

1. Meeting Agenda - February 13

Documents:

[MEETING AGENDA - 02 13 17.PDF](#)

2. Revised Meeting Agenda - February 13

Documents:

[REVISED MEETING AGENDA - 02 13 17.PDF](#)

3. Minutes Subject To Approval - February 13

Documents:

[MINUTES SUBJECT TO APPROVAL - 02 13 17.PDF](#)

4. Approved Minutes - February 13

Documents:

[APPROVED MINUTES - 02 13 17.PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING  
Monday, February 13, 2017  
3:00 PM  
Cone Room**

**AGENDA**

1. Approval of BET HR Committee Meeting Minutes of February 7, 2017
2. HR Reports
  - Vacant and Posted Position Listing
  - Monthly health insurance update
  - Workers' Compensation Expense Report
3. Review and vote on recommendation for proposed headcount changes for FY18 budget
4. Review and vote on recommendation for staffing in the Office of Tax Collector for FY18 budget
5. Review and vote on recommendation for M&C salary increase for FY18 budget
6. Review and vote on recommendation for elected officials' salary increase for 2018 and 2019
7. Items for future discussion
8. Adjournment

Next Meeting - Thursday, March 9, 2017 at 3:00 P.M. in the THMR



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BOARD OF ESTIMATE & TAXATION**

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Next Meeting - Thursday, March 9, 2017 at 3:00 P.M. in the THMR

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING HUMAN RESOURCES COMMITTEE  
MINUTES Cone Meeting Room

Monday, February 13, 2017

Committee

Present: Nancy Weissler, Chairman; William Drake, Beth Krumeich, Jill Oberlander

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Cicile Brown, HR Compensation & Performance; Alison Graham, Employee Benefits Manager; Erica Mahoney, Assistant Director of Human Resources; Tod Laudonia, Tax Collector

Board: Michael Mason, Leslie Moriarty, Jeff Ramer

BOE: Gina Williams, Assistant Director, BOE Human Resources

RTM: Lucia Jansen, RTM D-7, BOC; Dan Ozizmir, RTM D-5, BOC

The meeting was called to order at 3:06 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

**1. Approval of BET HR Committee Meeting Minutes February 7, 2017**

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the February 7, 2017, Regular Human Resources Committee Meeting. (with the correction of a typo)

**2. HR Reports**

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings commenting specifically on the outstanding vacancies of the Senior Business Analyst, HRIS Manager, Assistant Assessor, Environmental Engineer and Golf Course Manager positions.
- **Monthly Health Insurance update** – Ms. Graham advised that the HR Department had sent information to the unions that plan to remain in the TOG's benefit plan (until they decide whether or not to convert to the State Partnership Plan (SPP)) to alert them to the anticipated spike in their premiums. The Town plans to host eight meetings with M&C, LIUNA, GMEA, and GEA members to help them as they transition to the SPP. At this time 78% of TOG employees and 80% of BOE employees plan to join the SPP.
- **Workers' Compensation Expense Report** – Mr. Mynarski commented that at 30 weeks into the FY17, the trend was favorable to TOG. He suggested that a balance of over \$400,000 might remain at year-end for transfer back to the General Fund.

**3. Review and vote on recommendations for proposed headcount changes for FY18 Budget**

**Youth Coordinator Position** - Ms. Weissler provided highlights of the previous meeting's discussion on the Youth Services Bureau Coordinator position. She pointed out that it was a budget-neutral item and was aligned with the Department of Social Services' strategic plan. Since DSS has many reporting metrics in place, Ms. Weissler suggested that transferring the position to DSS would offer greater accountability of future performance.

Upon a motion by Ms. Weissler, seconded Ms. Oberlander, the Committee voted 4-0 to recommend approving the conversion of the Youth Service Bureau Coordinator position from a contracted position to a part-time position in the Department of Social Services and forward that recommendation to the BET Budget Committee.

**Proposed BOE Staffing Changes** – Ms. Weissler remarked that the BOE is projecting an increase in enrollment of 150 students in FY18. In the FY18 budget, the staffing ratio is 11 students per teacher. She noted that if that ratio were applied to the projected increase of 150 students that would result in 14 more teachers versus the budgeted increase of 5.4 FTE. Ms. Weissler also pointed out that the BOE reduced its non-certified staff by 2.5 FTEs and its proposed FY18 budget meets the BET Budget Guidelines with an increase of 2.0%.

Upon a motion by Ms. Weissler, seconded Ms. Oberlander, the Committee voted 4-0 to recommend approving the proposed increase of 2.9 FTE in the BOE budget and forward that recommendation to the BET Budget Committee.

#### **4. Review and vote on recommendation of M&C salary increase for FY18**

The Committee discussed the considerations relevant to its recommending a salary increase for M&C employees for FY18. Ms. Weissler noted that the Town is fortunate to have a hard-working and talented M&C staff but that the State's and Town's financial position has changed in the past year and that she thought in that light a 2% increase was appropriate. She noted that the TOG M&C employees are paid at a significant premium to their peers and that the HR Director has indicated that the Town's salaries are competitive to attract and retain employees. Ms. Weissler also pointed out that the Budget Guidelines called for an increase of 2% in operating budgets and that the RTM had rejected the Teamsters contract because of its cost.

In support of a 2.5% increase, Ms. Oberlander noted that the TOG union settlements and Connecticut municipal settlements are in the 2.5-3.0% range; and the NY/NJ CPI for urban consumers for the last 12 months is 1.6%. She commented that it is important to motivate M&C employees, who are being asked to play a critical role in identifying and implementing efficiencies and cost savings. Ms. Krumeich concurred with Ms. Oberlander.

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 2-2 to recommend a 2% increase in the M&C Compensation Pool and forward that recommendation to the BET Budget Committee. (Opposed: Krumeich, Oberlander)

Upon a motion by Ms. Oberlander, seconded by Ms. Krumeich, the Committee voted 2-2 to recommend a 2.5% increase in the M&C Compensation Pool and forward that recommendation to the BET Budget Committee. (Opposed: Drake, Weissler)

Breakdown of M&C Compensation Pool: The Committee discussed the breakdown of the M&C Compensation Pool and expressed support for the concept of pay-for-performance.

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to accept the general principles of a pay-for-performance plan as summarized below, with the understanding that the Committee would revisit the details of the plan once the BET approved the M&C salary increase for FY18.

Approve a pay-for-performance program for the M&C Compensation Pool with the following principles:

- Receive the maximum increase for consistently going beyond standard expectations and standing out as a performance leader and/or demonstrating performance in a special role or project. An employee who meets either or both of these criteria and does so in an exceptional manner to receive the maximum increase
- An employee who meets either or both of these criteria and does so in an excellent manner to receive the maximum increase less 0.5%
- An employee who meets expectations to receive the maximum increase less 1.0%
- An employee who does not meet expectations not eligible for an increase

**5. Review and vote on recommendation for elected officials' salary increase for 2018 and 2019**

Ms. Weissler noted that the Committee's responsibility was to recommend the appropriate salary for the position, not for an individual, and that the information on the salaries of other Fairfield County elected officials suggested that those in the TOG were being fairly compensated.

Salaries for the First Selectman and Selectmen:

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 3-0-1 to recommend an increase in the First Selectman's salary of 2.0% to \$142,000 effective December 1, 2017 and \$144,840 effective December 1, 2018 and an increase in the Selectmen's salaries of 2.0% to \$14,200 effective December 1, 2017 and \$14,484 effective December 1, 2018, and forward it to the Board of Estimate and Taxation. (Abstain: Oberlander)

Salary for the Town Clerk:

Upon a motion by Mr. Drake, seconded by Ms. Weissler, the Committee voted 3-0-1 to recommend an increase in the Town Clerk's salary of 2.0% to 101,962 for 2018 and \$104,002 for 2019, and forward it to the Board of Estimate and Taxation. (Abstain: Oberlander)

Salary for the Tax Collector:

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 2-0-2 to recommend an increase in the Tax Collector's salary of

2.0% to 101,962 for 2018 and \$104,002 for 2019, and forward it to the Board of Estimate and Taxation. (Abstain: Oberlander, Krumeich)

Ms. Oberlander explained her motion for abstaining for all three of the elected positions. She stated that her vote was based on the position and not the hard-working and dedicated incumbents. Ms. Oberlander noted that compensation for the Town's elected officials appears fair relative to their municipal peers and the Town has not had any difficulty attracting candidates to run for election. If any increase were to be warranted, it should reflect the regional Consumer Price Index for the last twelve months. In explaining their rationale for abstaining for the vote on the Tax Collector's salary, Ms. Krumeich and Ms. Oberlander indicated that they would have liked additional information on Department operations in light of the FY16-17 budget shortfall prior to the vote.

## **6. Review and vote on recommendation for staffing in the Office of Tax Collector**

Ms. Weissler noted that the run-rate salaries for the Table of Organization positions for the Tax Collector's office will exceed the budgeted salary line in the First Selectman's budget for FY18. The Committee asked Mr. Laudonia which position on his staff could be eliminated with the least negative impact to right-size the Table of Organization to be consistent with the FY18 Budget. Mr. Laudonia suggested that he did not feel comfortable making a public announcement because the staff member had not been informed of the elimination of a position. The Committee requested Mr. Laudonia report back by March 1<sup>st</sup> on his recommendation for meeting the FY18 department budget allocation with conforming changes to the Table of Organization. The Committee expects to act on the Table of Organization at its March 9<sup>th</sup> meeting.

Ms. Weissler made a motion, seconded by Mr. Drake, to eliminate an Accounting Clerk position from the Tax Collector's Table of Organization for the proposed 2018 budget.

Ms. Oberlander made a motion to amend the original motion, seconded by Mr. Drake, confirming that the HR Committee recommends eliminating a position from the Tax Collector's Table of Organization for FY18 so that the Table of Organization matches the allocated budget for the Tax Collector's office with the understanding that the position is to be specified by the Tax Collector by March 1, 2017.

The Committee voted 4-0 to amend the original motion.

The Committee voted 4-0 in favor of the motion as amended.

## **7. Items for Future Discussion**

- Quarterly Reports on Workers Compensation Incidents and Unemployment Expense
- Review of BOE cabinet positions for inclusion in M&C framework
- Employee review process, including Police and Fire
- Review and vote on Tax Collector's Office Table of Organization for FY18

## **8. Adjournment**

Upon a motion by Ms. Weissler, seconded by Ms. Krumeich, the Committee voted 4-0 to adjourn at 4:21 P.M.

The next regular Human Resource Committee meeting is scheduled for March 9, 2017 at 3:00 P.M. in the Town Hall Meeting Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Nancy Weissler, HR Committee Chairman

SUBJECT TO APPROVAL



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BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING HUMAN RESOURCES COMMITTEE  
MINUTES Cone Meeting Room

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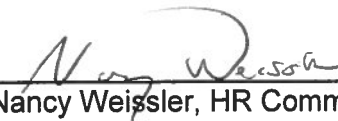
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Catherine Sidor, Recording Secretary



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Nancy Weissler, HR Committee Chairman