1. Meeting Agenda - September 15
   Documents:
   
   MEETING AGENDA - 09 15 15.PDF

2. Revised Meeting Agenda - September 15
   Documents:
   
   REVISED MEETING AGENDA - 09 15 15.PDF

3. Minutes Subject To Approval - September 15
   Documents:
   
   MINUTES SUBJECT TO APPROVAL - 09 15 15.PDF

4. Approved Minutes - September 15
   Documents:
   
   APPROVED MINUTES - 09 15 15.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, September 15, 2015
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of July 14, 2015

2. July and August 2015 HR Reports
   • Workers’ Compensation Incident and Expense Reports
   • Vacant and Posted Position Listing
   • Unemployment Expense Report as of June 2015

3. Update on ADP implementation and budget

4. Greenwich Public Schools presentation on actual enrollment and staffing for 2015-16 school year vs. budget

5. Update on Health Care Insurance for 2016

6. CIRMA Report for fiscal year-end June 2015

7. Items for future discussion

8. Adjournment
   • Next meeting – October 13th at 3:00 PM in the Cone Room
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BOARD OF ESTIMATE & TAXATION

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6. Items for future discussion

7. Adjournment
   • Next meeting – October 13th at 3:00 PM in the Cone Room
Committee Present: Nancy Weissler, Chairman; Randall Huffman, Mary Lee A. Kiernan

Absent: William Drake

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Erica Mahoney, Assistant Director of Human Resources; Tiffany Navarro, Workers’ Compensation Administrator; Ben Branyan, Town Administrator; Robert Stacy, BOE Director of Human Resources; Gina Williams, Ass’t Director, BOE Human Resources; Jamie Reidy, HR HCMS Specialist

Board: Michael Mason, Chairman BET; Jeffrey Ramer, Member; Sean Goldrick, Member

Other: Barbara O’Neill, Chairperson BOE; Debbie Appelbaum, BOE Member; Leslie Moriarty, Candidate for BET; Becky McEvoy, ADP IT Consultant

The meeting was called to order at 3:02 P.M.

Ms. Weissler welcomed attendees.

1. Approval of BET HR Committee Meeting Minutes July 14, 2015

   Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 3-0 to approve the Minutes of the July 14, 2015, Regular Human Resources Committee Meeting.

2. July and August 2015 HR Reports

   Workers’ Compensation Incident and Expense Reports - Ms. Navarro reported that there had been a total of 27 claims in July but that only six were for Lost Time. Two claims were withdrawn. In comparing current claims to July 2014, she remarked that there had been two fewer incidents. Slip/fall, strains/sprains and assaults were the most prevalent injury types. The majority of the assault reports were related to handling patients with dementia at Nathaniel Witherell.

   August Report noted 25 Total Claims with only three claims for Lost Time. In comparing 2014 to 2015, one less Lost Time Claim occurred in 2015.

   Ms. Pepe remarked that although the month-to-month comparison to previous year might be helpful to the Committee, she recommended an annual comparison that would provide a better perspective given the monthly volatility in the numbers.
At the July meeting, the Committee had asked Ms. Pepe and Ms. Navarro for an in-depth review of the significant increases in BOE and Police Department claims in fiscal 2014. BOE claims had increased 16% over the previous year reflecting 22 additional claims primarily due to assaults from special needs students. Eight hours of physical and psychological management training for teaching staff and security guards is on going with refresher opportunities to provide new techniques to assist staff with aggressive students. Reducing these incidents is a challenge because of the BOE’s policy to keep special needs students in their neighborhood schools. An assessment is underway to ensure the consistency of the training offered to staff.

Police claims increased 31% in FY15 over FY14. Ms. Pepe remarked that the majority of the claims were due to strains and sprains in medical responses and to exposure to blood borne pathogens. Police will be conducting additional training in response.

Ms. Weissler asked who provided the training and was informed that TOG’s Health Department and GEMS would provide instruction. Ms. Pepe noted that the safety analyst is developing a comprehensive safety plan.

Mr. Mynarski commented that the $15,000 negative variance in the Workers’ Compensation account was due to a cluster of surgeries in July and a large settlement that will be transferred out to OPEB in October. Ms. Weissler asked for a report on OPEB settlements by year over the past five years.

**Vacant and Posted Positions** – Ms. Mahoney reviewed the Vacant Position listings. She noted that it had been a challenge to attract a good pool of candidates for IT’s Technology Solutions position given the level of compensation the Town is offering and the private sector demand for these candidates. She noted that the Police Scheduling Coordinator position had been filled with a part-time, 24 hours/week person on a trial basis; billing for the side jobs is to start in November. The DPW HVAC position has been posted three times since no candidates have yet passed the test. The BOE is interviewing for the Research Manager position. The Golf Course Manager position is under review.

**Unemployment Expense Report for Fiscal 2015** – Ms. Mahoney noted that charges in fiscal 2015 had increased due to the staff reductions in HR for the ADP implementation and to the BOE’s turnover of certified staff. Charges for 2015 will reflect a headcount reduction in Social Services and the BOE’s reduction in the number of curriculum coaches.

### 3. Report on ADP Implementation and Budget Update

Ms. Pepe introduced Ms. McEvoy of Geneva Consulting and Ms. Reidy and noted that the upcoming payroll was to be the first using “Option B” to address the problem of the BOE General Ledger interface. Mr. Mynarski was optimistic that Option B would correct this problem. Cash reconciliation prepared by Ms. Murphy was completed on June 30, 2015. The Auditors would be sampling groups of employees’ payroll disbursements to look for payment errors during their annual audit. If necessary, the Audit Committee would be asked to expand the number of records to be reviewed.

Ms. Pepe discussed a number of other issues that the ADP Steering Committee is working to address: 1) the development of a management information report for department heads to track performance versus budget; 2) the conversion of the system to HTML from JAVA; 3) adapting the system to properly account for time worked during snow removal; 4) adding FEMA reporting; 5) improving the use of time clocks and minimizing manual adjustments; and 6) working with
Nathaniel Witherell to adjust for its accrual basis for accounting. With the exception of some disputed travel expenses, the Town has paid the holdback to ADP under its contract.

4. **Update on Healthcare Insurance for 2016**

Ms. Mahoney explained that four vendors had responded to the RFP for a new healthcare benefit provider – Cigna, Aetna, Anthem and Connecticare. It has been decided that TOG would continue with Cigna; the rate increase will be 14.4% over previous year. HR is reviewing the wellness program for renewal or changes for the next fiscal year.

5. **CIRMA Report for fiscal year-end June 2015**

Ms. Navarro noted that there was an increase in fiscal 2015 in claims incurred; however, it was principally attributable to one very large motor vehicle accident claim. In fiscal 2015, large claims in excess of $100,000 continued to decline. Ms. Pepe commented that employees were offered light duty to encourage them to return to work. Because CIRMA goes over claims that need to be actively managed monthly, employees return to work more quickly.

Ms. Kiernan questioned the Town’s comparatively high frequency of claims and average claim amounts. Ms. Pepe noted that medical costs are high in Greenwich. Mr. Mynarski commented that TOG’s employee population was encouraged to report all claims, recognizing symptoms might develop in the future. He noted that Danbury, Manchester, Norwalk and Westport were used as comparative towns in the CIRMA report. Ms. Kiernan asked if the comparison group could be broadened. Mr. Mynarski will research other data sources. Mr. Ramer suggested that Fairfield, West Hartford and Westport were similar to Greenwich and might be more appropriate for comparison.

6. **Items for Future discussion**

- BOE enrollment and staffing
- Update on labor contracts
- Review of position upgrades and reclassifications
- Leadership Institute
- Workers Compensation Comparison
- Tax Collector Office position request
- Police Scheduling Coordinator position update
- 311 System update

7. **Adjournment**

On a motion by Ms. Kiernan, seconded by Mr. Huffman, the Committee voted 3-0 to adjourn the meeting at 4:55 P.M.

The next Human Resource Committee meeting is scheduled for October 13, 2015 at 3:00 P.M. in the Cone Room.

Respectfully submitted,
SUBJECT TO APPROVAL
TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING HUMAN RESOURCES COMMITTEE  
MINUTES Cone Meeting Room  

Tuesday, September 15, 2015

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