

1. Meeting Agenda - May 9

Documents:

[MEETING AGENDA - 05 09 17.PDF](#)

2. Minutes Subject To Approval - May 9

Documents:

[MINUTES SUBJECT TO APPROVAL - 05 09 17.PDF](#)

3. Approved Minutes - May 9

Documents:

[APPROVED MINUTES - 05 09 17.PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING
Tuesday, May 9, 2017
3:00 P.M.
Cone Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of April 18, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Update on Union Performance Reviews completion rates
3. Workers' Compensation
 - Monthly Expense Report
4. Parks & Recreation Department: Temporary Staffing Strategy
5. CHRO complaints: Overview, trends and HR Strategy to mitigate risks
 - Executive Session: Update on current litigation
6. Items for future discussion
7. Adjournment

Next Meeting - Tuesday, June 6, 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, May 9, 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; Allison Graham, Employee Benefits Manager; Blaize Levitan, Senior Business Analyst; Joseph Siciliano, Director Parks & Recreation; Thomas Greco, Assistant Director, Parks & Recreation; J. Wayne Fox Town Attorney; Valerie Maze Kenny, Assistant Town Attorney

Board:

Michael Mason, Leslie Moriarty, Jeff Ramer, Leslie Tarkington

BOE:

Gina Williams, Assistant Director, BOE Human Resources

The meeting was called to order at 3:03 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes April 18, 2017

Upon a motion by Ms. Krumeich, seconded by Ms. Oberlander, the Committee voted 4-0 to approve the Minutes of the April 18, 2017, Regular Human Resources Committee Meeting.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings, commenting specifically on recent new hires and introduced Mr. Levitan, the new Senior Business Analyst. She noted that Ms. Damato, who has been with the Law Department, is the newly-appointed Risk Manager. Ms. Pepe also mentioned that a conditional offer had been made for the Assistant Assessor position. With unemployment trending down, Ms. Weissler asked if the volume of applicants has changed, to which Ms. Mahoney responded that the Town is refining some job descriptions to require more specific job skills but that it continues to attract a good pool of applicants.
- **Monthly Health Insurance update** – Ms. Graham commented that CIGNA had quoted that there would be a 21.3% increase in healthcare insurance premiums for the Fire union if they remained in the Town's plan rather than migrate to the CT Partnership Plan. She noted that under the new CIGNA plan that a firefighter's bi-monthly premium for a family plan would be approximately \$110 higher than under the State plan. A letter was being prepared to transmit this new information to firefighters. If the Fire Union decides later to enroll in the State plan, it can do so at the first of any given month. Ms. Graham

noted open enrollment was beginning for the remainder of Town employees on the State plan. She indicated that while premiums are lower for active employees, many retirees will face increases, leading them to migrate from the Town plan. The exceptions to this are the Teachers and Police, whereby their contracts stipulate a blended rate for active and retired employees.

- **Update on Annual Performance Review Completions** – Ms. Brown reported that since the last HR Committee meeting, DPW, the Library, and Law had increased their percentage completion rates for performance reviews. However, none have been received from the Tax Collector's office despite continued follow up from HR.

3. Workers' Compensation

- **Expense Report** – Mr. Mynarski commented that at 43 weeks into FY17, the trend was favorable to the Town, with a surplus of \$831,443.

4. Parks & Recreation Department: Temporary Staffing Strategy

Ms. Weissler provided some context for the discussion, noting that Parks & Recreation incurred the highest amount of unemployment expense for any Town department (F16 was \$118,000) due to the Department's temporary staffing. Therefore, the HR Committee was interested in knowing if there were strategies to reduce this expense. Mr. Siciliano explained that there were three cycles of temporary employee hires: Beach and Marine April - December; Golf Course April - December; Skating Rink September - March.

Mr. Siciliano indicated that Parks & Recreation typically hires 360 seasonal, part-time employees, and its strategy is to keep these employees' maximum hours below the threshold that entitles them to healthcare benefits. He noted that many of the skills required for the Skating Rink operation are very specific (e.g., ice rink operations), making it difficult to transfer employees from summer operations. However, Parks and Recreation does hire some BOE employees, who have the summer off, for summer positions.

He commented that Connecticut's system for filing for unemployment benefits online makes it very easy for seasonal employees to do so—even when living out-of-state. He noted that the evidence that the State requires to demonstrate that the employee is looking for employment is not particularly rigorous. However, he indicated that of the 360 seasonal employees, only 37 applied for unemployment benefits in January and 33 filed in April.

5. CHRO complaints: Overview, trends, and HR Strategy to mitigate risks

Town Attorney Fox commented that the Law Department is typically working on 18 to 25 CHRO cases at any given time. He noted that they usually arise from some action that an employee deems to be adverse such as change in scheduling, discipline, or even job termination. It is very easy for an employee to file a CHRO complaint and the CHRO Commission is now retaining all cases submitted to it for further review. As a result, the Law Department and the respective Town Departments spend considerable time responding to these complaints. Nevertheless, Mr. Fox noted that the Town usually prevails and that in the past 19 years has incurred only a modest amount on settlements. Ms. Weissler asked if CHRO complaints occurred more frequently in specific departments. Mr. Fox responded that one would expect a higher percentage in Police because of the physical demands of the job and their interaction with the public.

The Committee also inquired about Town strategies to mitigate the risk of CHRO complaints. Ms. Oberlander asked whether there were tactics that the Town could use in its hiring process to identify potentially problematic employees. Ms. Pepe responded that the Town conducts background checks and that new employees typically have a six-month probationary period. Ms. Pepe commented that a goal of the Leadership Institute was also to improve supervisory employees' management skills.

Executive Session- Update on current Litigation

Ms. Weissler called for an Executive Session to hear an update on pending litigation.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0 to enter Executive Session at 4:12 P.M.

The Committee exited Executive Session at 4:56 P.M.

6. Items for Future Discussion

- Update on Union reviews (June)
- Lean Six Sigma Training Plan (June)
- Update on BOE Cabinet compensation strategy (June)
- Unemployment expense report for 3/31 (June)
- M&C increases for F18 (July)
- Overview of DPW, IT, and OFS project to streamline building permitting process
- Results of Police Consultant's report

7. Adjournment

Upon a motion by Ms. Weissler, seconded by Ms. Krumeich, the Committee voted 4-0 to adjourn at 5:00 P.M.

The next regular Human Resource Committee meeting is scheduled for Tuesday, June 6, 2017 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman

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