1. BET HR Comm. Meeting Documents

Documents:

- BET_HR_COMM_MTG_AGENDA_07-11-17.PDF
- SUB_TO_APP_BET_HR_MTG_MINUTES_07-11-17.PDF
- APPROVED_BET_HR_COMM_MINUTES_07-11-17.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, July 11, 2017
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of June 6, 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. Update on joint OFS, IT, and DPW project to streamline building permitting process

5. Presentation on M&C evaluation process and vote on recommendation to the BET on M&C salaries for fiscal 2018
   • BOE: update on Cabinet salaries for fiscal 2018

6. Presentation on Town’s onboarding process for new employees and training in on-going compliance with Town’s policies

7. Quarterly HRIS update

8. Items for future discussion

9. Adjournment
   Next Meeting - Tuesday, September 12, 2017 at 3:00 P.M. in the Cone Room
Committee Present: Nancy Weissler, Chairman; William Drake, Elizabeth K. Krumeich

Absent: Jill Oberlander

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Cicle Brown, HR Compensation & Performance; Erica Mahoney, Assistant Director of Human Resources; Ben Branyan, Town Administrator; Katie DeLuca, Town Planner

Board: Michael Mason, James Lash, Leslie Moriarty, Jeff Ramer

BOE: Robert Stacey, Director, BOE Human Resources; Gina Williams, BOE, Assistant Director HR; Barbara O’Neill, Member BOE; Debbie Appelbaum, Member, BOE

The meeting was called to order at 3:01 P.M.

Ms. Weissler welcomed the HR Committee and attendees. She asked the Committee to change the order of business.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 3-0 in favor of changing the order of business.

4. Update on joint OFS, IT and DPW project to streamline building permitting process

Mr. Branyan explained that while the ultimate goal is to migrate to online permitting, the project has three phases. The first phase, which is currently underway, is to migrate the Building Department, if possible, from CityView to Cornerstone, which is being used successfully by P&Z, IWWA, and the Health Department. The challenge will be to determine if Cornerstone can capture the level of detail in the Building Department’s records of its review and inspection processes. Mr. Branyan expected that they would know if this migration was feasible by this fall. In response to a question from Ms. Weissler, he indicated that other municipal building departments do use Cornerstone. Phase two of the project is to improve the permitting process. As part of Phase two, the Town will be conducting a satisfaction survey of the permitting process. Phase three will be to move to online scheduling. Ms. DeLuca noted that P&Z has been very satisfied with Cornerstone and has been using it since 2011. She noted that P&Z has implemented some changes that have speeded up the permitting process and that it is undertaking a project to provide public access to its digital records. However, she also observed that unlike some neighboring cities, Greenwich values certain requirements for development such as landscaping and parking that can be more time consuming to review. Ms. Weissler requested that the Committee be updated on the project’s status in November.
1. **Approval of BET HR Committee Meeting Minutes June 6, 2017**

Ms. Pepe asked that the Minutes be amended to indicate that the OFS vacancy was redefined as a Customer Service position and an additional 7-hour per week PT position is being added.

Upon a motion by Ms. Weissler, seconded by Ms. Krumeich, the Committee voted 3-0 to approve the amended Minutes of the June 6, 2017, Regular Human Resources Committee Meeting.

2. **HR Reports**

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings and commented that the new hire for HRIS position would be joining TOG next week. The Assistant Director BC&M position is being re-posted. A consultant will fill the Health Department Administrator vacancy temporarily, which would be budget-neutral. A new Community Development/Grant Administrator is scheduled to begin shortly but should the Federal funding disappear, the job could be eliminated. Ms. Krumeich asked what part of the position might remain funded. Ms. Weissler noted that if the Federal funding for this position were eliminated, the Town would have to decide whether it wanted to increase its headcount and fund it.

- **Monthly Health Insurance update** – Ms. Pepe commented that the transition of TOG employees to the State Partnership Plan has been completed. The Fire Department remains fully insured on TOG’s CIGNA plan.

- **Update on Union Performance Review completion dates** – Ms. Pepe reported that some performance reviews were still outstanding. DPW was missing 17% of the required performance reviews but HR was still receiving reviews from them. The Tax Collector’s Department has not submitted any reviews.

3. **Workers’ Compensation**

**Expense Report** – Mr. Mynarski commented that for FY17, there is a surplus of approximately $880,000 in this account. He indicated that the FY18 budget reflects a reduction for Workers’ Compensation of $480,000.

4. **Presentation on M&C evaluation process and vote on recommendation to the BET on M&C salaries for FY18**

Ms. Krumeich asked for clarification on the four positions not eligible for a salary increase to which Ms. Pepe responded that their length of employment had been too short to be considered for one. Ms. Krumeich remarked that all but three M&C employees received the 2% increase. Ms. Weissler noted that 85% of M&C employees had received the maximum compensation increase in the previous year, but that 94% received the maximum this year. Ms. Pepe cited the following factors that she believed accounted for almost all M&C employees receiving the maximum increase: 1) many appointing authorities only have one M&C employee so it’s more difficult for them to differentiate performance; 2) union increases exceed the 2% maximum increase for M&C’s; and 3) the extra 0.5% increase was a fairly modest dollar increase for M&C employees.

RESOLVED: To recommend BET approval of the recommended M&C salaries for fiscal 2018 as they are in compliance with the M&C Compensation Plan for fiscal 2018.
Upon a motion by Ms. Weissler, seconded by Ms. Krumeich, the Committee voted 3-0 to approve the annual budget resolution for M&C salaries and forward it to the Board of Estimate & Taxation for consideration.

**BOE: Update on Cabinet salaries for fiscal 2018** – Mr. Stacey provided a handout that showed the salary increases for the BOE senior leadership, which had been approved by Dr. Corda; these increases were consistent with the M&C compensation guidelines. He indicated that there were no changes to the current annuity of 6% or travel allowances.

Ms. Weissler asked about the process of hiring a replacement for the BOE’s Managing Director of Operations. Mr. Stacey noted that the job had been re-posted and the goal was to focus on candidates with strong financial backgrounds.

Ms. Krumeich asked if the process of pursuing reimbursement for past school construction begun by Mr. Hricay would be a priority for his successor. Mr. Stacey responded that the new hire would also make it a priority.

Ms. Weissler asked the BOE to return in October to provide an overview of student enrollment and staffing.

**6. Presentation on Town’s on-boarding process for new employees and training in on-going compliance with Town’s policies**

Ms. Pepe explained that TOG’s on-boarding process was delivered differently for full-time and part-time populations. A checklist was the format for tracking the information that had been shared and what was to follow. Ms. Brown was working on updating the TOG’s Policy Manual to make it more user friendly.

**7. Quarterly HRIS update**

Ms. Pepe reported that HR was working with Mr. Klein to identify features that might be added to TOG’s next HRIS contract. The survey is attempting to learn how effectively employees are using the system and whether it might be worthwhile to look for a new vendor. HR will also be looking into the issue of how best to integrate Police, Fire and the teachers into ADP.

**8. Items for Future Discussion**

TNW staffing, healthcare benefits and overtime. Implementation of Police Department Consultant’s report recommendations.

**9. Adjournment**

The Committee unanimously voted to adjourn at 4:21 P.M.

The next regular Human Resources Committee meeting is scheduled for Tuesday, September 12, 2017 at 3:00 P.M. in the Cone Room.
Respectfully submitted,

______________________________
Catherine Sidor, Recording Secretary

______________________________
Nancy Weissler, HR Committee Chairman

SUBJECT TO APPROVAL
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