

1. Meeting Agenda - October 13

Documents:

[MEETING AGENDA - 10 13 16.PDF](#)

2. Minutes Subject To Approval - October 13

Documents:

[MINUTES SUBJECT TO APPROVAL - 10 13 16.PDF](#)

3. Approved Minutes - October 13

Documents:

[APPROVED MINUTES - 10 13 16.PDF](#)



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

HUMAN RESOURCES COMMITTEE MEETING

Thursday, October 13, 2016

3:00 PM

Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of September 13, 2016
2. BOE:
 - Update on BOE enrollment and staffing by school and capacity utilization
 - Review of Cabinet compensation and review process
3. Workers' Compensation:
 - Quarterly report
 - Presentation by the safety analyst
4. Monthly health insurance update
5. Discussion of framework for M&C salary and review process
6. HR Reports
 - Workers Compensation Expense Report
 - Vacant and Posted Position Listing
 - Update on hiring freeze
7. Items for future discussion
8. Adjournment

Next Meeting - Tuesday, November 15, 2016 at 3:00 P.M. in the Cone Room

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Town Hall Meeting Room

Thursday, October 13, 2016

Committee

Present: Nancy Weissler, Chairman; Leslie Moriarty, William Drake
Arrived after vote on Minutes: Jill Oberlander

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, HR Employee Benefits Manager; Tiffany Navarro, HR Workers Compensation Administrator; Joe Klemez, HR Safety Analyst; Cicile Brown, HR Compensation & Performance Manager; J.W. Fox, Town Attorney; Abby Wadler-Shin, Assistant Town Attorney; Robert Kick, Assistant Fire Chief; James Heavey, Chief of Police

Board: Michael Mason, Chairman; Mary Lee Kiernan, Beth Krumeich, Jeffrey Ramer

Other: Laura Erickson, BOE Chairman; Barbara O'Neill, BOE Vice Chairman; Jennifer Dayton, BOE Member; Sal Corda, Interim Superintendent of Schools; Robert Stacy, BOE Human Resources Director

The meeting was called to order at 3:03 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes September 13, 2016

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 2-0-1 to approve the Minutes of the September 13, 2016, Regular Human Resources Committee Meeting. (Abstain: Drake)

2. BOE:

Update on BOE enrollment and staffing by school and capacity utilization – Mr. Stacy reviewed the information on enrollment and staffing that had been presented to the Committee. He commented that elementary school sections had been increased to 212 vs. 210 in the budget (and compared to 216 actual for F16) due to class sizes exceeding budgeted projections. He noted that for the F18 budget, staffing numbers would be reset rather than reflect the increases for F17. Ms. Moriarty asked for clarification on how additional teaching staff was added, asking why the BOE had not budgeted staff additions for curriculum changes and whether it was necessary to add ELL resources if grant funding had been reduced. Mr. Stacy replied that the decision to explore adding Chinese to the middle language offerings was made after the F17 budget had been submitted. Ms. Erickson noted that the BOE has not yet decided whether to add Chinese to the middle school language options. Ms. Oberlander asked whether students would be adding the language or switching from a current language course. Ms. Erickson responded that that information would be included in the year-end evaluation. Dr. Corda indicated that the District is mandated to provide ELL instruction even if grant funding is

reduced. Ms. Moriarty asked that grant-funded instructional positions be recorded as such in Budget notes. In response to questions from Ms. Weissler, the BOE indicated that there are very modest increases forecast for enrollment over the next few years but that facility utilization will have to be monitored closely. The BOE also noted that the current practice is to verify residency for incoming kindergarten and ninth grade students as well as any new students.

Review of Cabinet compensation and review process – Ms. Erickson summarized the BOE parameters for Cabinet Compensation for F18, which were given to Dr. Corda; they specify that if a salary is in excess of the M&C Guidelines, Dr. Corda must return to the BOE to justify it. Ms. Weissler asked Mr. Fox and Ms. Wadler-Shin to explain to the Committee what legal requirements govern whether a senior BOE staff member is part of the M&C or BOE Cabinet pay plan. Mr. Fox noted that there are no Connecticut statutes that govern this issue. However, he indicated that the Town Charter states that the Town’s HR Director and the BOE will jointly make that determination. Dr. Corda stated that the Cabinet reflects the positions and personnel that the Superintendent identifies as needed and the composition may change from time to time. Ms. Pepe noted that in the past that that decision has reflected the market forces for certain BOE senior positions—e.g., it was determined that to attract a Chief Information Officer for the BOE, it would be necessary to offer a salary outside the Town M&C salary levels for that position.

Ms. Pepe noted that there was some variation among the 56 M&C employees as to their non-salary benefits—M&C employees hired before 2008 (31 employees) participate in the defined benefit plan and the more recent hires (25 employees) in the defined contribution plan. Mr. Stacy noted that there are Cabinet members who are not eligible for the State Teacher Retirement Plan but who receive annuities as opposed to participating in the Town’s defined contribution plan.

Dr. Corda described the evaluation process for Cabinet members. He indicated that for each Cabinet member, performance goals (some of which relate to the strategic plan) had been set and that he was meeting with each member regularly to assess progress in meeting these goals.

The Committee also asked about the process for setting compensation for the new superintendent. Ms. Erickson responded that the BOE was undertaking a study of superintendent compensation for peer communities.

Ms. Weissler asked Ms. Pepe to develop a framework and process going forward. Ms. Weissler remarked it would be helpful to have a summary of the non-salary benefits for M&C and Cabinet employees and to document the decisions made on a go-forward basis in determining whether a senior BOE staff member was part of the M&C or Cabinet pay plan. Mr. Mason encouraged the Committee to consider reclassifying Cabinet positions as M&C and develop a consistent compensation policy.

3. Workers’ Compensation:

● **Presentation by the Safety Analyst** – Mr. Klemmez described his role and responsibilities. He described his work with the First Selectman’s Safety Committee and department heads. He followed with examples of field visits, accident investigations, follow-up training, and suggestions for new equipment. Mr. Mynarski responded to Ms. Oberlander’s question about the interaction with TOG’s Risk Management by saying that the Safety Analyst relied on preventative training and accident investigations, whereas Risk Management focused on third-

party claims. Ms. Pepe complimented Mr. Klemez for his innovative “Tool Box Talks” and “Brown Bag Lunch Programs”.

- **Quarterly Report** – Due to time constraints, Ms. Navarro was asked to give her report at November’s meeting.

4. Monthly health insurance update

Ms. Pepe provided a handout summarizing the number of physicals completed year-to-date for employees and spouses.

5. Discussion of framework for M&C salary and review process

Ms. Pepe described research the HR Department was undertaking to provide a framework for the Committee’s review of M&C salary increases for F18. She noted that the HR Department staff was contacting Stamford, Westport, Darien, Fairfield, Ridgefield and New Canaan to better understand their recent increases in salary and other forms of compensation and their annual review process. Ms. Weissler asked for further information about employee migration to the State health partnership plan and the corresponding reduction of benefit cost to the employee. Ms. Pepe indicated that she would include that issue and other variables in her presentation next month.

6. HR Reports

- **Workers’ Compensation Expense Report** – Mr. Mynarski commented that the monthly analysis was trending well. He noted that the practice of employees returning to their jobs on light duty was having a favorable impact on costs. Additionally, he explained that due to a subrogation settlement, a third party for a policeman’s injury had covered \$81,000.

- **Vacant and Posted Position Listing** – Ms. Pepe commented that postings for available positions were due to retirement, testing sequence and review of job descriptions. She remarked that 300 applications had been received for entry-level firefighter positions recently.

- **Update on hiring freeze** – Ms. Pepe indicated that the Committee met weekly to review requests to hire replacements.

7. Items for Future Discussion

- CIRMA Report for 6/30/16
- M&C Salary Discussion
- New Positions anticipated for F18
- Elected Official Salaries – First Selectman, Selectmen, Town Clerk, Tax Collector
- Update on Fraternalization Policy

Ms. Oberlander asked if an organizational chart of the Health Department staffing could be prepared for November’s meeting, which would reflect all positions identifying those that are legally required and/or grant underwritten.

Ms. Pepe commented that the first group of 44 employees was graduating from HR’s Leadership Institute program with a second group of 35 employees starting immediately.

8. Adjournment

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to adjourn at 5:03 P.M.

The next regular Human Resource Committee meeting is scheduled for November 15, 2016 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Nancy Weissler, HR Committee Chairman

Catherine Sidor, Recording Secretary

SUBJECT TO APPROVAL

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BOARD OF ESTIMATE AND TAXATION
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Nancy Weissler, HR Committee Chairman



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