

1. Meeting Agenda - April 18

Documents:

[MEETING AGENDA - 04 18 17 \(PDF\).PDF](#)

2. Minutes Subject To Approval - April 18

Documents:

[MINUTES SUBJECT TO APPROVAL - 04 18 17 \(PDF\).PDF](#)

3. Approved Minutes - April 18

Documents:

[APPROVED MINUTES - 04 18 17 \(PDF\).PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING
Tuesday, April 18, 2017
3:00 P.M.
Cone Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of March 9, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
3. Workers' Compensation
 - Monthly Expense Report
 - CIRMA Report for December 2016
 - Quarterly Report
4. Discussion and vote on breakdown of M&C Compensation Pool for F18
5. Quarterly HRIS Update
6. Items for future discussion
7. Adjournment

Next Meeting - Tuesday, May 9, 2017 at 3:00 P.M. in the Cone Room

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

Tuesday, April 18, 2017

Committee

Present: Nancy Weissler, Chairman; William Drake, Elizabeth K. Krumeich, Jill Oberlander

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Cicile Brown, HR Compensation & Performance; Erica Mahoney, Assistant Director of Human Resources; Tiffany Navarro, Workers Compensation Administrator

Board: Michael Mason, Leslie Moriarty, Jeff Ramer, Arthur Norton, Leslie Tarkington

BOE: Debbie Appelbaum, BOE Member

The meeting was called to order at 3:04 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes March 9, 2017

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the March 9, 2017, Regular Human Resources Committee Meeting.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings commenting specifically on: the Senior Business Analyst position that had been offered to Blaze Levetan at a salary comparable to his predecessor's starting salary; the final interviews taking place for the Assistant Assessor position; the re-evaluation of tasks associated with the HRIS Manager position; the re-classification of the Assistant to Director position in the Health Department to an Operations Administrator position; and the reclassification of a position to create a second BOE Building Operations Manager position.
- **Monthly Health Insurance update** – Ms. Pepe reported that all employees, with the exception of Fire, plan to move to the State Partnership Plan (SPP) as of July 1, 2017, resulting in substantial savings for the Town. The Fire Union contract is in arbitration. Ms. Brown commented that if the Fire Union stays in the TOG's health benefit plan, a 23-25% premium increase versus the 7-9% increase in the SPP could be anticipated. Retirees, counseled by representatives of the Commission on Aging on less costly options, also have until June 30th to migrate to alternative plans.

3. Workers' Compensation

- **Expense Report** – Mr. Mynarski commented that at 39 weeks into FY17, the trend was favorable to TOG with a surplus of \$820,682. He noted that both Unemployment and Workers' Compensation claims were trending down. Ms. Navarro presented the December – February injury claims report. She pointed out that there was an increase of 34 claims and \$0.2 MM versus the prior year period; the BOE experienced an increase in claims for a teacher and aide working with special needs students (two employees submitted 28 claims). She assured the HR Committee that the Safety Analyst and Safety Committee were investigating accidents to promote accountability through the development of a Safety Plan, which established goals and training.
- **CIRMA Report** - Ms. Navarro presented the CIRMA report for the period ending December 2016 and noted that loss history showed a reduction of 25% in total claims between 2012 and 2016. The trend line showed a 30% reduction in net losses incurred between 2012 and 2016. Two claims from 2016 have increased the Town's costs this year, but no trend is suggested. In response to questions about comparable municipalities' experiences, Ms. Navarro noted that other municipalities provide less disclosure than Greenwich.

4. **Discussion and vote on breakdown of M&C Compensation Pool for FY18**

Ms. Pepe presented HR's proposal for the breakdown of the M&C Compensation pool for FY18. The proposal is for an increase of 1.5% for those employees who at least met objectives. Employees could be eligible for an additional 0.5% increase if they met the following criteria: 1) Consistently goes above and beyond standard expectations of the position and stands out as a proven leader; and/or 2) Demonstrates outstanding performance in a specific role or projects that is not a standard responsibility of the position.

Ms. Weissler suggested that it would be important to convey these criteria to the managers awarding M&C increases. Ms. Weissler also expressed confidence that the Lean Six Sigma training begun in FY17 and continuing into FY18 would incorporate new goals and foster efficiency standards in its training.

Ms. Weissler made a motion, seconded by Mr. Drake, to approve the recommended breakdown effective July 1, 2017, of the 2% increase into a base increase of 1.5% and High Performance increase of an additional 0.5% based on HR's criteria. The Committee voted 4-0 to approve the motion.

Ms. Oberlander suggested that for the next fiscal year the HR department should consider alternative compensation models for M&C employees to ensure that there are sufficient incentives to motivate the Town's senior managers to improve efficiency.

5. **Quarterly HRIS Update**

Ms. Weissler asked if the reporting function was being used to its fullest capacity. Ms. Pepe responded that the plan is to outsource report writing since it is more cost effective. She recommended additional education on system capability for TOG employees.

6. **Items for Future Discussion**

- Review of CHRO trends and strategies to minimizing risk (May)
- Parks & Recreation Department: Review of the strategy for hiring seasonal workers with the resulting unemployment costs (May)
- Update on completion of union reviews (May)
- Lean Six Sigma training update (June)
- BOE: update on plans to develop a framework for Cabinet compensation (June)
- Discussion of Police Study findings

In a discussion on the status of reviews of union employees, Ms. Oberlander requested that the Human Resources Department continue to train managers on the performance review process and provide guidance on how to conduct an effective review.

7. Adjournment

Upon a motion by Ms. Weissler, seconded by Ms. Krumeich, the Committee voted 4-0 to adjourn at 4:17 P.M.

The next regular Human Resource Committee meeting is scheduled for Tuesday, May 9, 2017 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

SUBJECT TO APPROVAL

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman

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

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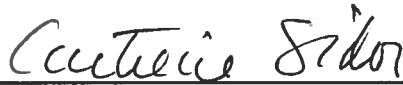
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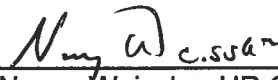
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Catherine Sidor, Recording Secretary



Nancy Weissler, HR Committee Chairman