a motion by Ms. Weissler, seconded by Ms. Oberlander, the Committee voted unanimously to adjourn at 4:51 P.M.

The next Human Resource Committee meeting is scheduled for February 9, 2016 at 2:00 P.M. in the Cone Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Nancy Weissler, HR Committee Chairman

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**7. Items for Future Discussion**

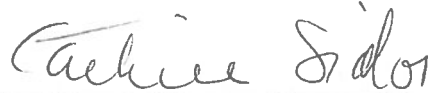
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**8. Adjournment**

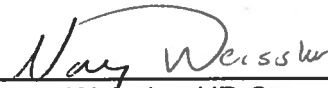
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Catherine Sidor, Recording Secretary



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Nancy Weissler, HR Committee Chairman