1. BET Budget Comm. Dept. Review Day 2 Documents

Documents:

   SUB_TO_APP_DEPT_REVIEWS_DAY_TWO_02-10-14.PDF
   APPROVED_DEPARTMENTAL_REVIEW.DAY.TWO.MINUTES-02-10-14.PDF
Mr. Johnson called the meeting to order at 9:00 A.M.

SPEAKERS

1. Retirement Administration – The Retirement Administration budget was presented by Mr. Simon. Mr. Simon alerted the Committee Members that there will be changes to the Summary Plan Document for the Town of Greenwich Retirement System over the next few years. He said that those changes will be primarily in the areas of 1) changing the interest rate in the administrative assumptions from 8% to 7% to match the actuary report, 2) updating the mortality table from the 1979 table to the most current version of 2000, 3) add a COLA (cost of living increases) to the administrative assumptions and 4) changing the interest applied to employee contributions and the accumulation fund from the five year treasury rates to a rate that the Retirement Board will propose after further analysis.

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The Committee recessed at 12:42 P.M. for lunch and reconvened at 1:06 P.M.

4. GREENWICH EMERGENCY MEDICAL SERVICE, Inc. (GEMS) – The GEMS budget request was presented by Charlee Tufts, GEMS Executive Director, and John Strong,
GEMS Fiscal Officer. Mr. Strong reconciled the increase in the budget request for the Committee from the FY 2013-2014 budget request to the FY 2014-2015 budget request. He stated that the previous year’s budget request was for $4,274,600. There were favorable revenue variances for $113,666 and unfavorable expense increases for $224,975, leaving an incremental increase of $111,309 and a total request of $4,385,909 that translates into a 2.6% increase.

Mr. Ramer told Ms. Tufts that the Committee had interviewed the Police Department earlier in the budget process and informed her that Police officials claimed that Police officers are usually the first responders to medical emergencies for a majority of the calls for assistance. Ms. Tufts affirmed that statement. She said they have 4 active ambulances positioned to take emergency calls and the police are usually there first, because they maintain a larger presence in the Town.

Mr. Ramer asked what appeared to be a basic question as to the number of full-time employees working for GEMS. An initial response to full-time headcount from Ms. Tufts was contradicted by Mr. Strong. Mr. Finger referred to notes he had from last year’s GEMS budget presentation that contradicted both sets of numbers from Mr. Strong and Ms. Tufts. The Committee then proceeded to slowly reconcile the numbers with GEMS officials by using the GEMS Table of Organization. It was determined, per the GEMS Table of Organization, that GEMS has 42 full-time employees. Of that number, 29 are full-time Paramedics and EMT’s and there are 23 per diem Paramedics and EMT’s. In addition there are 2 part-time Training Division personnel.

Mr. Strong and Ms. Tufts then proceeded to discuss Revenue topics such as: call volume, billing rates, Medicare rates and collection rates. They also discussed operating expenses.

Mr. Finger asked about the number of patients transported to Greenwich Hospital. Ms. Tufts responded that about 92% of their calls, if transported to a facility, will be sent to Greenwich Hospital.

Ms. Kiernan asked Mr. Strong and Ms. Tufts about a previous RTM request for presenting their budget by major object codes used by Town Departments and whether GEMS would do this for the Budget Committee. Mr. Strong replied that this would not be difficult and Mr. Geiger agreed to provide the format. Mr. Johnson asked if a chart using full-time and part-time positions could be provided. Mr. Strong said yes and would work with Mr. Geiger to provide that information.

5. Human Resources – The Human Resources Department budget was presented by Mary Pepe, Director of Human Resources. Mr. Johnson asked Ms. Pepe to update the Committee on the status of the Human Capital Management System (HCMS). Ms. Pepe responded that the implementation process has started. She said that Automated Data Processing (ADP) has been working full-time in Town Hall for a number of weeks. Ms. Pepe said that they had initially planned on a “go live” date for the first ADP payroll of July 1, 2014. However, she conceded that goal was too ambitious and the “go live” date is October 1, 2014. Ms. Pepe stated that the impact of the ADP system will result in a headcount reduction in Account #51010 (Regular Salaries) of 5 Payroll Processors. She said that one Payroll Processor has transferred out of Payroll and another is planning to retire shortly, leaving a potential lay off of three Payroll Processors. Ms. Pepe also said that the remaining payroll personnel positions will have the job descriptions rewritten to be better reflective of Human Resources Information System (HRIS) positions. The following accounts were commented on:
• **Account #52360 (Rental/Maintenance Software)** – Ms. Pepe told the Committee that the cost of processing payroll with ADP is reflected in this account. She added that this is only 9 months of payroll processing, because they don’t have to start paying ADP until they go live. ADP will continue to be paid out of the HCMS Capital Project until that event. Ms. Pepe clarified the cost by saying that the annual cost for ADP processing in the first year should be approximately $800,000. The Committee asked Ms. Pepe if she could quantify the cost savings. Ms. Pepe responded that annual savings from the headcount reduction of 5 payroll processors amounts to about $337,000 in salaries and an additional $203,000 in savings for the benefit costs from these reductions. Ms. Pepe told the Committee that there would be about an annual saving of about $65,000 by not using the MUNIS Payroll module and another $170,000 by bringing some employee benefits processing in house and discontinuing outside vendor usage such as USI, Inc. Finally, Ms. Pepe said there could be another $30,000 annual savings by not using other contracted services related to payroll and employee benefits processing.

6. **Labor Relations** – Mr. Cava began by handing out a “Collective Bargaining Agreement Status” matrix, as of January 1, 2014. He said that the only contracts currently under negotiation and open are the Silver Shield Association and Teamster Local 456 contracts, both expiring June 30, 2014.

After a further review of the status of other contracts, Mr. Johnson asked Mr. Cava to tell the Committee what is the overriding issue in labor relations these days. Mr. Cava stated that healthcare, relative to contract issues, is the most important topic currently. The Committee discussed Defined Benefit and Defined Contribution Plans and the options for public safety employees.

Going back to healthcare, Mr. Ramer and Ms. Tarkington asked Mr. Cava if he could elaborate on the Affordable Care Act and its impact on the Town’s budget. Mr. Cava told the Committee that in 2018, under current contract conditions and health plans the Town are currently under, the excise tax penalty could be as high as $14 to $15 million. However, he did say the Town is trying to negotiate employees into higher deductible plans that could potentially lessen the excise tax penalty.

At this point, the Committee informed Mr. Cava they would like to discuss in further detail certain staffing and labor contractual issues. Mr. Ramer made a motion to go into executive session, seconded by Ms. Tarkington. The Committee voted 4 to 0 to go into executive session at 2:35 P.M. In attendance during the executive session were BET Members Blankley, Huffman, Mason, Drake, Weissler, Johnson, Kiernan, Tarkington and Ramer. Also in attendance were Messrs.’ Mynarski, Gieger and Crary. At 3:01 P. M., Mr. Ramer made a motion to come out of executive session, seconded by Ms. Tarkington. The vote carried 4 to 0 to come out of executive session.

Mr. Johnson took the liberty to ask Mr. Crary to comment on the First Selectman’s budget since he was in attendance. Mr. Crary said it was pretty basic and reminded the Committee that the First Selectman’s budget moved $96,000 to external entities in the current 2013-2014 budget for funding of SWRCC and CCM.

Mr. Ramer also wanted to take the opportunity to offer an opinion on the issue of making the Tax Collector’s position an appointed one, as opposed to an elected position. Mr. Ramer strongly stressed the fact that his recommendation did not reflect in any way on the
incumbent Tax Collector. He stated that his recommendation is one that would not take effect for a number of years, not to harm the incumbent.

In conclusion, Mr. Mason told the BET Members in attendance that he would be scheduling a budgeting session the following week to discuss hot button budget items, similar to what they did last year.

The meeting adjourned at 3:10 P.M.

Respectfully submitted,

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Peter Mynarski, Recording Secretary

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Marc V. Johnson, Chairman

SUBJECT TO APPROVAL
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GEMS Fiscal Officer. Mr. Strong reconciled the increase in the budget request for the Committee from the FY 2013-2014 budget request to the FY 2014-2015 budget request. He stated that the previous year’s budget request was for $4,274,600. There were favorable revenue variances for $113,666 and unfavorable expense increases for $224,975, leaving an incremental increase of $111,309 and a total request of $4,385,909 that translates into a 2.6% increase.

Mr. Ramer told Ms. Tufts that the Committee had interviewed the Police Department earlier in the budget process and informed her that Police officials claimed that Police officers are usually the first responders to medical emergencies for a majority of the calls for assistance. Ms. Tufts affirmed that statement. She said they have 4 active ambulances positioned to take emergency calls and the police are usually there first, because they maintain a larger presence in the Town.

Mr. Ramer asked what appeared to be a basic question as to the number of full-time employees working for GEMS. An initial response to full-time headcount from Ms. Tufts was contradicted by Mr. Strong. Mr. Finger referred to notes he had from last year’s GEMS budget presentation that contradicted both sets of numbers from Mr. Strong and Ms. Tufts. The Committee then proceeded to slowly reconcile the numbers with GEMS officials by using the GEMS Table of Organization. It was determined, per the GEMS Table of Organization, that GEMS has 42 full-time employees. Of that number, 29 are full-time Paramedics and EMT’s and there are 23 per diem Paramedics and EMT’s. In addition there are 2 part-time Training Division personnel.

Mr. Strong and Ms. Tufts then proceeded to discuss Revenue topics such as; call volume, billing rates, Medicare rates and collection rates. They also discussed operating expenses.

Mr. Finger asked about the number of patients transported to Greenwich Hospital. Ms. Tufts responded that about 92% of their calls, if transported to a facility, will be sent to Greenwich Hospital.

Ms. Kiernan asked Mr. Strong and Ms. Tufts about a previous RTM request for presenting their budget by major object codes used by Town Departments and whether GEMS would do this for the Budget Committee. Mr. Strong replied that this would not be difficult and Mr. Geiger agreed to provide the format. Mr. Johnson asked if a chart using full-time and part-time positions could be provided. Mr. Strong said yes and would work with Mr. Geiger to provide that information.

5. **Human Resources** – The Human Resources Department budget was presented by Mary Pepe, Director of Human Resources. Mr. Johnson asked Ms. Pepe to update the Committee on the status of the Human Capital Management System (HCMS). Ms. Pepe responded that the implementation process has started. She said that Automated Data Processing (ADP) has been working full-time in Town Hall for a number of weeks. Ms. Pepe said that they had initially planned on a “go live” date for the first ADP payroll of July 1, 2014. However, she conceded that goal was too ambitious and the “go live” date is October 1, 2014. Ms. Pepe stated that the impact of the ADP system will result in a headcount reduction in Account #51010 (Regular Salaries) of 5 Payroll Processors. She said that one Payroll Processor has transferred out of Payroll and another is planning to retire shortly, leaving a potential lay off of three Payroll Processors. Ms. Pepe also said that the remaining payroll personnel positions will have the job descriptions rewritten to be better reflective of Human Resources Information System (HRIS) positions. The following accounts were commented on:
• **Account #52360 (Rental/Maintenance Software)** – Ms. Pepe told the Committee that the cost of processing payroll with ADP is reflected in this account. She added that this is only 9 months of payroll processing, because they don’t have to start paying ADP until they go live. ADP will continue to be paid out of the HCMS Capital Project until that event. Ms. Pepe clarified the cost by saying that the annual cost for ADP processing in the first year should be approximately $800,000. The Committee asked Ms. Pepe if she could quantify the cost savings. Ms. Pepe responded that annual savings from the headcount reduction of 5 payroll processors amounts to about $337,000 in salaries and an additional $203,000 in savings for the benefit costs from these reductions. Ms. Pepe told the Committee that there would be about an annual saving of about $65,000 by not using the MUNIS Payroll module and another $170,000 by bringing some employee benefits processing in house and discontinuing outside vendor usage such as USI, Inc. Finally, Ms. Pepe said there could be another $30,000 annual savings by not using other contracted services related to payroll and employee benefits processing.

6. **Labor Relations** – Mr. Cava began by handing out a “Collective Bargaining Agreement Status” matrix, as of January 1, 2014. He said that the only contracts currently under negotiation and open are the Silver Shield Association and Teamster Local 456 contracts, both expiring June 30, 2014.

After a further review of the status of other contracts, Mr. Johnson asked Mr. Cava to tell the Committee what is the overriding issue in labor relations these days. Mr. Cava stated that healthcare, relative to contract issues, is the most important topic currently. The Committee discussed Defined Benefit and Defined Contribution Plans and the options for public safety employees.

Going back to healthcare, Mr. Ramer and Ms. Tarkington asked Mr. Cava if he could elaborate on the Affordable Care Act and its impact on the Town’s budget. Mr. Cava told the Committee that in 2018, under current contract conditions and health plans the Town are currently under, the excise tax penalty could be as high as $14 to $15 million. However, he did say the Town is trying to negotiate employees into higher deductible plans that could potentially lessen the excise tax penalty.

At this point, the Committee informed Mr. Cava they would like to discuss in further detail certain staffing and labor contractual issues. Mr. Ramer made a motion to go into executive session, seconded by Ms. Tarkington. The Committee voted 4 to 0 to go into executive session at 2:35 P.M. In attendance during the executive session were BET Members Blankley, Huffman, Mason, Drake, Weissler, Johnson, Kiernan, Tarkington and Ramer. Also in attendance were Messrs. Mynarski, Gieger and Crary. At 3:01 P.M., Mr. Ramer made a motion to come out of executive session, seconded by Ms. Tarkington. The vote carried 4 to 0 to come out of executive session.

Mr. Johnson took the liberty to ask Mr. Crary to comment on the First Selectman’s budget since he was in attendance. Mr. Crary said it was pretty basic and reminded the Committee that the First Selectman’s budget moved $96,000 to external entities in the current 2013-2014 budget for funding of SWRCC and CCM.

Mr. Ramer also wanted to take the opportunity to offer an opinion on the issue of making the Tax Collector’s position an appointed one, as opposed to an elected position. Mr. Ramer strongly stressed the fact that his recommendation did not reflect in any way on the
incumbent Tax Collector. He stated that his recommendation is one that would not take effect for a number of years, not to harm the incumbent.

In conclusion, Mr. Mason told the BET Members in attendance that he would be scheduling a budgeting session the following week to discuss hot button budget items, similar to what they did last year.

The meeting adjourned at 3:10 P.M.

Respectfully submitted,

Peter Mynarski, Recording Secretary

Marc V. Johnson, Chairman