

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_MEETING\\_MINUTES\\_01-14-14.PDF](#)  
[BET\\_HR\\_COMM\\_MEETING\\_AGENDA\\_01-14-14.PDF](#)  
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TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
HUMAN RESOURCES COMMITTEE  
MINUTES – Cone Room, 2<sup>nd</sup> Floor

Tuesday, January 14, 2014

- Committee: Nancy Weissler, Chairman; Randall Huffman, Mary Lee Kiernan  
Bill Drake (absent)
- Board: Michael Mason, Marc Johnson, Arthur Norton
- Selectmen: Peter Tesei, First Selectman
- Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources;  
Allison Graham, Employee Benefits Manager; Erica Mahoney, Workers'  
Compensation Administrator; Cicile Brown, Employee Development  
Performance and Compensation Manager; Diane Fox, Director Planning  
& Zoning; Jodi Couture, Zoning Inspector/Nuisance Abatement Officer; J.  
Wayne Fox; Greenwich Town Attorney; Amy Siebert, Commissioner of  
Public Works; William Marr, Deputy Building Department Official; David  
Ormsby, Chairman, Nathaniel Witherell Board of Directors; Lloyd  
Bankson, Member, Nathaniel Witherell Board; Allen Brown, Executive  
Director, Nathaniel Witherell; Ray Augustine, Director of Financial  
Operations, Nathaniel Witherell; Lynn Bausch, Director of Nursing; Kevin  
McCarthy, Director Perrot Library; Denise Savageau, Conservation  
Commission Director; William Rutherford, Chairman, Conservation  
Commission Board of Directors;

The meeting was called to order at 4:35 P.M.

**1. Acceptance of BET HR Committee Meeting Minutes December 12, 2013**

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**2. December 2013 HR Reports**

Workers' Compensation Loss Report

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Ms. Kiernan asked if the Committee could receive a Stewardship Report regularly in the future that would provide information on how workers' compensation expense and claims are tracking for the current fiscal year. Mr. Mynarski responded that it is provided annually; however, he would investigate the cost of having it prepared for the HR Committee more frequently.

### Vacant Position Listing

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### **3. Human Capital Management System Update**

Ms. Pepe reported that the Human Capital Management System project had advanced to its nine-week analysis phase with the vendor examining current practices; the Project Steering Committee, BOE, Human Resource Department and other departments are all participating in this step. A draft report on the Payroll Conversion Project has been submitted and its findings and recommendations will be reviewed at a later date.

### **4. Review of New Position Requests**

**Nathaniel Witherell** – Mr. Brown discussed the effect of the completion of the short-term rehab unit as part of Project Renew on staffing. For 2014-2015, Nathaniel Witherell plans to fill one of its RN vacancies and is request to increase its TOO by two additional RN's. The total for the two RN positions for salaries is projected at \$184,406 and for benefits at \$119,864. In addition, Nathaniel Witherell is budgeting to hire additional CNA's on a part-time basis, resulting in an increase of 1.0 FTE for \$42,100 in incremental salary expense. It also plans to hire additional housekeepers on a part-time basis, resulting in an increase of 1.4 FTE for \$62,300 in incremental salary expense.

Mr. Brown explained that these staffing requests are consistent with the recommendations in the independent report by Health Dimensions Group in 2011. With the completion of the short-term rehab unit as part of Project Renew, the patient census is expected to increase by 8 to 37 patients, with occupancy increasing from 77% to 88%. This will necessitate the addition of 3 RN's; however, Nathaniel Witherell currently has an RN vacancy. Nathaniel Witherell will also increase nursing assistants and housekeeping on a part-time basis to address the higher patient count and increased square footage. As a result of the projected increase in patient count, Nathaniel Witherell is projecting a \$1.58 million increase in revenue, partially offset by a \$0.3 million increase in nursing costs and a \$0.4 million increase in variable costs (PT, Rx, Lab's), resulting in a projected \$0.8 million increase in cash flow. Mr. Brown noted that Nathaniel Witherell's nursing staffing levels are slightly lower than that of its peers.

**DPW** – Ms. Siebert and Mr. Marr requested a full time Plan Examiner Application Coordinator position in the Building Inspection Division (BID); the projected salary range

for the position is \$57,594-\$74,316. If approved, the BID would then have two plan examiners reviewing residential projects; this would increase the TOO by one full-time position.

Ms. Siebert and Mr. Marr explained that the request was driven by two factors: 1) the increasing complexity of the State's building code, with major changes taking place in 2014 and 2015; and 2) the substantial increase in building permits. They explained that this position entails a significant interface with the public as well as the review and approval of new building permit applications. Ms. Siebert indicated that our permit fees are in line with comparable towns; and the BID is exploring options to make some of these services available online. If the new position is approved, the BID would like to reinstate the "Fast Track" approval process for simple projects. First Selectman Tesei noted that a quick turnaround time for approvals for residential and business building projects is important to our local economy.

**Law Department** – Mr. Fox is requesting to increase the number of paralegals on his staff from one to two; the two paralegals would support five full-time and 2 part-time lawyers. The cost would be \$71,000 for salary, which would be partially offset by a reduction in funding for outside counsel of \$30,000, plus full benefits. If approved, this would increase the Law Department's TOO by one full-time position.

Mr. Fox explained that this request is the result of the increasing complexity of the litigation (and the related increase in the number of experts) in which Greenwich is involved. Mr. Fox noted that Greenwich has a higher volume of large exposure lawsuits than peer towns.

**P&Z** – Zoning Enforcement is requesting that its part-time administrative staff position (0.71 FTE) be converted to a full-time position. The incremental cost would be \$17,829 for salary (total salary of \$62,401) plus full benefits.

Ms. Fox and Mr. Couture explained that Zoning Enforcement became part of P&Z in November 2010; current staffing consists of the Zoning Enforcement Officer, two Zoning Inspectors, a part-time Zoning Inspector, and two part-time support staff. Ms. Fox explained that the position request is mainly due to the increase in the permit applications (up 30% in Q1). She estimated that about 40% of Zoning Enforcement's expenses are covered by its revenue. Permit fees tend to be higher than comparable towns but Greenwich has more complex projects. Ms. Fox noted that the Department is working to scan many of its records to make them available to residents online. Ms. Fox indicated that there isn't enough office space to accommodate a third part-time administrative position.

**Perrot Library** – Perrot Library is requesting that the full-time position of Youth Services Librarian, which was removed from the Table of Organization in 2012, be restored. Mr. McCarthy indicated that the salary range would be \$56,181-\$72,493. Mr. McCarthy indicated that this position is needed for the following reasons: 1) address the waiting list of 59 families for children's programs; 2) serve the four elementary schools adjacent to Perrot; and 3) develop plans for the collection and children's programs. In 2012-2013, Perrot's programs served 10,940 children and their families. Mr. McCarthy noted that families who are shut out of Perrot's children's programs would typically enroll at the Greenwich Library or Cos Cob Library. Book circulation has been flat but children's e-reader volumes have increased.

**Conservation Commission** – Ms. Savageau and Mr. Rutherford are requesting that the Conservation Assistant position be converted from part time (0.71 FTE) to full time. The incremental salary cost would be \$20,977 (for a total of \$73,418) plus full benefits. This would increase staffing from one full-time staff and two part time to two full time and one part time (the latter shared with IVWA).

Ms. Savageau noted that the Conservation Commission reviews most of the building permit requests and that the surge in requests has also strained its staff. She noted that the Commission has served as a catalyst on a number of initiatives, including the Cos Cob Power Plant, Byram Watershed, and various coastal resiliency projects. In addition, it was responsible for coordinating homeowners' requests for Hazard Mitigation Grants, totaling \$6.8 million. The Conservation Commission is also overseeing the Open Space Plan, which is part of the POCD. Ms. Savageau noted that there is a steep learning curve associated with this position. The Conservation Commission has also been successful in securing grants for many of its initiatives.

**HR Department** – Ms. Pepe is requesting a new Safety Analyst position to replace the current outside consultant in order to increase the amount of time on safety analysis and training. The expected salary cost for this position of \$75,624 would be largely offset by the elimination of the \$65,000 fee for the outside consultant; however, benefits for the position would total about \$44,542. This would increase the TOO by one full-time position.

Ms. Pepe explained that this position would differ from that of the Workers' Compensation Administrator in that its focus would be on training and programs that would reduce injuries and improve safety whereas the Workers' Compensation Administrator focuses on addressing claims. Mr. Mynarski spoke in favor of the position as well.

## **5. Items for Future Discussion**

First Selectman Tesei indicated that he anticipates a request in the budget for additional firefighters and that there is a presentation on that topic for January 30<sup>th</sup>. Ms. Kiernan asked for an analysis of the total benefits impact of all new positions requested, including within the fire department, and Mr. Tesei stated that this was in process.

## **6. Adjournment**

The Committee voted unanimously to adjourn the meeting at 6:17 P.M. on a motion by Ms. Weissler, seconded by Ms. Kiernan.

The next meeting will be Tuesday, February 11, 2014 at 4:30 PM in the Cone Room.

  
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Catherine Sidor, Recording Secretary

  
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Nancy Weissler, HR Committee Chairman



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BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE MEETING**

**Tuesday, January 14, 2014  
4:30 PM  
Cone Room, 2<sup>nd</sup> Floor**

**AGENDA**

1. Acceptance of BET HR Committee Meeting Minutes December, 12, 2013
2. December 2013 HR Reports
  - Workers Compensation Loss Report
  - Vacant and Posted Position Listing
3. Human Capital Management System Update
4. Review of New Position Requests
  - Nathaniel Witherell – new staff positions
  - DPW – new Building Applications Coordinator
  - Law Department – new Paralegal
  - P&Z – part time to full time Administrative Staff
  - Perrot Library – Youth Services Librarian
  - Conservation Comm. – part time to full time Conservation Assistant
  - HR – new Safety Analyst
5. Items for Future Discussion
  - January review of new position requests
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Nancy Weissler, HR Committee Chairman

Proposed new positions for Table of Organization for 2014-2015 for Town of Greenwich (ex. BOE)*							
	<u>Change in</u>	<u>Change in PT</u>	<u>Net Change in</u>	<u>Current</u>	<u>Salary</u>	<u>Proposed</u>	
	<u>FT Positions</u>	<u>Positons (FTE)</u>	<u>Posiitons (FTE)</u>	<u>Salary</u>	<u>Increase</u>	<u>Total Salary</u>	<u>Benefit</u>
Conservation Commission Assistant: PT to FT	1.00	(0.71)	0.29	\$ 52,441	\$ 20,977	\$ 73,418	NA
DPW: Building Application Coordinator	1.00		1.00		\$ 65,955	\$ 65,955	NA
HR: Safety Anayst**	1.00		1.00		\$ 75,624	\$ 75,624	\$ 44,543
Legal: Paralegal***	1.00		1.00		\$ 71,000	\$ 71,000	NA
NW: Nursing Assistant		1.00	1.00		\$ 42,100	\$ 42,100	\$ -
NW: Housekeeping		1.40	1.40		\$ 62,300	\$ 62,300	\$ -
NW: 2 RN's	2.00		2.00		\$ 184,406	\$ 184,406	\$ 119,864
P&Z: PT to FT Administrative Staff	1.00	(0.71)	0.29	\$ 44,472	\$ 17,829	\$ 62,401	NA
Perrot: Youth Services Librarian	1.00		1.00		\$ 64,337	\$ 64,337	NA
TOTAL****	8.00	0.98	8.98	\$ 96,913	\$ 604,528	\$ 701,541	
* Excludes possible increase in number of firefighters which is under consideration							
* Salary to be covered by termination of outside safety contract (\$65,000)							
**Legal plans to reduce outside counsel expense by \$30,000							
*** Before above offsets totally \$95,000							