

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_06-03-14.PDF](#)
[BET_HR_COMM_MTG_AGENDA_06-03-14.PDF](#)
[SUB_TO_APP_BET_HR_MINUTES_06-03-14.PDF](#)

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

Tuesday, June 3, 2014

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

Board: Michael Mason, Chairman BET; Leslie Tarkington

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; Tiffany Navarro, Workers' Compensation Administrator; Robert Lichtenfeld, BOE Director Human Resources; Barbara O'Neill, Chairman BOE; Sharon Vecchiolla, (D) Registrar of Voters; Fred Decaro III, (R) Registrar of Voters

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

1. Approval of BET HR Committee Meeting Minutes of May 13, 2014

Upon a motion by Ms. Kiernan, seconded by Mr. Drake, the Committee voted 3-0-0 to approve the minutes from the May 13, 2014, Regular Human Resources Committee Meeting. (Absent at time of Vote: Huffman)

2. April 2014 HR Reports

Workers' Compensation Incident and Expense Reports

Ms. Navarro presented the Workers' Compensation Incident Report for June indicating a continued decline in incidents. She indicated that claims in May had decreased by 35% to 24 total claims versus the prior year. Ms. Navarro and Ms. Pepe announced that a new pilot stretching program in conjunction with Greenwich Hospital was being explored to further reduce injuries and reduce Workers' Compensation costs. Mr. Mynarski commented that at 48 weeks into the fiscal year, the Workmen's' Compensation program was currently \$532,000 under budget. Ms. Weissler asked Mr. Mynarski to confirm that the 2014-2015 Budget's line item for Workmen's' Compensation had been reduced accordingly and he confirmed it had been reduced by \$200,000 with an additional \$50,000 reduction in unemployment expense.

Unemployment Expense

Unemployment expense is continuing to trend lower versus last year, with the most sizeable reductions in BOE and Parks & Recreation.

Vacant Position Listing

Ms. Pepe reviewed the Vacant Position Listings as of June 1, 2014, pointing out that 5 payroll processing positions would be eliminated by June 30, 2014 due to the ADP project. However, HR has hired 3 temps to work on the current payroll processing before ADP goes live. HR expects to have the new Human Resources Information Services (HRIS) supervisor on board by July 1st. She updated the Committee on the status of filling positions at Parking Services, Police Department, the Library and P&Z.

Ms. Weissler asked how the strength of the economy was affecting the volume of applicants seeking TOG employment. Ms. Pepe indicated that the volume of applicants remained high for more administrative positions (e.g., over 100 applicants for an administrative assistant position for Parks & Recreation). In response to a question from Ms. Kiernan, Ms. Pepe noted that HR has hired a consultant to review the job description and skill set required for the administrative assistant position in the TOG and that the preliminary report on this should be completed by September.

3. Human Capital Management System Update

Mr. Mynarski gave an update on how outlays and encumbrances for HCMS were tracking versus the original appropriation of \$2.1 million. He indicated that the project was, at this point, under budget by about \$100,000. Mr. Drake asked about the terms of the holdback under the ADP contract, and Ms. Pepe responded that she would supply this information to the Committee.

Ms. Pepe updated the Committee on the implementation status of the HCMS. She commented that some interface issues concerning data from the Police, Fire and BOE had temporarily slowed the timetable but she did not expect that this would delay the “go live” date. She said that test cases were being input during June and the system was on track for parallel testing in July. She explained that installation and testing of the clocking-in program would also be taking place at remote locations during July. Ms. Pepe indicated that the first payroll run on the HCMS is scheduled for October 4th. Ms. Weissler asked if Ms. Pepe were concerned about any possible error risk with having temporary employees executing the payroll system in the period leading up to October 4th. Ms. Pepe noted that two of the three temps had direct experience in this area.

Ms. Pepe commented that the Steering Committee had reevaluated the need for and frequency of internal communication to successfully implement the HCMS. As a result, it has hired a consultant to assist with the effort. Mr. Lichtenfeld indicated that because the school year was rapidly coming to a close, it was critical to launch this program soon.

Ms. Pepe reiterated the importance of training “super users” who would be the “go to” individuals located within departments for assistance with “Go Live” issues. She noted that the Project Manager, Kara Pellegrino, is resigning to take a position elsewhere and that Janet DeLuca, who has IT and finance experience, will take over for Kara.

4. Discussion of the Salaries of the Registrar of Voters for 2015-2017

Mr. DeCaro and Ms. Vecchiolla presented a comparative analysis of regional Registrar of Voter salaries to support their request for an increase of \$15,000 in their salaries. Mr. DeCaro noted that many of the peer communities provided benefits for their registrars. Mr. DeCaro indicated their request for increased compensation was based on the increasing complexity of tasks and the additional requirements imposed by the State.

He also presented information that compared the ratio of the registrars' salaries and benefits (Greenwich registrars do not receive benefits) to that of the town clerks, tax assessors and mayors/first selectman in other peer communities. This analysis also indicates that Greenwich falls at the low end of this ratio. Finally, he noted that the Registrars' office is implementing a number of cost savings (e.g., the introduction of electronic pollbooks) that will reduce department expenses in future years. In response to a question from Mr. Drake about the rationale for their salary increase request, Mr. DeCaro responded that a salary that was about 50% of the Town Clerk's would appear to be fair based on the comparable data. Ms. Kiernan questioned him as to whether it was fair to compare the part-time roles in Greenwich with the full-time roles in a number of other communities. Mr. DeCaro responded it was more important to consider what responsibilities registrars in each community undertook.

Ms. Weissler asked for additional time to study the background documentation and requested the Ms. Vecchiolla and Mr. Decaro return for the next Regular Human Resource Committee Meeting on July 15, 2014.

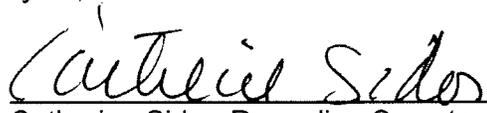
5. Items for Future Discussion

- Registrar of Voters Salary Increase Request
- Quarterly Workmen's Compensation and Unemployment Expense Reports
- Update on 311 System by Mr. Anderson
- BOE Changes in Staffing
- Discussions of proposed position upgrade policy
- Review of M&C evaluation process and compensation pool distribution
- Update on health care expenditures for current year and outlook for health care premiums for calendar 2015

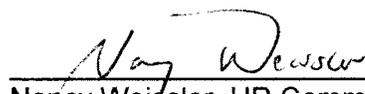
6. Adjournment

On a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted unanimously to adjourn the meeting at 4:55 P.M.

The next meeting will be Tuesday, July 15, 2014 at 4:00 PM in the Cone Room.



Catherine Sidor, Recording Secretary



Nancy Weissler, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Tuesday, June 3, 2014
3:00 PM
Town Hall Meeting Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of May 13, 2014
2. May 2014 HR Reports
 - Workers' Compensation Incident Report
 - Unemployment Expense Report
 - Vacant and Posted Position Listing
3. Human Capital Management System Update
4. Discussion of Salaries for Registrars of Voters for 2015-2017
5. Items for Future Discussion
6. Adjournment
 - Next Meeting – July 15, 2014 at 4:00 PM in Cone Room

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

Tuesday, June 3, 2014

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

Board: Michael Mason, Chairman BET; Leslie Tarkington

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; Tiffany Navarro, Workers' Compensation Administrator; Robert Lichtenfeld, BOE Director Human Resources; Barbara O'Neill, Chairman BOE; Sharon Vecchiolla, (D) Registrar of Voters; Fred Decaro III, (R) Registrar of Voters

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

1. Approval of BET HR Committee Meeting Minutes of May 13, 2014

Upon a motion by Ms. Kiernan, seconded by Mr. Drake, the Committee voted 3-0-0 to approve the minutes from the May 13, 2014, Regular Human Resources Committee Meeting. (Absent at time of Vote: Huffman)

2. April 2014 HR Reports

Workers' Compensation Incident and Expense Reports

Ms. Navarro presented the Workers' Compensation Incident Report for June indicating a continued decline in incidents. She indicated that claims in May had decreased by 35% to 24 total claims versus the prior year. Ms. Navarro and Ms. Pepe announced that a new pilot stretching program in conjunction with Greenwich Hospital was being explored to further reduce injuries and reduce Workers' Compensation costs. Mr. Mynarski commented that at 48 weeks into the fiscal year, the Workmen's' Compensation program was currently \$532,000 under budget. Ms. Weissler asked Mr. Mynarski to confirm that the 2014-2015 Budget's line item for Workmen's' Compensation had been reduced accordingly and he confirmed it had been reduced by \$200,000 with an additional \$50,000 reduction in unemployment expense.

Unemployment Expense

Unemployment expense is continuing to trend lower versus last year, with the most sizeable reductions in BOE and Parks & Recreation.

Vacant Position Listing

Ms. Pepe reviewed the Vacant Position Listings as of June 1, 2014, pointing out that 5 payroll processing positions would be eliminated by June 30, 2014 due to the ADP project. However, HR has hired 3 temps to work on the current payroll processing before ADP goes live. HR expects to have the new Human Resources Information Services (HRIS) supervisor on board by July 1st. She updated the Committee on the status of filling positions at Parking Services, Police Department, the Library and P&Z.

Ms. Weissler asked how the strength of the economy was affecting the volume of applicants seeking TOG employment. Ms. Pepe indicated that the volume of applicants remained high for more administrative positions (e.g., over 100 applicants for an administrative assistant position for Parks & Recreation). In response to a question from Ms. Kiernan, Ms. Pepe noted that HR has hired a consultant to review the job description and skill set required for the administrative assistant position in the TOG and that the preliminary report on this should be completed by September.

3. Human Capital Management System Update

Mr. Mynarski gave an update on how outlays and encumbrances for HCMS were tracking versus the original appropriation of \$2.1 million. He indicated that the project was, at this point, under budget by about \$100,000. Mr. Drake asked about the terms of the holdback under the ADP contract, and Ms. Pepe responded that she would supply this information to the Committee.

Ms. Pepe updated the Committee on the implementation status of the HCMS. She commented that some interface issues concerning data from the Police, Fire and BOE had temporarily slowed the timetable but she did not expect that this would delay the “go live” date. She said that test cases were being input during June and the system was on track for parallel testing in July. She explained that installation and testing of the clocking-in program would also be taking place at remote locations during July. Ms. Pepe indicated that the first payroll run on the HCMS is scheduled for October 4th. Ms. Weissler asked if Ms. Pepe were concerned about any possible error risk with having temporary employees executing the payroll system in the period leading up to October 4th. Ms. Pepe noted that two of the three temps had direct experience in this area.

Ms. Pepe commented that the Steering Committee had reevaluated the need for and frequency of internal communication to successfully implement the HCMS. As a result, it has hired a consultant to assist with the effort. Mr. Lichtenfeld indicated that because the school year was rapidly coming to a close, it was critical to launch this program soon.

Ms. Pepe reiterated the importance of training “super users” who would be the “go to” individuals located within departments for assistance with “Go Live” issues. She noted that the Project Manager, Kara Pellegrino, is resigning to take a position elsewhere and that Janet DeLuca, who has IT and finance experience, will take over for Kara.

4. Discussion of the Salaries of the Registrar of Voters for 2015-2017

Mr. DeCaro and Ms. Vecchiolla presented a comparative analysis of regional Registrar of Voter salaries to support their request for an increase of \$15,000 in their salaries. Mr. DeCaro noted that many of the peer communities provided benefits for their registrars. Mr. DeCaro indicated their request for increased compensation was based on the increasing complexity of tasks and the additional requirements imposed by the State.

He also presented information that compared the ratio of the registrars' salaries and benefits (Greenwich registrars do not receive benefits) to that of the town clerks, tax assessors and mayors/first selectman in other peer communities. This analysis also indicates that Greenwich falls at the low end of this ratio. Finally, he noted that the Registrars' office is implementing a number of cost savings (e.g., the introduction of electronic pollbooks) that will reduce department expenses in future years. In response to a question from Mr. Drake about the rationale for their salary increase request, Mr. DeCaro responded that a salary that was about 50% of the Town Clerk's would appear to be fair based on the comparable data. Ms. Kiernan questioned him as to whether it was fair to compare the part-time roles in Greenwich with the full-time roles in a number of other communities. Mr. DeCaro responded it was more important to consider what responsibilities registrars in each community undertook.

Ms. Weissler asked for additional time to study the background documentation and requested the Ms. Vecchiolla and Mr. Decaro return for the next Regular Human Resource Committee Meeting on July 15, 2014.

5. Items for Future Discussion

Registrar of Voters Salary Increase Request
Quarterly Workmen's Compensation and Unemployment Expense Reports
Update on 311 System by Mr. Anderson
BOE Changes in Staffing
Discussions of proposed position upgrade policy
Review of M&C evaluation process and compensation pool distribution
Update on health care expenditures for current year and outlook for health care premiums for calendar 2015

6. Adjournment

On a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted unanimously to adjourn the meeting at 4:55 P.M.

The next meeting will be Tuesday, July 15, 2014 at 4:00 PM in the Cone Room.

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman