

1. Meeting Agenda - October 17

Documents:

[MEETING AGENDA - 10 17 17.PDF](#)

2. Minutes Subject To Approval - October 17

Documents:

[MINUTES SUBJECT TO APPROVAL - 10 17 17.PDF](#)

3. Approved Minutes - October 17

Documents:

[APPROVED MINUTES - 10 17 17.PDF](#)



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

HUMAN RESOURCES COMMITTEE MEETING

Tuesday, October 17, 2017

3:00 PM

Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of September 12, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
3. CIRMA report for year ended June 2017
4. Discussion of options to refine M&C evaluation process and compensation plan
5. Quarterly HRIS update
6. Items for future discussion
7. Adjournment
Next Meeting - Tuesday, November 14, 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, October 17, 2017

Committee

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

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Tiffany Navarro, Workers Compensation Administrator

Board: Michael Mason, Chairman

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 September 12, 2017

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0 to approve the Minutes of the September 12, 2017, Regular Human Resources Committee Meeting.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings. Ms. Weissler asked about the frequency and turnover in specific categories. Ms. Pepe responded that there was a fairly high turnover in the Certified Nursing Assistant positions at TNW but that the Town had not had any significant problems in filling them. The BOE Plant Operations custodial position vacancies were due to retirements and promotions. Ms. Pepe indicated that the Assessor is reassessing the job responsibilities and requirements for the Assistant Assessor position prior to reposting it. Ms. Oberlander asked about the process to terminate employees. Ms. Pepe responded that the Town works to develop a solid case prior to initiating the process and uses outside counsel for legal advice. The Town averages about 10 terminations a year, and these have typically been upheld when challenged in court.
- **Monthly Health Insurance update** – Ms. Pepe commented that TOG's employee enrollment period had concluded and all employees except the firefighters (insured under the CIGNA plan with a renewal date of January 1, 2018) had migrated to the State's Partnership Plan (SPP). Because of recent changes in the SPP, TOG expects to realize an additional savings between October 2017 and June 30, 2018 of \$2.4 million. Additionally, she noted that many TOG employees over 65 years of age and retirees had moved to AARP's Medicare Advantage plan from the TOG's plan in order to take advantage of reduced costs and better benefits. Ms. Weissler asked when the next OFS Task Force meeting would be taking place and for the Committee to be updated on its data findings.

- **Workers' Compensation Expense Report** – Mr. Mynarski reported that after the first 13 weeks of FY18, there was a surplus of \$83k in the fund.

3. CIRMA report for year ended June 2017

Ms. Pepe presented a summary of the report's highlights and its comparative data. HR was able to obtain data for the first time that compared TOG's costs with State averages and other New England states. For both 2013 and 2014, the TOG's average indemnity cost and medical costs for a lost time claim were substantially lower than the State averages and were lower than some New England states. Ms. Weissler asked if the decrease over the past several years in workers' compensation claims might have plateaued in fiscal 2017, to which Ms. Pepe responded that on-the-job training and a focus on the most effective safety equipment were ongoing. Ms. Weissler asked if a policy of departmental charge-backs for the cost of accidents might support accountability and incentivize safety. Mr. Mason commented that the TOG's budgeting practices could lead to transferring unspent funds to other expenditures. Mr. Mynarski concurred with Mr. Mason.

4. Discussion of options to refine M&C evaluation process and compensation plan

Ms. Pepe remarked that the HR Department was in the process of refining the FY19 M&C plan. HR is considering requiring that each M&C employee have a Process Improvement Goal and that that would be factored into the employee's overall evaluation. Ms. Weissler asked for HR Department to develop its recommendations for the M&C salary increase range for FY19.

The Committee discussed the implementation of a new 457 Savings Plan for BOE teachers instituted by Mr. Hricay prior to his departure, which had been approved by the BOE. In retrospect the Committee saw it as a possible "side bar" benefit to the teachers' compensation package that should have been negotiated by Mr. Cava rather than approved on a BOE Consent Agenda. Implementation of this new benefit will require ADP to make changes and the BOE has agreed to absorb those costs. It was decided to ask Mr. Stacey for further explanation and the Law Department for an Opinion as to whether the BOE had the authority to approve this change in benefits.

5. Quarterly HRIS update

Ms. Pepe commented that with the hiring of the new HRIS expert, the TOG will focus on getting the departments to use the ADP system and on producing "audit" reports such as one that was recently completed on out-of-class pay. HR is looking at the possible migration of ADP to another platform but expects to be able to absorb the additional cost within its contract.

6. Items for Future Discussion

At the November Meeting

BOE enrollment and staffing

Police Department's implementation of the consultant's recommendations

At the December Meeting

Update by Mr. Branyan on building permitting process

7. Adjournment

The Committee unanimously voted to adjourn at 4:25 P.M.

The next regular Human Resource Committee meeting is scheduled for Tuesday, November 14, 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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BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

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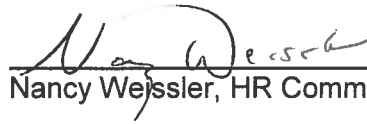
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Nancy Wejssler, HR Committee Chairman