1. Meeting Agenda - October 13
   Documents:
   MEETING AGENDA - 10 13 15.PDF

2. Minutes Subject To Approval - October 13
   Documents:
   MINUTES SUBJECT TO APPROVAL - 10 13 15.PDF

3. Approved Minutes - October 13
   Documents:
   APPROVED MINUTES - 10 13 15.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, October 13, 2015
3:00 PM
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of September 15, 2015

2. HR Reports
   • Workers’ Compensation Incident and Expense Reports
   • Vacant and Posted Position Listing
   • OPEB settlement report
   • Update on peer community comparisons for Workers Compensation

3. Update on labor contracts

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

5. Update on ADP implementation

6. Report on upgrades and reclassifications

7. Leadership Institute

8. Items for future discussion

9. Adjournment
   • Next meeting – November 10 at 3:00 PM in the Cone Room
Ms. Weissler welcomed attendees. She called for a motion to change the order of business so that Mr. Cava could update the Committee on labor contracts as the second Agenda item.

Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 4-0 to change the order of business.

1. Approval of BET HR Committee Meeting Minutes September 15, 2015

Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 3-0 (Drake absent from September 15, 2015 meeting) to approve the Minutes of the September 15, 2015, Regular Human Resources Committee Meeting.

3. Update on labor contracts

Mr. Cava gave an overview of negotiations to date and commented that the Firefighter negotiations would require arbitration; dates are being sought to assemble an arbitration panel with a neutral state representative. He noted that Firefighters were proposing an increase in staffing ostensibly based on a health and safety issue. He provided the Committee with a chart noting the status of collective bargaining agreements by union.

Ms. Weissler asked for a GWI increase comparison to peer communities across the State. Mr. Cava responded that salary increase settlements were in the range of 2.25% - 2.75% and that he analyzes communities comparable to Greenwich in formulating a negotiating strategy.
Ms. Weissler asked Mr. Cava’s opinion of the Town’s unions joining the CT Partnership Plan for healthcare benefits. Mr. Cava explained several features that might make it an attractive option if all town employees agreed to join: 1) the plan was POS (Point of Service) rather than Greenwich’s current high deductible plan; 2) cost of the plan is expected to increase at 6% per year, which is substantially less than under the Town’s current plan; 3) there was a potential of $15 million in savings if all unions agreed to join; and 4) the plan’s wellness program has a high degree of compliance. Ms. Kiernan noted that it was unlikely that the Town could capture all of the savings from migration to this plan, citing the recent GOSA contract in which the Town and employees shared the benefits. Mr. Cava pointed out a possible disadvantage in that a minimum commitment of three years was required or a penalty for cancellation would be levied.

2. September 2015 HR Reports

Workers’ Compensation Incident and Expense Reports - Ms. Navarro reported that there had been a total of 25 claims in September but that only three were for Lost Time; 12 were medical claims and 13 were incident only. She remarked that there had been 80 claims YTD in 2015 compared to 90 in 2014. 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.

Ms. Pepe distributed an example of the Human Resource Department’s Safety Analyst Accident Investigation and Office Inspection Reports; additionally the reports show the specific corrective action recommended and deadline for implementation of hazard correction that are submitted to the First Selectman’s Safety Council.

Mr. Mynarski commented that as of 14 weeks into the new fiscal year, expenses for Workers Compensation showed $7,000 favorable trend to budget but noted that several surgeries were responsible for reducing this surplus. He reminded the Committee that these claims could be volatile.

Vacant and Posted Positions – Ms. Mahoney reviewed the Vacant Position listings commenting specifically on each department’s outstanding vacancies. She noted that the newly hired Senior Financial Analyst, who would now have some responsibility for overseeing the ADP General Ledger interface, would start in early November. In response to a question from Ms. Weissler, she noted that the large number of openings in Highways reflected retirements. Ms. Stacy indicated that the BOE is interviewing for the Research Manager position.

OPEB Settlement Report - Mr. Mynarski presented an analysis of Workers Compensation Settlements by calendar year from 1998 to 2015 with the number of claims and settlement totals. Between 1988 and 2011, the Town settled 32 claims for $2.92 million; this compares to settling 33 claims between 2012 and 2015 for $1.47 million. He indicated the CIRMA’s actuary analyzes the current and future value of claims in order to recommend settling if there is a potential for savings. He explained these claims are accepted as obligations due to on-the-job injuries and complimented the HR Department on implementation of CIRMA’s recommendation for a strong safety effort and early management of claims.

Update on Peer Community Comparison for Workers Compensation – Mr. Mynarski advised the Committee that peer communities were reluctant to share this information but he had identified an actuary who works for CIRMA who may be able to provide this data.
4. **Greenwich Public Schools presentation on actual enrollment and staffing for 2015-2016 school year vs. budget**

Mr. Stacy reported that enrollment was six higher than budget. However, because of class size limits and scheduling at the elementary schools, eight additional teachers had been hired at a cost of about $640,000, excluding benefits. He provided a detailed chart showing all the schools’ current enrollments as well as the Budget’s projected vs. actual enrollment to show class sizes that documented the need for additional staffing.

Ms. Weissler noted that in past years, teaching assistants had been used to address minor increases in class size, and she questioned why Central Middle School’s staffing had not been adjusted to reflect lower than anticipated enrollment. Mr. Stacy responded that the Deputy Superintendent had made the final staffing decisions. Ms. Kiernan asked whether the budget for 2017 would use as a basis the 212 elementary sections that the 2016 budget had been based on. Mr. Stacy confirmed that that would be the case.

5. **Update on ADP Implementation**

Ms. Pepe summarized the status report that had been prepared on the Human Resources Information System (HRIS). She noted that the HRIS was processing the payroll accurately. In addition, the vendor file transmission and General Ledger interface are working properly. In response to a question from Ms. Kiernan about an appropriate metric for assessing the reliability of the system, she provided the monthly tally of manual checks cut, which ranged from a high of 164/month about a year ago to 18 this past September.

She noted that there are still a number of issues that need to be addressed. About 12% of employees are not using the time stamp function. About 78% of employees are not using the automated time-off request function. Finally, edits to timecards should be on an exception basis.

Ms. Weissler asked how the review of payroll transactions by the auditors was proceeding. Mr. Mynarski commented that the testing had expanded from five employee records to 45. Mr. Mynarski added that there would probably be a minor Audit comment because the review was taking place during the implementation of a major payroll system implementation.

Ms. Pepe remarked that some of the implementation issues were caused by employees being paid current rather than in arrears and she anticipated that this would change by 2017 due to contract renegotiations.


Ms. Pepe reviewed the report on position upgrades and reclassifications, noting that it only summarizes those for which a formal request was submitted (HR counsels a number of departments not to proceed with a request). Ms. Kiernan asked what the impact was on wage and benefit expenses. Ms. Pepe explained that the reason for some of the reclassifications was the addition of responsibilities such as overseeing staff or a change in work tasks. Additionally, from time to time, an entire classification of jobs such as Administrative Assistant, are reviewed in a comprehensive study to clarify responsibilities and tasks. She noted that in reviewing the upgrade requests, HR asks the following: 1) does the department have sufficient
funds in its budget to absorb the higher payroll costs; and 2) will the upgrade lead to higher wages for others in the same department or employees in other departments.

7. **Leadership Institute**

Ms. Pepe described the HR Department’s new Leadership Training Institute program and explained its objective of providing a working knowledge of up-to-date practical management skills to enable supervisors to become successful leaders.

The program, to be delivered by a contract trainer, would consist of 10 workshops averaging a 4-hour per month commitment, conducted over a period of one to two years; components of the program may include mentoring, guest speakers, teambuilding and off-site programs. Three tracks were planned (teamster to foreman; GMEA and LIUNA supervisors; and LIUMA management) for an estimated class of 50 participants. A certificate of completion will be awarded.

Ms. Weissler complimented the HR Department on its initiative of training better managers, noting that this could have the additional benefit of reducing potential legal risks.

8. **Items for Future Discussion**

- Report on the Role of Administrative Assistants
- Replacing two Part-Time Employees with one Full-time One in the Tax Collector’s Office
- Reviewing the New Position Request Form for the Fiscal 2017 Budget
- Update on the 311 System

9. **Adjournment**

The Committee unanimously voted to adjourn the meeting at 4:55 P.M.

The next Human Resource Committee meeting is scheduled for November 10, 2015 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

_______________________________________
Catherine Sidor, Recording Secretary

_______________________________________
Nancy Weissler, HR Committee Chairman
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

Tuesday, October 13, 2015

Committee Present: Nancy Weissler, Chairman; William Drake, Randall Huffman, Mary Lee A. Kiernan

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources; Tiffany Navarro, Workers' Compensation Administrator; Alison Graham, Employee Benefits Manager; Cicile Brown, Employee Professional Performance and Compensation Manager; Ben Branyan, Town Administrator; Melissa Jones, Senior Management Analyst; Robert Stacy, BOE Director of Resources; Gina Williams, Ass't Director, BOE Human Resources; All Cava, Director of Labor Relations

Board: Michael Mason, Chairman, BET; Leslie Tarkington

Other: Barbara O'Neill, Chairperson BOE; Debbie Appelbaum, BOE Member; Leslie Moriarty, 2016 BET Candidate; Becky McEvoy, ADP IT Consultant; Jill Oberlander, 2016 BET Candidate

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

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BET HR Committee Meeting Minutes October 13, 2015 – Approved
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Nancy Weissler, HR Committee Chairman