

1. Meeting Agenda - November 14

Documents:

[MEETING AGENDA - 11 14 17.PDF](#)

2. Minutes Subject To Approval - November 14

Documents:

[MINUTES SUBJECT TO APPROVAL - 11 14 17.PDF](#)

3. Approved Minutes - November 14

Documents:

[APPROVED MINUTES - 11 14 17.PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING
Tuesday, November 14, 2017
3:00 PM
Cone Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of October 17, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
 - Workers' Compensation Claims Report for F17 and Q1F18
3. Police Department: Overview of Plans to Implement Recommendations in Consultant's Report
4. BOE
 - Welcome to Greenwich Superintendent Jill Gildea
 - BOE staffing and enrollment
5. Items for future discussion
6. Adjournment
Next Meeting - Monday, December 11, 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, November 14, 2017

Committee

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

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Ass't Director HR; Jim Heavey, Chief, Police Department

Board: Michael Mason, Chairman

BOE: Jill Gildea, Superintendent; Robert Stacey, Director BOE HR; Gina Williams, Assistant Director HR; Barbara O'Neill, Member, BOE; Debbie Appelbaum, Member, BOE

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 October 17, 2017

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the October 17, 2017, Regular Human Resources Committee Meeting.

Ms. Weissler requested a change in the Order of Business.

3. Police Department: Overview of Plans to Implement Recommendations in Consultant's Report

Chief Heavey provided an overview of how the recommendations made by KJR Consulting to improve the work climate and culture were being implemented:

- Leadership training for the Senior Command Team – Two captains participated in management training offered by Roger Williams University. Lieutenants and sergeants are enrolled in TOG middle management courses. KJR is running quarterly program for senior staff.
- Staff Training – All staff are participating in the Town's hostile workplace training and the Department is using the EAP coordinator for additional training.
- Clarity around premium pay position process – These positions are those for which testing is not required. The Department reviewed the current process and concluded that one of its shortcomings was that those candidates who were not selected did not receive adequate feedback as to how they could enhance their likelihood of being selected in the future. The Department has taken steps to address this concern. In addition, the Department has prepared a description of how premium pay positions are selected.

- Timing and dissemination of information – The Department is now disseminating the relevant information shared at the weekly Supervisor call via its intranet.

The Chief indicated the Department was seeking national, then state, certification and that the motivation for seeking the certification was to manage risk and reduce liability. Ms. Oberlander asked the impact on recruiting, to which the Chief replied that the quality of the benefits package and affordable housing are the underlying issues in recruiting and retaining personnel. The HR Committee agreed that it should ask Chief Heavey to return in six months' time to provide an update to the Committee.

4. BOE

- **Welcome to Superintendent Jill Gildea** – Ms. Weissler welcomed Dr. Gildea and her new perspective as beneficial opportunities for TOG as she implements her “learning philosophy” in various student populations. Dr. Gildea indicated that for student learning, the District would shift from a deficit model to a multi-age model. Ms. Krumeich asked Dr. Gildea to comment on her goals for Greenwich. Dr. Gildea said she planned to use the District's data system to analyze the effectiveness of programs. Ms. Oberlander asked for comments on how the shift to digital learning would affect the District.
- **BOE Staffing and enrollment**
Mr. Stacey explained that the BOE's process of projecting enrollment and planning staffing begins in May and is adjusted continuously throughout the summer and up until mid-September. He noted that staff is sometimes added midyear—citing the example of having to add pre-school teachers and aides to accommodate an increase in special needs students turning three midyear. Enrollment for the 2017-2018 year was projected to be 4,208 but was actually 4,154; actual enrollment in 2016-2017 school year was 4,159. Staffing for 2017-2018 was budgeted to be 1,349 but total FTEs for 2017-2018 are 1,338.60. This reduction reflects EVOLVE, whereby 3.3 FTE aides are replaced by a teacher, partially offset by increased pre-school staffing in response to higher enrollment, and the addition of a teacher dedicated to visually impaired students (a function previously funded by the State).

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings. Ms. Pepe noted how the selection process differs for Teamsters and LIUNA positions. Ms. Oberlander questioned the turnover in BOE custodial positions to which Ms. Pepe responded that vacancies were due to retirements and promotions and the reconfiguration of job responsibilities.
- **Monthly Health Insurance update** – Ms. Pepe commented that TOG's open enrollment period ended on November 3rd for insurance that would begin on January 1st. Additionally, she noted that the Medicare Advantage Plan under the CT Partnership Plan has been popular for TOG retirees.
- **Workers' Compensation Expense Report** – Mr. Mynarski reported that after the first 18 weeks of FY18, workers' compensation expense was trending well, with a surplus of approximately \$125,000.

- **Workers' Compensation Claims Report for FY17 and Q1FY18** – Ms. Pepe reviewed the data with the Committee. She noted that the Safety Council was closely tracking and analyzing incidents and trends and trying to centralize safety initiatives. The Council is focusing on three issues: 1) how well do people do a task; 2) how aware they are of their environment; and 3) how aware they are of risky conditions. The Council is planning to re-institute the previous year's conditioning and wellness support. Ms. Krumeich asked if additional training for aides would reduce the number of assaults, to which Ms. Pepe responded that there was ongoing training at BOE and TNW but that many incidents were reported as incident only. Ms. Oberlander congratulated the Departments where increases in safety led to reductions in workers compensation claims.

5. Items for Future Discussion

Update by Mr. Branyan on 1) the progress in developing a new online permitting process and 2) the status of initiatives resulting from this year's Lean Six Sigma training
Presentation by Ms. Pepe on some of the analytical reports being produced from HRIS.

7. Adjournment

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

The next regular Human Resource Committee meeting is scheduled for Monday, December 11, 2017 at 3:00 P.M. in the Cone Room.

SUBJECT TO APPROVAL

Respectfully submitted,

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman

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BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE
MINUTES Cone Meeting Room

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7. Adjournment

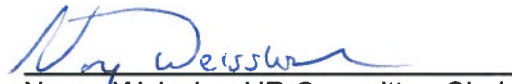
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Respectfully submitted,



Catherine Sidor, Recording Secretary


Nancy Weissler, HR Committee Chairman