

1. BET HR Comm. Meeting Documents

Documents:

[BET_HR_COMM_MTG_AGENDA_1-16-13.PDF](#)
[SUB_TO_APP_HR_COMMITTEE_MINUTES_01-16-13.PDF](#)
[APPROVED_BET_HR_MTG_MINUTES_01-16-13.PDF](#)



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

HUMAN RESOURCES COMMITTEE MEETING

**Wednesday, January 16, 2013
2:30 PM (note time change)
Cone Room, 2nd Floor**

AGENDA

1. Approval of the HR Committee December 13, 2012 Minutes
2. December 2012 HR Reports
 - Unemployment Expenses
 - Workers Compensation Loss Report
 - Vacant Position Listing
3. 311/CRM Bid/Implementation Update
4. MC Performance/Compensation Review Update
5. Human Capital Management System Update
6. TOG/BOE HR Working Report Implementation
7. Labor Relations Review
8. Department Requests for Position Changes
 - Human Resources
9. Items for Future Discussion
 - Plan for recommending Elected Official and M&C Salaries
10. Adjournment
 - Next meeting Tuesday, February 12, 2013 at 4:30 PM in Cone Room
 - The March meeting has been moved to March 7, 2013 at 11:00 am in the Gisborne Room

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

MINUTES – Cone Room, 2nd Floor, 2:30 P.M.

Wednesday, January 16, 2013

Present:

Committee: Marc V. Johnson, Chairman, Randall Huffman (arrived 2:42 P.M.), Leslie Tarkington, Mary Lee Kiernan

Board: Michael Mason

Attendants: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Dustin Anderson, Special Projects Manager; John Crary, Town Administrator; Al Cava, Director of Labor Relations; Erica Workers' Compensation Administrator; Regina Williams, Board of Education,

Other: Barbara O'Neil, Board of Education,

The meeting was called to order at 2:30 P.M.

1. Approval of HR Committee December 13, 2012 Minutes

Upon a motion by Ms. Kiernan, seconded by Ms. Tarkington, the Committee voted 3-0 to approve the minutes from the December 13, 2012, Regular Human Resource Committee Meeting. Mr. Huffman did not arrive in time to vote on the minutes.

2. December 2012 HR Reports

Unemployment Expenses Report

The Committee reviewed the monthly Unemployment Charges by Department as of October 2012. Mr. Johnson noted that the unemployment expenses were going down compared to the previous years. The Committee also reviewed a chart displaying "Potential Liability per Claim Beginning July 1, 2012" and discussed its contents.

Workers' Compensation Loss Report

Ms. Mahoney presented a series of charts showing workers' compensation claims for November and December 2012 and explained their contents. The charts dealt basically with accepted claims, lost time claims and losses by injury type. There was a discussion dealing with the most common workers' compensation claim, "slips and falls". It was noted that there have been over 600 of these types of claims over the last five and one-half years. Ms. Pepe commented on the success of managing the workers' compensation process under the direction of Ms. Mahoney, including the settlement of a number of long-standing troublesome claims. Ms. Pepe also updated the Committee on the Town wide Safety Committee and that Ms. Mahoney was elected Chairwomen of the Safety Committee.

Vacant Position Listing Report

The Committee reviewed the Vacant Position Listings as of January 1, 2013, which showed a total of 32 vacancies. A brief discussion followed regarding the trending decrease in vacancies.

2013 Healthcare Enrollment Report

Ms. Graham distributed a report detailing the various enrollment categories for union and non-union personnel in healthcare. The report listed an enrollment of 2,357 Town and Board of Education employees and the types of medical and dental coverage elections. A discussion followed highlighted by the migration of Town and Board of Education employees to Health Saving Accounts (HSA) over recent years resulting in substantial savings for the Town.

3. 311/CRM Bid/Implementation Update

Mr. Anderson informed the Committee that the paperwork to hire the 311/CRM vendor, PublicStuff, was in Purchasing and then needed to go to the Law Department for a final approval of the contract. Mr. Anderson stated that the immediate plan was to have a tentative Implementation Meeting on January 22, 2013 and a tentative demonstration on February 5, 2013. Mr. Johnson reminded Mr. Anderson that the BET HR Committee would like to see an implementation plan and full cost estimate for the project including staffing, software programs, system integration, training and maintenance agreements. He answered that training costs are minimal and the system is relatively easy to learn and operate.

4. MC Performance/Compensation Review Update

Ms. Pepe updated the Committee stating that the vendor Buck Consultants is benchmarking a number of positions and requested a selective group of job descriptions to review.

5. Human Capital Management System Update

Ms. Pepe gave an update on the Human Capital Management System project and told the Committee that they have funding to pay the consultants through June 30, 2013. Mr. Pepe stated that her department and the consultants were preparing presentations for the applicable Boards to get funding through the Capital Improvement Projects (CIP) process. Ms. Pepe informed the Committee they have identified stakeholders or user groups to participate in the process. Ms. Pepe made a point of saying that the Town is still in discussions with MUNIS, the current software provider, and MUNIS has not been eliminated from the selection process. Ms. Tarkington asked where the product will be hosted. Ms. Pepe answered it depends on which vendor is selected.

Mr. Johnson asked whether this project was a high priority in the CIP plan. Mr. Mynarski and Mr. Crary both responded stating that the project should make it through the CIP process and it does not appear that the funding is in jeopardy at this point.

6. TOG/BOE HR Working Group Report Implementation

Ms. Pepe gave the Committee an update on the progress of the Town of Greenwich and Board of Education Human Resources Department consolidation. Ms. Pepe stated that she and her staff are in regular communications with Mr. Robert Lichtenfeld and Ms. Regina Williams on this issue.

7. Labor Relations Review

Mr. Cava gave the Committee an update on the status of the various Collective Bargaining Agreements as follows:

- The Council #4 AFSCME (school and public health nurses) and Local 1042 IAFF (firefighters) contracts are at an impasse with no progress being made. These two contracts expired June 30, 2012.
- The Greenwich Municipal Employees Association (GMEA) and Local 136 LIUNA (Town and School) contracts expire June 30, 2013.
- The Silver Shield Association and Teamsters contracts expire June 30, 2014.
- The Greenwich Teachers Association and Greenwich Organization of School Administrators contracts expired June 30, 2015.

Mr. Cava told the Committee that healthcare is the main issue in collective bargain due to the impending spike in the excise tax, relative to healthcare in 2018. In addition, Mr. Cava stated they are also looking at retiree healthcare benefits as part of current and future negotiations.

Mr. Cava responded to a question about current salary rates being negotiated by saying that increases are in the 1.5% to 2.5% range.

Ms. Kiernan asked Mr. Cava about flexibility issues in the contract. Mr. Cava said that they are looking at flexibility in the contracts regarding the sharing of personnel services between departments, mainly in the GMEA contract.

8. Department Requests for Position Changes

Ms. Pepe distributed a number of materials to the Committee members for discussions to support her request for an additional employee. Among the items distributed were a “Human Resources Employee Allocation by Function Chart”, “Human Resources by Critical Functions Allocation Chart”, an Organizational Chart and an extensive “Request for Personnel” narrative. Included in the narrative request was the basis for the new position entitled, “Employee Development, Performance, and Compensation Manager”. Ms. Pepe proceeded in making a case for the position and the Committee members discussed the request.

9. Items for Future Discussion

Plan for recommending Elected Officials and M & C salaries

Mr. Johnson stated that Ms. Tarkington had been given the assignment to plan for the recommendations for Elected Officials and M&C salaries. Ms. Tarkington distributed a detailed layout of the steps necessary to complete the assignment and alerted the Committee members that they may have to meet more than once during the February 2013 budget deliberations. Ms. Tarkington added that the assignment would also include the review for Tables of Organization, reviews of the Salary Schedule Tab and Budget Resolutions to be voted on by the BET and Representative Town Meeting (RTM).

10. Adjournment

On a motion by Mr. Huffman, seconded by Ms. Tarkington, the Committee voted unanimously to adjourn the meeting at 5:05 P.M.

Marc Johnson, HR Committee Chairman

Peter Mynarski, Recording Secretary

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

MINUTES – Cone Room, 2nd Floor, 2:30 P.M.

Wednesday, January 16, 2013

Present:

Committee: Marc V. Johnson, Chairman, Randall Huffman (arrived 2:42 P.M.), Leslie Tarkington, Mary Lee Kiernan

Board: Michael Mason

Attendants: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Dustin Anderson, Special Projects Manager; John Crary, Town Administrator; Al Cava, Director of Labor Relations; Erica Workers' Compensation Administrator; Regina Williams, Board of Education,

Other: Barbara O'Neil, Board of Education,

The meeting was called to order at 2:30 P.M.

1. Approval of HR Committee December 13, 2012 Minutes

Upon a motion by Ms. Kiernan, seconded by Ms. Tarkington, the Committee voted 3-0 to approve the minutes from the December 13, 2012, Regular Human Resource Committee Meeting. Mr. Huffman did not arrive in time to vote on the minutes.

2. December 2012 HR Reports

Unemployment Expenses Report

The Committee reviewed the monthly Unemployment Charges by Department as of October 2012. Mr. Johnson noted that the unemployment expenses were going down compared to the previous years. The Committee also reviewed a chart displaying "Potential Liability per Claim Beginning July 1, 2012" and discussed its contents.

Workers' Compensation Loss Report

Ms. Mahoney presented a series of charts showing workers' compensation claims for November and December 2012 and explained their contents. The charts dealt basically with accepted claims, lost time claims and losses by injury type. There was a discussion dealing with the most common workers' compensation claim, "slips and falls". It was noted that there have been over 600 of these types of claims over the last five and one-half years. Ms. Pepe commented on the success of managing the workers' compensation process under the direction of Ms. Mahoney, including the settlement of a number of long-standing troublesome claims. Ms. Pepe also updated the Committee on the Town wide Safety Committee and that Ms. Mahoney was elected Chairwomen of the Safety Committee.

Vacant Position Listing Report

The Committee reviewed the Vacant Position Listings as of January 1, 2013, which showed a total of 32 vacancies. A brief discussion followed regarding the trending decrease in vacancies.

2013 Healthcare Enrollment Report

Ms. Graham distributed a report detailing the various enrollment categories for union and non-union personnel in healthcare. The report listed an enrollment of 2,357 Town and Board of Education employees and the types of medical and dental coverage elections. A discussion followed highlighted by the migration of Town and Board of Education employees to Health Saving Accounts (HSA) over recent years resulting in substantial savings for the Town.

3. 311/CRM Bid/Implementation Update

Mr. Anderson informed the Committee that the paperwork to hire the 311/CRM vendor, PublicStuff, was in Purchasing and then needed to go to the Law Department for a final approval of the contract. Mr. Anderson stated that the immediate plan was to have a tentative Implementation Meeting on January 22, 2013 and a tentative demonstration on February 5, 2013. Mr. Johnson reminded Mr. Anderson that the BET HR Committee would like to see an implementation plan and full cost estimate for the project including staffing, software programs, system integration, training and maintenance agreements. He answered that training costs are minimal and the system is relatively easy to learn and operate.

4. MC Performance/Compensation Review Update

Ms. Pepe updated the Committee stating that the vendor Buck Consultants is benchmarking a number of positions and requested a selective group of job descriptions to review.

5. Human Capital Management System Update

Ms. Pepe gave an update on the Human Capital Management System project and told the Committee that they have funding to pay the consultants through June 30, 2013. Mr. Pepe stated that her department and the consultants were preparing presentations for the applicable Boards to get funding through the Capital Improvement Projects (CIP) process. Ms. Pepe informed the Committee they have identified stakeholders or user groups to participate in the process. Ms. Pepe made a point of saying that the Town is still in discussions with MUNIS, the current software provider, and MUNIS has not been eliminated from the selection process. Ms. Tarkington asked where the product will be hosted. Ms. Pepe answered it depends on which vendor is selected.

Mr. Johnson asked whether this project was a high priority in the CIP plan. Mr. Mynarski and Mr. Crary both responded stating that the project should make it through the CIP process and it does not appear that the funding is in jeopardy at this point.

6. TOG/BOE HR Working Group Report Implementation

Ms. Pepe gave the Committee an update on the progress of implementing recommendations of the Town of Greenwich and Board of Education Human Resources Department Working Group Report. Ms. Pepe stated that she and her staff are in regular communications with Mr. Robert Lichtenfeld and Ms. Regina Williams with recent attention on hiring and termination procedures. They are looking to pilot new hiring procedures and requirements with respect to one position, administrative assistants. She noted the particular qualifications needed for non-certified administrative assistants working in the schools.

7. Labor Relations Review

Mr. Cava gave the Committee an update on the status of the various Collective Bargaining Agreements as follows:

- The Council #4 AFSCME (school and public health nurses) and Local 1042 IAFF (firefighters) contracts are at an impasse with no progress being made. These two contracts expired June 30, 2012.
- The Greenwich Municipal Employees Association (GMEA) and Local 136 LIUNA (Town and School) contracts expire June 30, 2013.
- The Silver Shield Association and Teamsters contracts expire June 30, 2014.
- The Greenwich Teachers Association and Greenwich Organization of School Administrators contracts expired June 30, 2015.

Mr. Cava told the Committee that healthcare is the main issue in collective bargain due to the impending spike in the excise tax, relative to healthcare in 2018. In addition, Mr.

Cava stated they are also looking at retiree healthcare benefits as part of current and future negotiations.

Mr. Cava responded to a question about current salary rates being negotiated by saying that increases are in the 1.5% to 2.5% range.

Ms. Kiernan asked Mr. Cava about flexibility issues in the contract. Mr. Cava said that they are looking at flexibility in the contracts regarding the sharing of personnel services between departments, mainly in the GMEA contract.

8. Department Requests for Position Changes

Ms. Pepe distributed a number of materials to the Committee members for discussions to support her request for an additional employee. Among the items distributed were a "Human Resources Employee Allocation by Function Chart", "Human Resources by Critical Functions Allocation Chart", an Organizational Chart and an extensive "Request for Personnel" narrative. Included in the narrative request was the basis for the new position entitled, "Employee Development, Performance, and Compensation Manager". Ms. Pepe proceeded in making a case for the position and the Committee members discussed the request.

9. Items for Future Discussion

Plan for recommending Elected Officials and M & C salaries

Mr. Johnson stated that Ms. Tarkington had been given the assignment to plan for the recommendations for Elected Officials and M&C salaries. Ms. Tarkington distributed a detailed layout of the steps necessary to complete the assignment and alerted the Committee members that they may have to meet more than once during the February 2013 budget deliberations. Ms. Tarkington added that the assignment would also include the review for Tables of Organization, reviews of the Salary Schedule Tab and Budget Resolutions to be voted on by the BET and Representative Town Meeting (RTM).

10. Adjournment

On a motion by Mr. Huffman, seconded by Ms. Tarkington, the Committee voted unanimously to adjourn the meeting at 5:05 P.M.



Marc Johnson, HR Committee Chairman



Peter Mynarski, Recording Secretary