1. Meeting Agenda - June 6
   Documents:
   MEETING AGENDA - 06 06 16.PDF

2. Minutes Subject To Approval - June 6
   Documents:
   MINUTES SUBJECT TO APPROVAL - 06 06 16.PDF

3. Approved Minutes - June 6
   Documents:
   APPROVED MINUTES - 06 06 16.PDF
AGENDA

1. Approval of BET HR Committee Meeting Minutes of May 10, 2016

2. HR Reports
   - Workers’ Compensation Expense Report
   - Vacant and Posted Position Listing
   - Quarterly Unemployment Report

3. Health Care Insurance presentation

4. Executive Session: Labor contract strategy update

5. HRIS update

6. Items for future discussion
   - Update on M&C Evaluation Process and fiscal 2017 salaries
   - Presentation on Town and BOE Work Environment Training
   - Police Side Work Scheduling Coordinator position
   - Workplace Safety Analyst presentation

7. Adjournment

Next Meeting - Tuesday, July 12, 2016 at 3:00 P.M. in the Cone Room
TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING HUMAN RESOURCES COMMITTEE  
MINUTES Town Hall Meeting Room  

Monday, June 6, 2016  

Committee Present:  Nancy Weissler, Chairman; William Drake, Leslie Moriarty, Jill Oberlander  

Staff:  Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources; Alison Graham, Employee Benefits Manager; Al Cava, Director, Labor Relations  

Board:  James Lash, Mary Lee Kiernan, Beth Krumeich, Michael Mason, Jeffrey Ramer, Leslie Tarkington  

Other:  Laura Erickson, BOE Chairman; Barbara O’Neill, BOE Vice Chairman; Robert Stacy, BOE Human Resource Director; Ron Theriault, Ovation Benefits Representative; Lucia Jansen, RTM 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 May 10, 2016**  

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the May 10, 2016, Regular Human Resources Committee Meeting.  

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to change the order of the Agenda and move Item #3 forward, and place Item #2 after Item #4.  

3. **Healthcare Insurance Presentation**  

Mr. Theriault distributed materials that showed trends in the TOG’s health care costs since 2012. This information showed that the shift to a high deductible health plan (HDHP) with a health savings account (HSA) has moderated increases in the TOG’s health care costs. Ovation’s analysis indicates that if the TOG had remained on a traditional point of service plan, its total costs in 2015 would have been $57.5 million vs. the $43.8 million under the HDHP. Mr. Theriault also noted that under the Town’s minimum premium plan with CIGNA, the TOG is not responsible for claims in excess of the bank account liability set in the contract and that for the past two years the TOG claims have exceeded this liability.  

Ovation noted that while the migration of various unions to the HDHP over the past 10 years has moderated health care cost increases, that benefit is coming to an end since nearly all unions are now on the HDHP. Mr. Theriault discussed adverse trends that have led to a recent spike in the TOG’s health care costs. Mr. Theriault presented data showing a sharp increase in
the TOG’s catastrophic medical claims (defined as claims with an aggregate cost greater than $50,000) over the past eight years and compared these numbers to CIGNA municipal norms in Connecticut (adjusted for the number of covered lives). In 2015, the TOG had 147 catastrophic claims vs. 78 for the CIGNA norm. Whereas the average cost of treatment for the TOG catastrophic claims is comparable to the CIGNA norms, the TOG number of claims has been substantially higher. Mr. Theriault indicated that the average age of our employees is close to the CIGNA norm. However, he noted that the TOG employees tended to use more specialists and that many of these specialists were out of network. Ms. Oberlander suggested that it would be helpful to revise the analysis of catastrophic medical claims to adjust the $50,000 number annually for medical cost inflation.

Mr. Theriault discussed strategies that could be effective in moderating costs. He indicated that the wellness programs, which relied on third-party medical screenings, have not been effective in engaging employees to change behaviors for overall health and wellness. In 2016, the TOG has changed this program and will instead require that employees get an annual physical, the goal of which is to promote an ongoing relationship with their primary care doctor. Ms. Weissler commented that catastrophic claims were subject to monthly review by CIGNA for both quality of care and management of costs.

Mr. Drake asked how plan design might be changed. Mr. Theriault responded that the lack of employee engagement in their own healthcare was an obstacle to early intervention, but that the trend was to increase maximum out of pocket limits. Whereas the TOG’s maximums are $4,000 for single employees and $8,000 for families, much of the private sector has moved to $6,850/$13,700, the maximums allowed under the Affordable Care Act. The discussion ended recognizing the challenges of disease and case management to control costs, but that altering behavior and changing plan design should be part of the strategy.

4. **Executive Session: Labor contract strategy update**

Ms. Weissler called for an Executive Session to discuss labor contract strategy at 4:05 P.M.

> Upon a motion by Ms. Weissler, seconded by Ms. Moriarty, the Committee voted 4-0 to enter Executive Session at 4:05 P.M.

**The Committee exited Executive Session at 4:22 P.M.**

The Committee voted 4-0 to end the Executive Session at 4:22 P.M.

2. **May 2016 HR Reports**

- **Workers’ Compensation Expense Report** – Mr. Mynarski estimated that workers’ compensation claims should result in a favorable variance to budget of $575,000. In addition, several other favorable variances are projected for the 902 account, totaling $689,000 (including the $575,000).

- **Vacant and Posted Positions** – Ms. Pepe reviewed the Vacant Position listings, commenting that most of the vacancies were in either the testing or interviewing phases. Members of the Audit Committee, (one Republican and one Democrat), will participate in interviews of candidates for the internal auditor position with a goal of filling the position by July 25th so that the new hire could participate in Internal Audits planned for August and September. Mr.
Mynarski noted that Mr. Lalli would make himself available to assist in the search and interviewing of candidates for the Risk Manager position.

5. **HRIS Update**

Ms. Pepe commented that she didn’t anticipate that the fiscal year end would be a problem. Becky McAvoy is still consulting for the town on ADP on a part-time basis. Ms. Mahoney was asked how TOG departments were using the reporting capabilities of the payroll system, to which she responded that the consultant had assisted in boosting usage. Some seasonal Parks & Recreation employees are now using the ADP mobile app. Plans were being made for the conversion to paying payroll in arrears effective July 2017.

6. **Items for Future Discussion**

- Update on M&C Evaluation Process and FY17 salaries
- Presentation on Town and BOE Work Environment Training
- Police Side Work Scheduling Coordinator position
- Workplace Safety Analyst presentation
- BET Position Paper on labor contract goals

7. **Adjournment**

Upon a motion by Ms. Weissler, seconded by Ms. Moriarty, the Committee voted 4-0 to adjourn at 4:39 P.M.

The next regular Human Resource Committee meeting is scheduled for July 6, 2016 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman
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 May 10, 2016**

   Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the May 10, 2016, Regular Human Resources Committee Meeting.

   Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to change the order of the Agenda and move Item #3 forward, and place Item #2 after Item #4.

3. **Healthcare Insurance Presentation**

   Mr. Theriault distributed materials that showed trends in the TOG’s health care costs since 2012. This information showed that the shift to a high deductible health plan (HDHP) with a health savings account (HSA) has moderated increases in the TOG’s health care costs. Ovation’s analysis indicates that if the TOG had remained on a traditional point of service plan, its total costs in 2015 would have been $57.5 million vs. the $43.8 million under the HDHP. Mr. Theriault also noted that under the Town’s minimum premium plan with CIGNA, the TOG is not responsible for claims in excess of the bank account liability set in the contract and that for the past two years the TOG claims have exceeded this liability.

   Ovation noted that while the migration of various unions to the HDHP over the past 10 years has moderated health care cost increases, that benefit is coming to an end since nearly all unions are now on the HDHP. Mr. Theriault discussed adverse trends that have led to a recent spike in the TOG’s health care costs. Mr. Theriault presented data showing a sharp increase in

*BET HR Committee Meeting Minutes June 6, 2016 – Approved*
the TOG’s catastrophic medical claims (defined as claims with an aggregate cost greater than $50,000) over the past eight years and compared these numbers to CIGNA municipal norms in Connecticut (adjusted for the number of covered lives). In 2015, the TOG had 147 catastrophic claims vs. 78 for the CIGNA norm. Whereas the average cost of treatment for the TOG catastrophic claims is comparable to the CIGNA norms, the TOG number of claims has been substantially higher. Mr. Theriault indicated that the average age of our employees is close to the CIGNA norm. However, he noted that the TOG employees tended to use more specialists and that many of these specialists were out of network. Ms. Oberlander suggested that it would be helpful to revise the analysis of catastrophic medical claims to adjust the $50,000 number annually for medical cost inflation.

Mr. Theriault discussed strategies that could be effective in moderating costs. He indicated that the wellness programs, which relied on third-party medical screenings, have not been effective in engaging employees to change behaviors for overall health and wellness. In 2016, the TOG has changed this program and will instead require that employees get an annual physical, the goal of which is to promote an ongoing relationship with their primary care doctor. Ms. Weissler commented that catastrophic claims were subject to monthly review by CIGNA for both quality of care and management of costs.

Mr. Drake asked how plan design might be changed. Mr. Theriault responded that the lack of employee engagement in their own healthcare was an obstacle to early intervention, but that the trend was to increase maximum out of pocket limits. Whereas the TOG’s maximums are $4,000 for single employees and $8,000 for families, much of the private sector has moved to $6,850/$13,700, the maximums allowed under the Affordable Care Act. The discussion ended recognizing the challenges of disease and case management to control costs, but that altering behavior and changing plan design should be part of the strategy.

4. **Executive Session: Labor contract strategy update**

Ms. Weissler called for an Executive Session to discuss labor contract strategy at 4:05 P.M.

Upon a motion by Ms. Weissler, seconded by Ms. Moriarty, the Committee voted 4-0 to enter Executive Session at 4:05 P.M.

The Committee exited Executive Session at 4:22 P.M.

The Committee voted 4-0 to end the Executive Session at 4:22 P.M.

2. **May 2016 HR Reports**

- **Workers’ Compensation Expense Report** – Mr. Mynarski estimated that workers’ compensation claims should result in a favorable variance to budget of $575,000. In addition, several other favorable variances are projected for the 902 account, totaling $689,000 (including the $575,000).

- **Vacant and Posted Positions** – Ms. Pepe reviewed the Vacant Position listings, commenting that most of the vacancies were in either the testing or interviewing phases. Members of the Audit Committee, (one Republican and one Democrat), will participate in interviews of candidates for the internal auditor position with a goal of filling the position by July 25th so that the new hire could participate in Internal Audits planned for August and September. Mr.
Mynarski noted that Mr. Lalli would make himself available to assist in the search and interviewing of candidates for the Risk Manager position.

5. **HRIS Update**

Ms. Pepe commented that she didn’t anticipate that the fiscal year end would be a problem. Becky McAvoy is still consulting for the town on ADP on a part-time basis. Ms. Mahoney was asked how TOG departments were using the reporting capabilities of the payroll system, to which she responded that the consultant had assisted in boosting usage. Some seasonal Parks & Recreation employees are now using the ADP mobile app. Plans were being made for the conversion to paying payroll in arrears effective July 2017.

6. **Items for Future Discussion**

- Update on M&C Evaluation Process and FY17 salaries
- Presentation on Town and BOE Work Environment Training
- Police Side Work Scheduling Coordinator position
- Workplace Safety Analyst presentation
- BET Position Paper on labor contract goals

7. **Adjournment**

Upon a motion by Ms. Weissler, seconded by Ms. Moriarty, the Committee voted 4-0 to adjourn at 4:39 P.M.

The next regular Human Resource Committee meeting is scheduled for July 6, 2016 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

[Signature]

Catherine Sidor, Recording Secretary

[Signature]

Nancy Weissler, HR Committee Chairman