1. Meeting Agenda - January 13
   Documents:
   
   MEETING AGENDA - 01 13 15.PDF

2. Minutes Subject To Approval - January 13
   Documents:
   
   MINUTES SUBJECT TO APPROVAL - 01 13 15.PDF

3. Approved Minutes - January 13
   Documents:
   
   APPROVED MINUTES - 01 13 15.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, January 13, 2015
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of December 11, 2014

2. December 2014 HR Reports
   • Workers’ Compensation Incident and Expense Reports
   • Vacant and Posted Position Listing

3. Human Capital Management System Update


5. Discussion of and Possible Vote on Elected Officials’ Salaries for 2016 and 2017

6. Discussion of Proposed New Positions in IT and Police for the 2015-16 Budget

7. Items for future discussion

8. Adjournment
   • Next meeting – February 10, 2015 at 2:00 PM in the Cone Room
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

Tuesday, January 13, 2015

Committee Present: Nancy Weissler, Chairman; William Drake, Randall Huffman, Mary Lee A. Kiernan

Board: Michael S. Mason, BET Chairman; Marc V. Johnson, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Tiffany Navarro, Workers’ Compensation Administrator; Cicile Brown, Employee Professional Performance and Compensation Manager; Gina Williams, Ass’t Director, BOE Human Resources; Chief Jim Heavey, Police Department; Deputy Chief Mark Marino; Greg Hannigan, Director General Services; Thomas Klein, Director Information Technology

Other: Barbara O’Neill, Chairman BOE; Debbie Appelbaum, Member BOE; Laura Erickson, Member BOE; Evan Kohn; BerryDunn Consultant; Nancy Gray, RTM

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

Ms. Weissler welcomed the public to its first meeting of 2015 and wished all a happy New Year.

1. Approval of BET HR Committee Meeting Minutes December 11, 2014

Upon a motion by Mr. Drake, seconded by Ms. Kiernan, the Committee voted 4-0 to approve the Minutes of the December 11, 2014, Regular Human Resources Committee Meeting.

2. December 2014 HR Reports

Workers’ Compensation Incident and Expense Reports - Ms. Navarro reviewed December Workers’ Compensation Claims reporting a total of 27 claims of which 5 were lost time and 11 were incident-only. Because the number of Police Department claims doubled YTD vs. the prior year, Ms. Navarro was seeking a fuller explanation of the claims to provide to the Committee at its next meeting. She commented on the marked decrease in Slips & Fall injuries, typically the most frequently reported injury. She noted that the claims experience was favorable this year, with 191 YTD vs. 209 last year.

Mr. Mynarski reported that after 27 weeks, Workers’ Compensation Expense was trending well with a positive variance vs. budget of $128 K; he noted that this variance is less than last year's
as the budget number had been adjusted downward. Ms. Weissler asked that the Committee be provided with the CIRMA report covering the first six months of the fiscal year.

Vacant and Posted Position Listings – Ms. Pepe reviewed and commented on the status of current vacant positions. She noted that several conditional police recruits were ready to join the force as soon as Police Academy training slots become available. Ms. Kiernan asked about the long-term temporary help in the Town Clerk’s office; Ms. Pepe anticipated the resolution of the temporary help during the upcoming budget process. Ms. Weissler asked if a search firm would be needed to identify candidates to fill the Nathaniel Witherell Financial Operations position. Ms. Pepe responded that two candidates were currently being interviewed and that an additional search might not be needed. Ms. Pepe alerted the Committee of an unexpected opening due to the recent resignation of the Inland Wetlands Director.

3. Human Capital Management System Update

Ms. Pepe introduced Mr. Kohn of BerryDunn as the consultant assisting in the resolution of outstanding ADP contract items. She noted that the Town was tracking resolution of these issues via a matrix that prioritized them, assigned responsibility for them, and tracked progress. As of a week ago, there were about 180 issues included on the matrix; during the past week, about a third of them were resolved. Ms. Pepe noted that it has required a major cultural change to adopt the ADP payroll practices, which require punching in for many positions and which follow standard industry practices. However, she noted that the Town was adapting and each payroll was processing more smoothly than the prior one. The major outstanding issues cited were: 1) posting to the General Ledger (GL); 2) reporting special compensation categories; and 3) departmental training to prepare customized department reports. The Town needs to distribute W-2s by the end of month. Based on its review of a W-2 preview report, HR does not anticipate a problem.

Mr. Mynarski pointed out that the Finance Department staff needed to complete the materials for the publication of the budget book by January 28 and that the unresolved ADP contract issues were an impediment to meeting that deadline. Ms. Pepe and Mr. Kohn were assembling a meeting for departments with ADP next week and hoped that this would lead to a resolution of the issues.

Ms. Williams described specific issues that BOE was experiencing and noted that the next challenge would be to program the system for the summer school payroll.

Ms. Pepe confirmed that the Town was still retaining the final payment under the ADP implementation contract; the Committee encouraged her to do so until satisfactory resolution of the outstanding issues.

4. Discussion of and Possible Vote on an M&C Salary Increase Recommendation for 2015-2016

Ms. Brown presented the additional comparison statistics focusing on Fairfield and Westchester counties. Ms. Weissler noted that the CPI for NY and NJ Urban Consumers was 0.8% for the 12 months ending November, significantly lower than the 1.8% increase about six months ago.

Upon a motion by Ms. Weissler, second by Ms. Kiernan, the Committee voted 4-0 to recommend an increase of 2.5% in the M&C compensation
Ms. Weissler noted that the recommended increase appears fair in the context of very low inflation, Town union settlements, and budget guidelines. She referenced the fact that the Town had recently made several M&C hires, which suggests that the Town’s compensation is competitive. Ms. Kiernan also noted the low level of inflation and she pointed to the Buck Consultants’ compensation study that indicated that Town M&C salaries are in line with comparable positions. She thought the M&C recommendation was a balanced approach to retaining talent and being fiscally responsible. Mr. Drake and Mr. Huffman concurred.

The Committee asked Ms. Pepe to present a recommendation of the criteria to be used in awarding the M&C 2.5% compensation pool at its February meeting.

5. **Discussion of and Possible Vote on Elected Officials’ Salaries for 2016 and 2017**

The Committee asked Ms. Brown for additional detail on the size and responsibilities of the Tax Collector and Assessor departments in comparable Fairfield County towns and cities. Voting on this item was postponed until the Committee’s February meeting.

6. **Discussion of Proposed New Positions in IT and Police for the 2015-2016 Budget**

Chief Heavey, Deputy Chief Marino and Mr. Hannigan described the details of the police scheduling coordinator position being requested to oversee assigning and payment of “extra duty” side work, per the recent Silver Shield contract. In 2014, private duty jobs totaled 33,000 hours (and that number has been fairly stable from year to year). Silver Shield and Police have agreed to a $5/hour surcharge on the $65/hour pay effective July 2015; this would generate about $165 K, of which about $100 K would be allocated to pay for the coordinator’s salary and benefits, with the remainder available to offset bad debt expense and workers compensation claims. Ms. Weissler noted that the 8% surcharge the Town will be charging is about half that charged by Stamford and Danbury.

Mr. Klein accompanied his presentation on the three IT positions requested with a new organizational chart reflecting how they would be integrated into the department. He pointed out that after almost one year in his position, he felt the department needed to be modernized to accommodate TOG’s expectations for technology.

Mr. Klein summarized his vision for the IT department and its current shortcomings: 1) a need to modernize the TOG IT structure; 2) a gap between IT capabilities and what the department can do; 3) the need to provide more support for TOG boards and commissions; and 4) the need to preserve current service levels and to improve security.

The Committee explored alternatives of outsourcing and comparison with comparable municipal governments. Ms. Kiernan referenced an IT study undertaken by BerryDunn that recommended that the TOG pursue outsourcing as a means to upgrade its technology capability. Mr. Klein explained that CT municipal comps for IT staffing may not be relevant because many of towns and cities have less sophisticated IT functions than Greenwich. He noted that there is a role for
outsourcing (the TOG spends $200 K/year for outside services in cyber-security) in such areas as email, ADP, MUNIS; however, there is also the risk that vendors will be more interested in selling additional products rather than tailoring the solutions to the TOG needs.

Mr. Klein discussed in detail the proposed three positions: 1) network specialist; 2) cyber-security specialist; and 3) technology solutions specialist.

7. **Items for Future Discussion**

Anticipating a possible long agenda for the February meeting, Ms. Weissler suggested beginning it at 2:00 P.M. to allow sufficient time for discussion of other departments’ new position requests. She noted that she had asked the Town Administrator to report on which positions the First Selectman was proposing to reduce or eliminate in his budget.

Ms. Kiernan asked if background information on Healthcare open enrollment could be provided to the Committee for its February meeting.

8. **Adjournment**

Upon a motion by Mr. Drake, seconded by Ms. Kiernan, the Committee voted unanimously to adjourn at 4:55 P.M.

The next Committee meeting is scheduled for February 10, 2015 at 2:00 P.M. in the Cone Room.

SUBJECT TO APPROVAL

___________________________________
Catherine Sidor, Recording Secretary

___________________________________
Nancy Weissler, HR Committee Chairman
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
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Upon a motion by Ms. Weissler, second by Ms. Kiernan, the Committee voted 4-0 to recommend an increase of 2.5% in the M&C compensation
pool and to forward the recommendation to the Board of Estimate and Taxation.

Ms. Weissler noted that the recommended increase appears fair in the context of very low inflation, Town union settlements, and budget guidelines. She referenced the fact that the Town had recently made several M&C hires, which suggests that the Town's compensation is competitive. Ms. Kiernan also noted the low level of inflation and she pointed to the Buck Consultants' compensation study that indicated that Town M&C salaries are in line with comparable positions. She thought the M&C recommendation was a balanced approach to retaining talent and being fiscally responsible. Mr. Drake and Mr. Huffman concurred.

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Catherine Sidor, Recording Secretary

\[Signature\]
Nancy Weissler, HR Committee Chairman