

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_MEETING_MINUTES_03-06-14.PDF](#)

[BET_HR_COMM_MEETING_AGENDA_03-06-14.PDF](#)

[SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_03-06-14.PDF](#)

TOWN OF GREENWICH
BOARD OF ESTIMATE AND
TAXATION REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Cone Room, 2nd Floor

Tuesday, March 6, 2014

Committee: Nancy Weissler, Chairperson; William Drake, Randall Huffman,
Absent: Mary Lee Kiernan

Board: Mike Mason, Chairman BET

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Cicile Brown, Employee Professional Performance and Compensation Manager; Gina Williams, Asst. Director Human Resources, Board of Education; Barbara O'Neill, Chairman, Board of Education

The meeting was called to order at 4:30 P.M.

After Ms. Weissler opened the meeting, she proposed an amendment:

Ms. Weissler moved that the Agenda be changed to include a report on Unemployment Expense. The motion was seconded by Mr. Drake and approved by vote of 3-0-0.

1. Approval of BET HR Committee Meeting Minutes of February 11, 2014

Upon a motion by Ms. Weissler, seconded by Mr. Huffman, the Committee voted 3-0-0 to approve the Minutes from the February 11, 2014, Human Resources Committee Meeting.

2. February 2014 HR Reports

Workers' Compensation Incident Report

Ms. Mahoney presented the Workers' Compensation Incident Report. The report showed a notable increase in slip-and-falls in February, resulting from the particularly adverse winter weather. The report showed three lost time and 43 total reported workers' compensation claims. The new Workers' Compensation Administrator is scheduled to start on March 19th.

Vacant and Posted Position Listing

Mary Pepe presented and the Committee reviewed the Vacant Position Listings as of March 1, 2014 which showed 35 vacant positions. A decision has been made to repost the Parking Services Director position to cast a wider net.

Unemployment Expense Report

Mary Pepe presented and the Committee reviewed a report on unemployment expense. She explained the number of new claims filed for the six months from July 1, 2013 to December 30, 2013 totaled 93 claims. Unemployment expense for fiscal year to date was \$143,172, a decrease from the \$146,172 in the prior year. Ms. Pepe noted that the numbers tend to be variable and that there are swings in Park & Recreation and BOE for seasonal workers and substitute teachers, respectively.

3. Human Capital Management System Update

Ms. Pepe reported to the Committee that the Human Capital Management System implementation was proceeding as planned; the estimated launch date is still June with the parallel period running from June – October. The objective is to be fully functional before the health benefit “open enrollment” period commences in November. She indicated that topics which required special attention are: the collection of employees’ daily time records (clock-in, clock-out), training for all users (especially management) and the complexity of pay categories and differences within each category requiring consultation with departments. When the system goes live, a new Human Resource Information System Team will provide oversight and operational support, with its leader interfacing with ADP.

Ms. Williams felt ADP was able to be solution-oriented because of its broad experience in payroll systems in general and with municipal payrolls within Connecticut. She thought it is helpful to have a June launch date as it will test the system as the BOE transitions from the school year to the summer session, with different staffing.

4. MC Salary Increase Recommendation for 2014-2015

Ms. Weissler asked Ms. Pepe to provide the Committee with background information on how salary benchmarks and increases had previously been established. Ms. Pepe related that TOG had previously employed consultants to research general industry and public sector compensation but HR now has the internal expertise to perform this function. She noted that Buck, the consultant which was used last year, had advised the HR Committee that general industry salary comparisons should be included because of the complexity of the TOG MC jobs.

Ms. Pepe noted that last year MC salary increases had been set at a base of 1.5% for competent performers, with an additional 0.5% awarded for merit increases. She noted that in the current year, MC employees were to be evaluated based on their performance vis a vis three goals, which could include performance on major projects. Ms. Weissler asked Ms. Pepe to present a recommendation at the April meeting on MC salary increases, taking into account similar information as to what had been presented by Buck last year, as well as CPI data, recent TOG labor contract awards, and salary information for comparable municipal positions in Fairfield County.

5. Review of CIRMA’s December 2013 Workers’ Compensation Report

Ms. Pepe and Ms. Mahoney acquainted the Committee with details of this semi-annual report. Mr. Mynarski noted that payment of claims could be over a long period because the full impact of an injury could not be known immediately. He explained that settlements could be negotiated and that claims were trending downward. Ms. Mahoney noted that catastrophic claims accounted for the variability in expense for the BOE. One of the

reasons that Greenwich has a higher severity of claims versus its peer group (Norwalk, Danbury, Westport, Manchester) is the higher cost of health care at Greenwich Hospital. Ms. Pepe offered that safety-training and the introduction of the wellness program were proactive ways to stem these costs.

6. Items for Future Discussion

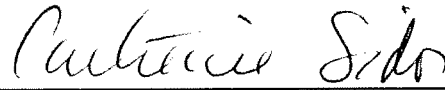
Update on Town's Health Insurance Plan

Ms. Weissler asked Ms. Graham to update the Committee on the experience so far with the Town's Health Insurance Plan at the next meeting.

7. Adjournment

The Committee voted unanimously to adjourn the meeting at 5:51 P.M. on a motion by Mr. Drake, seconded by Mr. Huffman.

The next meeting will be April 16, 2014 at 4:00 P.M. in Cone Room.



Catherine Sidor, Recording Secretary



Nancy Weissler, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Thursday, March 6, 2014
4:30 PM
Cone Room, 2nd Floor**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of February 11, 2014
2. February 2014 HR Reports
 - Workers' Compensation Incident Report
 - Vacant and Posted Position Listing
3. Human Capital Management System Update
4. MC Salary Increase Recommendation for 2014-2015: Preliminary Discussion
5. Review of CIRMA's December 2013 Workers' Compensation Report
6. Items for Future Discussion
 - Update on Town's Health Insurance Plan
7. Adjournment
 - Next Meeting – April 16, 2014 at 4:00 PM in Cone Room

TOWN OF GREENWICH
BOARD OF ESTIMATE AND
TAXATION REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Cone Room, 2nd Floor

Tuesday, March 6, 2014

Committee: Nancy Weissler, Chairperson; William Drake, Randall Huffman,
Absent: Mary Lee Kiernan

Board: Mike Mason, Chairman BET

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human
Resources; Erica Mahoney, Assistant Director of Human Resources;
Allison Graham, Employee Benefits Manager; Cicile Brown, Employee
Professional Performance and Compensation Manager; Gina
Williams, Asst. Director Human Resources, Board of
Education; Barbara O'Neill, Chairman, Board of Education

The meeting was called to order at 4:30 P.M.

After Ms. Weissler opened the meeting, she proposed an amendment:

Ms. Weissler moved that the Agenda be changed to include a report on
Unemployment Expense. The motion was seconded by Mr. Drake and
approved by vote of 3-0-0.

1. Approval of BET HR Committee Meeting Minutes of February 11, 2014

Upon a motion by Ms. Weissler, seconded by Mr. Huffman, the Committee
voted 3-0-0 to approve the Minutes from the February 11, 2014, Human
Resources Committee Meeting.

2. February 2014 HR Reports

Workers' Compensation Incident Report

Ms. Mahoney presented the Workers' Compensation Incident Report. The report showed a
notable increase in slip-and-falls in February, resulting from the particularly adverse winter
weather. The report showed three lost time and 43 total reported workers' compensation
claims. The new Workers' Compensation Administrator is scheduled to start on March 19th.

Vacant and Posted Position Listing

Mary Pepe presented and the Committee reviewed the Vacant Position Listings as of
March 1, 2014 which showed 35 vacant positions. A decision has been made to repost the
Parking Services Director position to cast a wider net.

Unemployment Expense Report

Mary Pepe presented and the Committee reviewed a report on unemployment expense. She explained the number of new claims filed for the six months from July 1, 2013 to December 30, 2013 totaled 93 claims. Unemployment expense for fiscal year to date was \$143,172, a decrease from the \$146,172 in the prior year. Ms. Pepe noted that the numbers tend to be variable and that there are swings in Park & Recreation and BOE for seasonal workers and substitute teachers, respectively.

3. Human Capital Management System Update

Ms. Pepe reported to the Committee that the Human Capital Management System implementation was proceeding as planned; the estimated launch date is still June with the parallel period running from June – October. The objective is to be fully functional before the health benefit “open enrollment” period commences in November. She indicated that topics which required special attention are: the collection of employees’ daily time records (clock-in, clock-out), training for all users (especially management) and the complexity of pay categories and differences within each category requiring consultation with departments. When the system goes live, a new Human Resource Information System Team will provide oversight and operational support, with its leader interfacing with ADP.

Ms. Williams felt ADP was able to be solution-oriented because of its broad experience in payroll systems in general and with municipal payrolls within Connecticut. She thought it is helpful to have a June launch date as it will test the system as the BOE transitions from the school year to the summer session, with different staffing.

4. MC Salary Increase Recommendation for 2014-2015

Ms. Weissler asked Ms. Pepe to provide the Committee with background information on how salary benchmarks and increases had previously been established. Ms. Pepe related that TOG had previously employed consultants to research general industry and public sector compensation but HR now has the internal expertise to perform this function. She noted that Buck, the consultant which was used last year, had advised the HR Committee that general industry salary comparisons should be included because of the complexity of the TOG MC jobs.

Ms. Pepe noted that last year MC salary increases had been set at a base of 1.5% for competent performers, with an additional 0.5% awarded for merit increases. She noted that in the current year, MC employees were to be evaluated based on their performance vis a vis three goals, which could include performance on major projects. Ms. Weissler asked Ms. Pepe to present a recommendation at the April meeting on MC salary increases, taking into account similar information as to what had been presented by Buck last year, as well as CPI data, recent TOG labor contract awards, and salary information for comparable municipal positions in Fairfield County.

5. Review of CIRMA’s December 2013 Workers’ Compensation Report

Ms. Pepe and Ms. Mahoney acquainted the Committee with details of this semi-annual report. Mr. Mynarski noted that payment of claims could be over a long period because the full impact of an injury could not be known immediately. He explained that settlements could be negotiated and that claims were trending downward. Ms. Mahoney noted that catastrophic claims accounted for the variability in expense for the BOE. One of the

reasons that Greenwich has a higher severity of claims versus its peer group (Norwalk, Danbury, Westport, Manchester) is the higher cost of health care at Greenwich Hospital. Ms. Pepe offered that safety-training and the introduction of the wellness program were proactive ways to stem these costs.

6. Items for Future Discussion

Update on Town's Health Insurance Plan

Ms. Weissler asked Ms. Graham to update the Committee on the experience so far with the Town's Health Insurance Plan at the next meeting.

7. Adjournment

The Committee voted unanimously to adjourn the meeting at 5:51 P.M. on a motion by Mr. Drake, seconded by Mr. Huffman.

The next meeting will be April 16, 2014 at 4:00 P.M. in Cone Room.

Catherine Sidor, Recording Secretary

SUBJECT TO APPROVAL

Nancy Weissler, HR Committee Chairman