1. BET Dept. Reviews Day 5 Documents

Documents:

SUB_TO_APP_BUDGET_HEARING_DAY_5_02-12-18.PDF
REVISED_SUB_TO_APP_BUDGET_HEARING_DAY_5_02-12-18.PDF
APPROVED_BET_DEPT_HEARINGS_DAY-5_02-12-18.PDF
Ms. Moriarty called the meeting to order at 9:03 A.M.

**The Nathaniel Witherell** - Mr. Simon provided an overview the status of TNW’s FY18 Budget, comparing to FY16 and FY17. He commented that the revenue projections are lowered in the FY19 Budget. While the number of Admissions was being maintained, the foreseeable trend was for fewer longer term but more shorter term stay rehab patients, causing lower revenue. TNW typically experiences a 90% occupancy rate for a total of 68,000 to 69,000 annual bed days, which is holding steady. The facility is averaging 14 empty beds, 7 short term and 7 long term. Mr. Simon also noted that 70% of TNW’s patients were Greenwich residents, and an additional 10% of patients had family in the community.

In speaking about TNW expenses, Mr. Simon began with comments on the complexity of factoring the salary components of overtime, sick and holiday pay, shift differential, healthcare, pension and temporary salaries into the budget and that the FY18 Budget was incorrectly developed. He noted the FY18 Budget 100 accounts are missing the shift differential of about $400,000 (line 51010), under-budgeted for holiday pay (line 51100) and temporary salaries (line 51300); however, lines 51420 and 51490 were over-budgeted. He projects that despite these budgeting
errors, TNW will be under the FY18 budget. The budget for FY19 should more correctly reflect TNW operations. TNW has a challenge in tracking PT employee hours to avoid the 30 hours/week maximum in that they have 24/7 staffing requirements. Revenues for the proposed FY19 Budget represent an extrapolation of current year trends. Mr. Brown explained that the rehab contract had been rebid for a new five-year contract at a lower rate by 5% for minutes billed. An additional $50,000 has been added for advertising and public relations. The food contract has a five year a 3-year renewal clause, and the contractor continues to be responsible for the Senior Center lunch program.

The Committee reviewed TNW’s Capital requests, which included expanding and renovating the gym rehabilitation area for a total cost of $272,000, using $90,000 Town funds and a STEAP grant of $182,000. The Committee discussed the possibility of downsizing the project to fit within the STEAP grant funds. The request for renovation/repairs to the Pavilion includes addressing problems in this building which houses rental apartments.

**Purchasing** - Mr. Zsebik explained that his department was responsible for approximately $10 million of purchasing expenditures in TOG’s annual budget. He indicated that he shares State guideline and regulations with other departments, assists the BOE and leverages pricing for volume purchases, including utilities and paper. The Department dealt with an average of 86 RFPs for annual construction projects, DPW milling, generators, etc. by working with the Law Department on contracts, performance bonding requirements and “5% set asides” for payment upon project completion. He indicated that many purchases are made off the approved State list, which reflects State-negotiated prices. Recent accomplishments include driving down the number of single source request from 39% to 15%. The Department has also had great saving successes with its electricity and natural gas purchases. His goals include increasing the number of vendors that respond to RFPs, continue reduction of single source requests, streamlining the legal review process and identifying additional opportunities for volume purchases looking across departments.

Mr. Mason asked how BOE supply acquisition was managed. Mr. Turner asked if a vendor review could be initiated to consolidate the number of vendors being used across the Town. Mr. Zsebik responded that he approves requisitions so tries to look at this issue. He commented that the IT Department had assisted with formatting the Town’s vendor list, and he had amended the purchasing policy threshold. Mr. Weisbrod suggested a newer vendor tracking software, like SAP (Arriba), to increase efficiency of researching vendors for purchases. Ms. Tarkington asked if there had been a review of “lessons learned” based on the experience of consolidating the Print Shop. She asked if there are opportunities for better integration of the Libraries and DPW with the Town’s purchasing department. Mr. Turner recommend a meeting of BOE, DPW and TOG on school construction projects to discuss savings and economies, and the opportunities for future economies in BOE’s Master Plan. Mr. Zsebik reported that he typically contacted neighboring municipalities for vendor references and costing information.

**External Entities - GEMS** - Mr. Strong and Ms. Schietinger together with Board of Directors Chair Ms. Baldock, presented the current status of GEMS FY18 budget describing that salary expense was favorable given some personnel changes, no major storms and filled EMT positions reducing the need for overtime. Other expenses are also favorable to budget. They noted that GEMS had received a refund of Workers Compensation insurance of $42,000 based on GEMS’ record of claims so far in FY18, and that GEMS bills promptly and electronically for services provided. GEMS FY19 budget increased by 1.6% over FY18 which reflected a slight increase in revenues from reimbursement rate by the State and private-pay rates, as well as income from expanded training offerings and a decrease in total payroll costs. The Committee discussed the staffing...
model and training revenues. The latter has benefitted from its increased space available for training. John Strong is retiring, and the new Chief Financial Officer, Mr. Niekamp, was introduced.

**Health** - Ms. Baisley accompanied by Ms. Edwards explained to the Committee that she had participated in Lean Six Sigma training and was planning a customized module for Health Department staff. She anticipated that the performance measurement and improvement planning components would encourage efficiencies among field staff as well as productive outcomes in departmental operations for the staff of 22 FT and 2 PT employees. She cited efficiencies that resulted from her experience as: elimination of 1 PT position; increased revenues from 3rd party billing; reduction of 2 departmental vehicles; and, institution of cross-training. While she is applying for a grant to underwrite the proposed training, she asked the Committee to consider funding if no other source was identified.

Ms. Baisley commented that increasing FY19 revenue expectations are due to successfully billing Medicaid insurance for services in its Family Health Division clinics. Other plans for FY19 included pursuit of national accreditation for the Department; IT revisions to the Health Department’s website and redesign of its confidential reporting systems. Ms. Baisley identified that this will be the first year with a part time Emergency Coordinator since the grant funding was insufficient to sustain the 25 hour/week position.

The Committee asked how TOG’s health department budget and staffing compared to other Fairfield County towns, what services could be outsourced (e.g., vaccinations, tick testing, some lab testing) and for suggestions of what services could be outsourced to consultants. Ms. Baisley responded that it is one of only two Health Departments in the State that have a laboratory for testing with Stamford the other, and that Darien employees only one full time health professional.

The meeting adjourned at 2:34 P.M.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Leslie Moriarty, Chair
TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE  
DEPARTMENTAL REVIEW DAY FIVE FOR FY2018-2019 BUDGET  

Town Hall Meeting Room  
Monday, February 12, 2018 – 9:00 A.M.

Present:

Committee: Leslie Moriarty, Chair; Michael Mason, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Angela Gencarelli, Financial Analyst, Finance Department; Benjamin Branyan, Town Administrator; Caroline Baisley, Director, Health Department; Debbie Edwards, Business Office Manager, Health Department; Blaise Levant, Senior Business Analyst; Howard Richman, Tax Collector; Charles Zsebik, Director of Purchasing and Administrative Services

Board: Jill Oberlander, Chairman, William Drake, Andy Duus, Karen Fassuliotis, Debra Hess, Beth Krumreich, Anthony Turner, David Weisbrod

TNW: Laurence Simon, Chairman, Nathaniel Witherell Board of Directors; Alan Brown, Director Nathaniel Witherell; Jack Hornak, Director of Operations

Other: Jennifer Baldock, Chair, GEMS; Tracey Schietinger, Director, GEMS; John Strong, GEMS, CFO; Michael Niekamp, incoming CFO; Ken Borsuk, Reporter, Greenwich Time; Alma Rutgers, Columnist, Greenwich Time

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BET Budget Committee Departmental Hearing Day 5-FY2019
February 12, 2018 – Approved