1. BET HR Comm. Meeting Documents

Documents:

BET_HR_COMM_MTG_AGENDA_04-17-18.PDF
SUB_TO_APP_BET_HR_COMM_MINUTES_04-17-18.PDF
REVISED_SUB_TO_APP_BET_HR_COMM_MINUTES_04-17-18.PDF
APPROVED_BET_HR_MINUTES_04-17-18.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, April 17, 2018
3:00 P.M.
Town Hall Meeting Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes:
   - March 8, 2018

2. HR Reports:
   - Vacant and Posted Position Listing
   - Monthly Health Insurance Update
   - Workers’ Compensation Expense Report

3. New Business

4. Adjournment

Next Meeting – Tuesday, May 15, 2018 at 3:00 P.M. - Cone Room
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE MINUTES
Cone Meeting Room

Tuesday, April 17, 2018

Committee
Present:     Anthony Turner, Chair; William Drake, Karen Fassuliotis, Elizabeth K. Krumeich

Staff:       Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director Human Resources

Board:       Jill Oberlander, Chair; Leslie Moriarty, Michael Mason

BOE:         Robert Stacy, Director, BOE HR Department

The meeting was called to order at 3:07 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

March 8, 2018 – vote deferred until May 15, 2018 BET HR Meeting

2. HR Reports

   • **Vacant and Posted Position Listings** - Ms. Pepe explained that the List of Vacant Position aligned with the steps in TOG’s hiring process. Many pre-screened and skill-tested applicants, who have been awaiting open positions, are now on prospective interview candidate lists that have been sent to departments. Other positions have received not request to fill, job descriptions may be under review or are being update, candidates have been referred to the department for written examinations, and in one instance, a BOE Administrative Assistant position had been reclassified based on job description skill revisions. It has been shifted from a clerical support GMEA position to a professional customer service stand-alone LIUNA position with a change in responsibilities.

   • **Monthly Health Insurance Update** - Ms. Pepe informed the Committee that TOG employees had received a quarterly alert advising that a period when healthcare coverage changes could be made. Firefighters moving to CT Partnership healthcare benefits as of July 1, 2018 and other TOG employees would be receiving information about new premium costs shortly. A change of vendors providing record-keeping for employee Defined Benefits and Defined Contribution plans would be taking place on July 1 and October 1 respectively. Since the current vendor’s contract was expiring, an RFP had been issued and Empower Inc. had been selected as the new vendor.

   • **Workers’ Compensation Expense Report** – Mr. Mynarski commented that at 39 weeks into FY18 a surplus of $316,000 is anticipated. He pointed out that two years
ago, the BET had reduced anticipated Workers' Compensation costs by $400,000, if the current surplus were added TOG would be experiencing a surplus of approximately $700,000.

3. New Business

Mr. Turner advised the Committee that the Retirement Administrator had resigned and at the next meeting, the HR Department would be requesting that the position revert to an earlier model of a 2-person unit. Job Descriptions were being revised and would be forwarded to Committee members prior to the next meeting. Mr. Pellegrino, as Chair of the Retirement Board, was requesting that candidates have additional analytic skills to support interaction with TOG’s Outside Investment Advisor, Neuberger Berman. The proposed new positions would be reflected in the HR Department headcount but not in its budget because they are paid by the Retirement Board. One position would have a customer service orientation to respond to phone, walk-in and online pension-related inquires, whereas the Administrator’s responsibilities would be expanded to include additional work with contracts, claims and analytics. The First Selectman, Mr. Mason and Mr. Mynarski approve of the new model.

4. Adjournment

Mr. Drake made a motion, seconded by Ms. Krumeich, to adjourn the meeting at 3:52 P.M. The Committee voted 4-0 in favor of the motion.

The next regular Human Resource Committee meeting is scheduled for Tuesday, May 15, 2018 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Anthony Turner, HR Committee Chairman
Tuesday, April 17, 2018

The meeting was called to order at 3:07 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

The Committee agreed to take up the Minutes, as amended, for February 13, 2018, February 22, 2018, and March 8, 2018, at its May meeting.

2. HR Reports

- **Vacant and Posted Position Listings** - Ms. Pepe explained that the List of Vacant Positions aligned with the steps in TOG’s hiring process. Many pre-screened and skill-tested applicants, who have been awaiting open positions, are now on prospective interview candidate lists that have been sent to departments. The Human Resources Department may not have received a request to fill a position because job descriptions are under review or are being updated or candidates have been referred to the department for written examinations. In one instance, a BOE Administrative Assistant position had been reclassified based on job description skill revisions. It has been shifted from a clerical support position (GMEA) to a professional customer service stand-alone position (LIUNA) with a change in job functions.

- **Monthly Health Insurance Update** - Ms. Pepe informed the Committee that TOG employees had received a quarterly alert advising of an open enrollment period when employees are eligible to change their elections for healthcare coverage. The Firefighters’ Union (IAFF), AFL-CIO, has agreed and is moving to the CT State Partnership Plan (SPP) for healthcare benefits as of July 1, 2018. Other TOG employees will be receiving information about new premium costs under SPP shortly. A change of vendors providing record-keeping for employee defined benefits and defined contribution plans will be taking place on July 1 and October 1, 2018, respectively. Since the current vendor’s contract was expiring, and request for proposal (RFP) had been issued and Empower Inc. was selected as the new vendor.
• **Workers' Compensation Expense Report** – Mr. Mynarski commented that at 39 weeks into FY18 a surplus of $316,000 is anticipated. He pointed out that two years ago, the BET had reduced anticipated Workers’ Compensation costs by $400,000. If the current surplus were added to this year’s budget figure, the TOG would be experiencing a surplus of approximately $700,000.

3. **New Business**

Mr. Turner advised the Committee that the Retirement Administrator had resigned and, at the next meeting, the Human Resources Department would be requesting that the position revert to an earlier model of a 2-person unit. The Comptroller and HR Director provided some background of what would likely be requested. They indicated that job descriptions were being revised and would be forwarded to Committee members prior to the next meeting. They also explained that Mr. Pellegrino, Chair of the Retirement Board, was requesting that candidates have additional analytic skills to support interaction with TOG’s outside investment advisor, Neuberger Berman. The proposed new positions would be reflected in the HR Department headcount but not in its budget because they are paid by the Retirement Board. One position would have a customer service orientation to respond to telephone, walk-in and online pension-related inquiries, whereas the Administrator’s responsibilities would be expanded to include working with contracts, assisting in resolving claims and developing analytic models. The Comptroller and the HR Director indicated that they would be supportive of the request if it was made.

4. **Adjournment**

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 3:52 P.M.

The next regular meeting of the Human Resource Committee is scheduled for Tuesday, May 15, 2018, at 3:00 P.M. (subsequently changed to 4:00 P.M.) in the Cone Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Anthony Turner, HR Committee Chairman
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Catherine Sidor, Recording Secretary

Anthony Turner, HR Committee Chairman