

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED_BET_HR_COMM_MTG_MINUTES_12-11-14.PDF](#)
[BET_HR_COMM_MTG_AGENDA_12-11-14.PDF](#)
[SUB_TO_APP_BET_HR_COMM_MINUTES_12-11-14.PDF](#)

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

Thursday, December 11, 2014

Committee

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

Board: Michael Mason, BET Chairman; Marc V. Johnson

Staff: Peter Mynarski, Comptroller; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Tiffany Navarro, Workers' Compensation Administrator; Jamie Brede, HR Information System Administrator; Cicile Brown, Employee Professional Performance and Compensation Manager; Robert Lichtenfeld, BOE Director Human Resources

Other: Barbara O'Neill, Chair BOE; Debbie Applebaum, Member BOE

The meeting was called to order at 4:30 P.M.

Ms. Weissler welcomed the public and began the Agenda.

1. Approval of BET HR Committee Meeting Minutes November 13, 2014

Upon a motion by Mr. Drake, seconded by Ms. Kiernan, the Committee voted 4-0 to approve the Minutes of the November 13, 2014, Regular Human Resources Committee Meeting.

2. November 2014 HR Reports

Workers' Compensation Incident and Expense Report - Ms. Navarro reviewed November Workers' Compensation Claims, reporting 4 lost time claims, of which 2 were in the Police Department and 2 were in the Fire Department. She commented that overall 30 claims had been reported with Sprains and Strains accounting for the majority, and the BOE reporting an increase in Assault claims primarily related to a single incident. She indicated that 164 claims had been reported year-to-date vs. 167 for the previous year. Ms. Weissler queried the increase in claims from the Fire Department to which Ms. Navarro responded that the program in the new Training Center was physically very demanding.

Mr. Mynarski reported that Workers' Compensation Expenses were trending well and that if the expenses came in at the budgeted amount for the rest of the calendar year, this would result in a surplus of \$132,000. However, he cautioned that these expenses are volatile.

Vacant and Posted Position Listings – Ms. Mahoney commented on current vacant positions. Ms. Weissler asked the status of filling the First Selectman's Office Special Project Manager Position. Ms. Mahoney noted that a conditional offer had been made at a salary about \$9,700 less than the incumbent. Ms. Mahoney indicated that a Municipal Government recruiting consultant had been engaged to assist with the search for a new TOG Town Administrator. Ms.

Weissler asked that the job descriptions for both positions be forwarded to the HR Committee members. Ms. Kiernan asked about the long-standing vacancy in the Town Clerk's office; Ms. Mahoney noted that they had not received a request to fill. Ms. Mahoney noted that Parks & Recreation was looking at the job description for the Manager of the Golf Course position.

Unemployment Expense Report for November 2014 - Mr. Mynarski reported that total TOG Unemployment Expense was higher than the previous year by about \$17,000, which was attributable to the BOE. Mr. Lichtenfeld noted that there was an increase in the nonrenewal of teachers, who had been counseled that they were unlikely to receive tenure.

3. Human Capital Management System Update

Ms. Mahoney commented that the fifth ADP payroll would be run in 24 hours. Although many of the issues with individuals' compensation had been corrected, there were still significant problems with vendor files and General Ledger interface. Problems were also occurring in three areas: 1) managerial access to the system; 2) additional training needed to produce desired departmental reports; and 3) difficulty communicating with ADP to resolve the problems. Ms. Graham noted that no funds had been released to vendor retirement accounts without verification that they were correct.

Ms. Weissler asked how the Committee could provide additional support. Ms. Mahoney responded that a technical consultant, BerryDunn, had been hired to identify and prioritize critical issues; BerryDunn had assisted the Town on the implementation phase. She noted that the Town is withholding the final contract payment until these issues are resolved—the HR Committee strongly supported that approach.

Mr. Lichtenfeld commented that BOE was also very dissatisfied with the ADP implementation. The following are the two major shortcomings the BOE is experiencing: 1) the inability to encumber payroll and 2) the lack of a position control system (the BOE is currently doing this on an Excel spreadsheet). Ms. Brown noted that the position control system is part of the ADP product and is working for the Town. However, Mr. Lichtenfeld thought it was not working for the BOE because of the complexity of allocating personnel resources among schools and functions.

Mr. Mynarski offered that an ad hoc committee was meeting weekly to discuss implementation problems.

4. Discussion of M&C Salary Increase Recommendation for 2015-2016

Ms. Brown described the sources for her research as she presented an overview of her recommendation for an M&C salary increase for the 2015-2016 budget. Ms. Weissler requested additional specific Fairfield County comparison data be forwarded to the Committee prior to its January meeting. Mr. Drake asked Ms. Brown to confirm that her current recommendation is for an average increase of 3%, with 3.2% being awarded to High Performers and 2.8% for Competent Performers. Ms. Weissler raised the question about the rationale for the recommended increase in the M&C pool from 2.5% in last year's budget to 3.0% for the upcoming budget, given that inflation remains at the low level of 1.3%.

5. Discussion of Salary Recommendations for the First Selectman, Tax Collector, and Town Clerk for Calendar 2016 and 2017

Ms. Weissler informed the Committee of her meetings with each of the elected officials—none of which resulted in anything material with respect to the salary decision. She noted that in 2013 the BET had approved the following: a 2.25% increase in year one and a 2% increase in year two for the First Selectman and 2% each year for the Town Clerk and Tax Collector. She noted that Mr. Mynarski had prepared the comp table for other Fairfield County cities and towns. Ms. Kiernan asked Ms. Brown if she could provide additional information about staff sizes and job responsibilities, including for the Tax Assessor position. Mr. Huffman indicated that he would be recommending that a reduction in the salary for the Tax Collector position.

6. Items for Future Discussion

Ms. Weissler expressed the Committee's appreciation to the staff for their work on the ADP payroll system implementation and the resolution of the problems that have arisen.

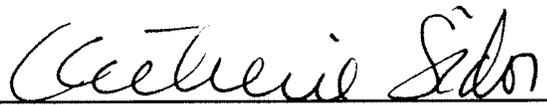
Ms. Weissler suggested the following topics for future discussion:

- a) A continuation of the M&C Salary discussion, with the goal to vote on a recommendation at the January meeting.
- b) A discussion of the salaries for the Elected Officials, with the goal to vote on a recommendation at the January meeting.
- c) A review of proposed new positions and elimination of positions that are expected to be included in the First Selectman's budget.

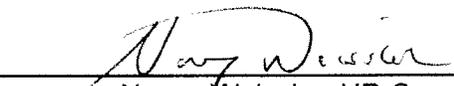
7. Adjournment

The Meeting adjourned at 6:15 P.M.

The Committee was reminded that the next meeting was scheduled for 3:00 P.M. on January 13, 2015 but if the agenda were lengthy, the meeting would begin at 2:30 P.M. in the Cone Room.



Catherine Sidor, Recording Secretary



Nancy Weissler, HR Committee Chairman



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

HUMAN RESOURCES COMMITTEE MEETING

**Thursday, December 11, 2014
4:30 PM
Cone Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of November 13, 2014
2. November 2014 HR Reports
 - Workers' Compensation Incident and Expense Reports
 - Vacant and Posted Position Listing
 - Unemployment Expense Report for September 2014
3. Human Capital Management System update
4. Discussion of M&C Salary Increase Recommendation for 2015-2016
5. Discussion of Salary Recommendations for the First Selectman, Tax Collector, and Town Clerk for Calendar 2016 and 2017
6. Items for future discussion
7. Adjournment
 - Next meeting – January 13 at 3:00 PM in the Cone Room

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