1. BET HR Comm. Meeting Documents

Documents:

BET_HR_COMM_MTG_AGENDA_04-14-15.PDF
APPROVED_BET_HR_COMM_MINUTES_04-14-15.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, April 14, 2015
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of March 16, 2015

2. February 2015 HR Reports
   • Workers’ Compensation Incident and Expense Reports
   • Vacant and Posted Position Listing


4. Human Capital Management System Update

5. Summary and discussion of M&C Evaluation Process

6. Items for future discussion

7. Adjournment
   • Next meeting – May 12, 2015 at 3:00 PM in the Cone Room
Committee Present: Nancy Weissler, Chairman; William Drake, Randall Huffman, Mary Lee A. Kiernan

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resources, Erica Mahoney, Assistant Director of Human Resources, Allison Graham, Employee Benefits Manager, Tiffany Navarro, Workers' Compensation Administrator; Cecile Brown, Employee Professional Performance and Compensation Manager; Lynn Bausch RN, Deputy Director of Nursing, Nathaniel Witherell

Board: Michael Mason, Chairman, BET, BET Members Jeffrey Ramer, Leslie Tarkington, William Finger, Marc V. Johnson

Selectmen: Peter Tesei, First Selectman

Other: Debbie Appellbaum, BOE Member, David Ormsby, Chairman, Friends of Nathaniel Witherell

The meeting was called to order at 3:02 P.M.

Ms. Weissler welcomed the attendees and began the meeting, noting that the agenda needed to be corrected to reflect the fact that the Committee would be discussing the March 2015 HR reports, not those of February.

1. **Approval of BET HR Committee Meeting Minutes March 16, 2015**

   Upon a motion by Ms. Kiernan, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the March 16, 2015, Regular Human Resources Committee Meeting.

Ms. Weissler changed the Agenda's order of business to accommodate Nathaniel Witherell speakers and the First Selectman.

3. **Nathaniel Witherell: Review of Planned Fiscal 2016 Staffing Changes**

Ms. Bausch described how Nathaniel Witherell was planning to staff for the current 61% increase in admissions in short-term stays (374 patient nights/year to 624 patient nights/year) as well as for the 5 additional rehab beds that will come online later in the year. Ms. Bausch outlined the plan to add about 5.5 FTE's in the following areas: 0.5 FTE Admissions, which would result in a full-time position with benefits; 3.0 FTE CNA's; 1.0 FTE RN's; 0.5 FTE Housekeeping and 0.5 FTE Social Work. With the exception of the full-time staff member for Admissions, the other additions would be part time.
Ms. Weissler and Ms. Kiernan asked for a more detailed cost analysis of the salary/benefit calculations and a fuller explanation of the nursing classifications and comparative standards of care. Ms. Weissler asked if Nathaniel Witherell could staff the admission position with a part time person to save on benefit costs. The incremental staffing hours for Housekeeping and Social Workers were also discussed. Ms. Bausch was asked about the timing of the new hires and indicated that it would be after the completion of the 5 rehab bedrooms, which is estimated to take six months. Ms. Bausch indicated that Allen Brown would respond to the questions raised upon returning from vacation.

Mr. Ormsby commented that the Director of Financial Operations position had been filled and the new person would be starting shortly.

4. Human Capital Management System Update

Mr. Tesei commented on how the reconstituted ADP Steering Committee, which he and the Superintendent of Schools lead, was working with the new enterprise-level ADP consultant, Tamara Fogel, on the integration of the new payroll system into TOG's culture. He noted that four issues were yet to be completely resolved: General Ledger interface; additional training; BOE position control and encumbrances; and the continued use of paper processing. He thanked the HR Department for its implementation efforts and the BET and HR Committee for funding and supporting the implementation.

Ms. Pepe noted that Ms. Fogel had been tasked with the following: 1) assessing the fidelity of implementation; 2) assisting departments with report production and efficiency of use; and 3) resolving the General Ledger interface, Treasury, and vendor file problems.

Mr. Mynarski explained the steps being undertaken by the Budget Director, Mr. Gieger, and TOG's Treasurer, Ms. Murphy, to reconcile cash and to resolve the General Ledger interface problem. A meeting to train Department heads is planned for April 15.

Ms. Weissler asked if solutions were being tested to resolved BOE issues of encumbrances and position controls. Ms. Brown reported that the solutions to these questions were being tested.

Vacant and Posted Position Listings - Mr. Tesei was asked to update the Committee on filling the Town Administrator position that would be vacated by Mr. Crary on May 15, 2015. He noted that the position attracted 70 applications and the Town interviewed 7 of them. He noted that an offer had been made and he expected the selected candidate would be able to start either on May 26 or June 1. Mr. Tesei indicated that the new Town Administrator would face 3 key issues: the implementation of the VOIP system; the rollout of the emergency communication radios; and the building of a New Lebanon School.

On another topic, Mr. Tesei commented that the New Lebanon School project would be on the Board of Selectmen's Agenda so that the MI certification and the nomination of a Building Committee might receive BOS approval at May's meeting in preparation for submission to the State of Connecticut by its deadline of June 30.

Ms. Pepe commented that an offer was pending on the Inland Wetlands' Executive Director position with an anticipated start date of June 1, 2015 and that a conditional offer of temporary status for one season had been made to fill the Golf Course Manager position.
The Committee noted that the Police department was anxious to fill the Police Scheduling Coordinator position but would have to wait for RTM budget approval in May (the department has vacant positions in its TOO). A BOE position would be filled without changing departmental headcount with the retirement of a full-time employee and the combination of an unfilled PT position and a reduction of another PT w/o benefits position.

2. **March 2015 HR Reports**

Workers’ Compensation Incident and Expense Report - Ms. Pepe reported 46 total claims for the month of March, 3 of which were for lost time. Year to date claims total 282 vs 299 in the prior year; lost time claims were 50 in each year. Ms. Pepe remarked that the Safety Analyst was visiting TOG departments to evaluate guidelines and discipline for risk management.

Mr. Mynarski reported that Workmen’s Compensation expenses for 41 weeks of the current fiscal year were trending well, with a projected $249k surplus. He noted that OPEB costs had decreased due to the settling of claims and closing outstanding cases.

5. **Summary and discussion of M&C valuation Process**

Ms. Pepe informed the Committee that instructions were being forwarded to department heads for the annual performance evaluation process. They would reiterate the rating scale and differentiate the basis for recommending salary increases based on competent (1.5%), excellent (2.0%) and outstanding (2.5%). She emphasized that managers would be reviewing key accountabilities with employees and evaluating them against annual goals set for the year. A further discussion of future year’s goals would also take place.

Ms. Pepe indicated a review of TOG’s M&C compensation system would take place next year.

6. **Items for future discussion**

Ms. Weissler suggested the following topics for May’s meeting:

- Hiring Practices – including background checking, drug testing and approaches to minimize any Town exposure in the hiring process
- 311 System - Asking Ms. Melissa Brown to discuss plans to implement the 311 System
- Preparing a supervisory training program for front-line managers with certification on completion

7. **Adjournment**

On a motion by Mr. Drake, seconded by Mr. Huffman, the Committee voted 4-0 to adjourn the meeting at 4:58 P.M.

The next Human Resource Committee meeting is scheduled for May 12, 2015 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary
Nancy Weissler, HR Committee Chairman