

1. Meeting Agenda - June 6

Documents:

[MEETING AGENDA - 06 06 17.PDF](#)

2. Minutes Subject To Approval - June 6

Documents:

[MINUTES SUBJECT TO APPROVAL - 06 06 17.PDF](#)

3. Approved Minutes - June 6

Documents:

[APPROVED MINUTES - 06 06 17.PDF](#)



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

HUMAN RESOURCES COMMITTEE MEETING

Tuesday, June 6, 2017

3:00 PM

Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of May 9, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly health insurance update
 - Update on union performance reviews completion rates
 - Unemployment expense report for YTD 3/31
3. Workers' Compensation
 - Monthly expense report
 - Incident report for YTD 3/31
4. BOE: Update on development of BOE Cabinet compensation structure and strategy
5. Presentation on Lean Six Sigma Training Plan for FY18
6. Items for future discussion
7. Adjournment

Next Meeting - Tuesday, July 11, 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, June 6, 2017

Committee

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

Absent: William Drake

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; Ben Branyan, Town Administrator; Blaize Levant, Senior Business Analyst

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

BOE: Robert Stacy, Director, BOE Human Resources; Barbara O'Neill, Member, BOE; Debbie Appelbaum, Member, BOE; Lauren Rabin, Member, BOE; Dr. Sal Corda, Superintendent of Greenwich Schools

The meeting was called to order at 3:00 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

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

Upon a motion by Ms. Weissler, seconded by Ms. Krumeich, the Committee voted 3-0 to approve the Minutes of the May 9, 2017, Regular Human Resources Committee Meeting.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings. Ms. Weissler asked about the Assistant Director of Building, Construction & Maintenance, which has been vacant for a year and a half. Ms. Pepe explained that it has been difficult to attract candidates with both an engineering degree and management experience in the building maintenance area at the posted salary level. As a result, DPW was considering revising the job description to eliminate the engineering degree requirement. Ms. Oberlander raised the question as to what impact that might have on succession planning. Ms. Weissler asked about the Manager of the Golf Course position, to which Ms. Pepe responded that the position has been filled again this year as a temporary 9-month position with no medical benefits and only pro-rated sick and vacation days. An upcoming vacancy in the OFS was being redefined as a Customer Service position and a PT 15-hr per week position is being added. Ms. Pepe commented that creating such “stand alone” jobs was reducing the practice of “bumping.” Ms. Oberlander asked about the pay range for the new Customer Service position, to which Ms. Pepe responded she would forward the information. A TNW PT transportation position was redefined as a FT

transportation position that would be offset by not filling an LPN vacancy. A Health Department Dental Hygienist position, vacant for 18 months, remains unfilled while the job description is being reviewed. Mr. Stacey commented that a BOE data specialist position posting had not attracted qualified candidates so the job description was being reassessed; a temp is currently filling the position.

- **Monthly Health Insurance update** – Ms. Graham provided a summary of the open enrollment process that had recently been completed. She noted that while 17 employees had decided to drop coverage, 26 added coverage for a net increase of 9. Of the 26 employees who added coverage, 7 are PT TNW employees who have qualified for coverage because they averaged more than 30 hours per week during the 3/31/16-4/1/17 look-back period. After a discussion on the look-back requirements, Ms. Graham indicated that departments could use ADP to manage and monitor the hours worked by part-time employees.
- **Update on Union Performance Review completion dates** – Ms. Pepe and Ms. Brown reported that since the May HR Committee meeting, the following reviews had been submitted: 2 from the BOE; 13 from DPW; and several from the Library. The Tax Collector's Department not submitted any of its required 5 reviews.
- **Unemployment expense report for YTD 3/31** – Ms. Weissler noted the report showed that the expense was relatively stable.

3. Workers' Compensation

- **Expense Report** – Mr. Mynarski commented that at 48 weeks into FY17, the trend was favorable to the TOG with a surplus of \$861,196. He noted that this surplus was consistent with a reduction of \$480,000 in the FY18 Budget.
- **Incident report for YTD 3/31** - Ms. Pepe noted that the First Selectman's Safety Committee and the Safety Analyst's corrective action plans were contributing to a reduction in incidents. Ms. Navarro reviewed statistics by department for the 9 months ending March, noting that: BOE claims increased 28% because of an increase in claims affecting 2 employees working with special needs students; the Fire Department had 30% fewer claims, crediting training; General Government had experienced a 36% increase in claims due to several serious accidents; TNW reported lost time claims doubled to 4 but that total claims were fairly stable; P&R reported a 29% increase in incidents but a 45% reduction in lost time claims; Police reported flat claims and a 38% decrease in lost time claims; and DPW experienced a 7% decrease in overall claims.

Agenda's Order of Business changed to accommodate arrival of additional BOE members

5. Presentation on Lean Six Sigma Training Plan for FY18

Mr. Branyan expressed thanks to the BET for including funding to continue Lean Six Sigma (LSS) Training in the FY18 budget. He commented that he was organizing the next training cycle immediately due to the difficulty of scheduling once summer vacations begin. He explained that the LSS methodology is a way to increase capacity and improve customer service by understanding the problem that the Town is working to solve. He reported that 17 employees had received training a year ago and that the F18 funding will provide for 23 employees to participate in the intensive "Green Belt" training and 40 employees in the less intensive "Yellow Belt" training. A Steering Committee of 8 Department heads and BET members was established for oversight

of FY18 training. In response to a question from Ms. Weissler, he indicated that he expected those employees who had completed LSS training would have an LSS goal included in their reviews.

4. BOE: Update on development of BOE Cabinet compensation structure and strategy

The BOE provided an update on their process for developing a BOE Cabinet compensation structure and strategy. Ms. Rabin noted that the BOE Negotiations Committee would oversee this project and has met twice so far to discuss it. Dr. Corda described the responsibilities of each member of the Cabinet and how their viewpoints contributed to achieving the BOE's strategic plan. He noted that the Greenwich BOE needs to offer competitive compensation to attract candidates and that there could be an opportunity to attract out-of-state candidates who have maxed out on their state retirement plans. Ms. Appelbaum noted that it would be important to get the perspective of the incoming Superintendent before finalizing a structure. Dr. Corda added that the BOE had agreed to the TOG's salary guideline through June 30, 2017, and he anticipated that the BOE would continue to align Cabinet salary increase percentages to those of the M&C's. Ms. Weissler indicated that the BET would be looking for the BOE to finalize its structure prior to the BET Guidelines approval for FY19.

6. Items for Future Discussion

- M&C salary increases for F18
- Update on TNW staffing and its management of part-time employees
- Board of Ethics' recommendations for HR in its Parking Services report
- Update on project to streamline the building permit process
- Report on Police Department's follow up to the consultant's report

7. Adjournment

The Committee unanimously voted to adjourn at 5:00 P.M.

The next regular Human Resource Committee meeting is scheduled for Tuesday, July 11, 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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BOARD OF ESTIMATE AND TAXATION
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as a FT transportation position that would be offset by not filling an LPN vacancy. A Health Department Dental Hygienist position, vacant for 18 months, remains unfilled while the job description is being reviewed. Mr. Stacey commented that a BOE data specialist position posting had not attracted qualified candidates so the job description was being reassessed; a temp is currently filling the position.

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