

1. Meeting Agenda - September 12

Documents:

[MEETING AGENDA - 09 12 17.PDF](#)

2. Minutes Subject To Approval - September 12

Documents:

[MINUTES SUBJECT TO APPROVAL - 09 12 17.PDF](#)

3. Approved Minutes - September 12

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[APPROVED MINUTES - 09 12 17.PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING
Tuesday, September 12, 2017
3:00 PM
Cone Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of July 11, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
 - Workers' Compensation Incident Report for fiscal 2017
 - Unemployment Report for fiscal year 2017
3. Discussion and vote on BOE grant-funded PPS position (non-instructional) request
4. Nathaniel Witherell: Presentation on plan to manage staffing and overtime expense and health insurance exposure for part-time employees
5. Items for future discussion
6. Adjournment
Next Meeting - Tuesday, October 17, 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, September 12, 2017

Committee

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

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources

Board: Michael Mason, Chairman

BOE: Robert Stacey, Director, BOE Human Resources; Gina Williams, BOE, Assistant Director HR; Debbie Appelbaum, Member, BOE; Mary P. Forde, Director of Pupil Personnel Services (PPS)

Other: Allen Brown, Director, The Nathaniel Witherell; Larry Simon, Chair, The Nathaniel Witherell Board

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 July 11, 2017

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 3-0-1 to approve the Minutes of the July 11, 2017, Regular Human Resources Committee Meeting. (Abstain: Oberlander)

Ms. Weissler asked the Committee to change the order of the Agenda Business

The Committee unanimously approved changing the Order of Business.

3. Discussion and vote on BOE grant-funded PPS Position (non-instructional) Request

Ms. Forde requested authorization to use the accruals from the IDEA grant to fund a one-year (subject to continued funding) additional clerical position (non-instructional) to support the increasing documentation requirements, including legal settlements, FERPA requests and due process requests, in the PPS Office. She explained that the position would be evaluated in the spring of 2018 to determine if it should be continued as part of the grant application for 2018-2020. Ms. Weissler noted that Mr. Gieger had recommended that the HR Committee take this item up as an agenda item. Mr. Gieger had advised that since the BET and RTM approved the FY18 Table of Organization, including Town- and grant-funded positions, the BET had to approve subsequent changes in any non-certified staff at the BOE.

Ms. Weissler moved to recommend to the BET approval of a BOE grant-funded (non-instructional) clerical position for Pupil Personnel Services, seconded by Mr.

Drake. The Committee voted 4-0 to approve the motion and forward it to the Board of Estimate & Taxation for consideration.

Ms. Weissler commented that the BOE HR representatives would return to the next HR Committee meeting on October 17, 2017 to describe the staffing and enrollment for the 2017-2018 school year.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings and commented on the following positions: the IT Department’s Digital Content Editor position under review as to whether it should be a TOG staff position or an outsourced contract position; internal movement in BOE Operations positions open due to retirements and promotions; and Fire Marshal position for which candidates are scheduled for testing and panel interview. In response to a question from Ms. Weissler, Ms. Pepe indicated that over the past several months, the committee charged with reviewing requests to fill vacancies had asked for more information on specific positions but had not turned down any requests.
- **Monthly Health Insurance update** – Ms. Pepe commented that due to a plan design change in the State Partnership Plan, TOG would experience a savings of \$2.2 million in FY18. Additionally, TOG employees and retirees over 65 years of age were moving from TOG health insurance plan to AARP’s in greater number for reduced costs and better benefits. She noted that Firefighters, who are in arbitration, had experienced an increase in their CIGNA premiums but still had not converted to the State Partnership Plan. Ms. Pepe mentioned the HR Department was increasingly experiencing TOG employees’ unrealistic expectations for special treatment when “life changing events” were not reported within the 60-day grace period.
- **Workers’ Compensation Expense Report** – Mr. Mynarski reported that after the first 10 weeks of FY18, there was a surplus of \$39k vs. budget.
- **Workers’ Compensation Incident Report for fiscal 2017** – In response to a question from Ms. Weissler about whether the Town had plateaued in its efforts to reduce workers’ compensation incidents, Ms. Pepe noted that in FY17 there had been several serious incidents. While incidents of “slips and strains” and “caught and crushed” were slightly higher, the Department did not consider it to be a trend. She also indicated that the Safety Analyst’s Toll Box Lectures included targeted training, follow-up tracking and increased emphasis on occupational health guidelines.
- **Unemployment Report for fiscal year 2017** – Ms. Pepe reported that during FY17 unemployment costs were \$268k, well within the budget of \$350k for the year.

Ms. Pepe remarked that 70 TOG employees have completed the Leadership Institute Training and 35 employees, including members of the Police Department, were enrolled in the new class currently underway.

4. Nathaniel Witherell: Presentation on plan to manage staffing and overtime expense and health insurance exposure for part-time employees

Mr. Brown noted that in FY17, 24 of its part-time employees qualified for health care insurance because they averaged 30 hours or more per week. Of those 24 employees, 7 decided to enroll in the Town's plan. As a result of this and of having under budgeted health insurance costs for FY18, TNW had expected to be over budget in this line item by \$121k. However, Mr. Simon noted that the recent reduction in the State Partnership Premiums for FY18 should mitigate this overage.

Mr. Brown reported that TNW was now running monthly reports to track the average hours per week worked by its part-time employees and that it has 31 part-time employees who have averaged 30 hours or more year-to-date. The largest percentage of these employees are in Nursing but Food Service and Housekeeping are also represented.

Mr. Brown also discussed TNW's options to reduce the risk of part-time employees qualifying for health insurance and to reduce overtime. Ms. Weissler noted that overtime had increased by 21% in FY17 to \$1.3 million. Mr. Simon indicated that \$0.7 million of that was unavoidable since it reflected holiday-related overtime. Mr. Brown discussed two options: a) hire more part-time staff; or b) hire more full-time employees. Mr. Brown indicated that it was difficult to attract part-time employees. However, if TNW were to hire more full-time employees, it would also have to factor in overtime for these employees' holiday time. Mr. Brown commented that outsourcing the entire food service had been considered a few years ago but was dismissed it would not have saved money. On another suggestion, hiring per diem nursing staff, Mr. Brown commented that in the industry, per diem nurses were considered to be less qualified, less committed, less up-to-date on their medication knowledge, potentially more expensive, and disruptive to the continuity of patient care.

In response to a question from Mr. Drake, TNW indicated that it has not developed a staffing model to address these challenges and it could possibly benefit from the expertise of a consultant. Mr. Drake asked that Mr. Brown return with a plan.

Mr. Brown noted that the profile of business was changing with fewer hip and knee operations being referred for rehabilitation in favor of more referrals for stroke and other medically complex cases. He noted that this transition could negatively impact margins since TNW, under Medicare, has to absorb the medical and pharmacy costs for these patients.

5. Items for Future Discussion

- BOE enrollment and staffing for the 2017-2018 school year
- M&C reviews: update on performance criteria
- CIRMA report for period ending June 2017
- Implementation of Consultant's recommendations for Police Department
- Update on Building Permitting project

6. Adjournment

The Committee unanimously voted to adjourn at 4:15 P.M.

The next regular Human Resource Committee meeting is scheduled for Tuesday, October 17, 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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