

1. Meeting Agenda - December 11

Documents:

[MEETING AGENDA - 12 11 17.PDF](#)

2. Revised Agenda - December 11

Documents:

[REVISED AGENDA - 12 11 17.PDF](#)

3. Minute Subject To Acceptance - December 11

Documents:

[MINUTES SUBJECT TO ACCEPTANCE - 12 11 17.PDF](#)

4. Accepted Minutes - December 11

Documents:

[ACCEPTED MINUTES - 12 11 17.PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING
Monday, December 11, 2017
3:00 PM
Cone Room**

AGENDA

1. Approval of BET HR Committee Meeting Minutes of November 14, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
 - Status Report: Completion of Union Reviews
3. HRIS:
 - Reporting capability: Comp time and out-of-class pay reports
4. Items for future discussion
5. Adjournment

Next Meeting – Tuesday, January 9, 2018 at 3:00 P.M. in the Cone Room



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REVISED AGENDA

1. Approval of BET HR Committee Meeting Minutes of November 14, 2017
2. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
 - Status Report: Completion of Union Reviews
 - Unemployment Report 1st Quarter
3. HRIS:
 - Reporting capability: Comp time and out-of-class pay reports
4. Items for future discussion
5. Adjournment

Next Meeting – Tuesday, January 9, 2018 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

Monday, December 11, 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

Board: Michael Mason, Chairman; Jill Oberlander, Leslie Moriarty, Jeffrey Ramer, Beth Krumeich

BET Elect: Andy Duus, 2018 BET Member

BOE: Robert Stacy, Director BOE HR; Barbara O'Neill, Member BOE

The meeting was called to order at 3:00 P.M.

Ms. Weissler welcomed the HR Committee and attendees. She commented that it was her final BET HR Committee meeting as Chairperson and thanked Ms. Pepe, Ms. Mahoney, Ms. Graham, and Ms. Navarro for all their assistance during her four years as Chairperson. Commenting on changes during her term, she listed the Department's implementation of TOG's ADP payroll system; the new standard of accountability resulting from the HRIS; the successful conversion of TOG and BOE employees and retirees to the State Healthcare Partnership and cost-savings derived from this; and the cooperation between BOE's HR and TOG's HR Departments. She wished all a happy holiday.

Mr. Drake expressed thanks for Ms. Weissler's leadership and consensus-building approach to the Committee's challenges. Ms. Pepe expressed appreciation for Ms. Weissler's support for the HR Department's work.

1. Approval of BET HR Committee Meeting Minutes November 14, 2017

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the November 14, 2017, Regular Human Resources Committee Meeting.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe responded to Committee questions about the status of recruiting for the vacancy in the Assessor's Office, to which Ms. Pepe responded that there were very few candidates. Mr. Mynarski suggested that HR could contact the Assessors Professional Association. Ms. Weissler asked about the status of the Parking Services vacancy and whether there would be a structural reorganization or if outsourcing was being considered. Ms. Pepe responded that Captain Kordick of the Police Department was filling the position in the interim while this decision was under review. Ms. Pepe noted that they had received a good response to the vacancy posting for the Nathaniel Witherell Director of Financial Operations position. HR Committee members recommended that Mr.

Mynarski and Mr. Gieger be involved in the interview process for this position.

- **Monthly Health Insurance update** – Ms. Pepe commented on the reduction of premium costs for Firefighters and TOG with the completion of 2017's Firefighter Wellness program. Noting that final arbitration was in process, she would report outcomes as she received the information. Additionally, she remarked that data would shortly be available on the Town's experience with the CT Partnership Program.
- **Workers' Compensation Expense Report** – Mr. Mynarski reviewed the report and that there was a YTD surplus of approximately \$100 K.
- **Status Report: Completion of Union Reviews** – Ms. Pepe reported that while reviews were due in October, they were still trickling into the HR Department. She remarked on the increase in the number of Performance Improvement Plans accompanying review submissions.
- **Unemployment Report First Quarter** – The Committee asked Ms. Pepe about the increase in the Ms. Pepe responded that turnover in large departments was not unusual.

3. HRIS

- **Reporting capability: Comp time and out-of-class pay reports** – Ms. Weissler asked about the frequency of the reports and who was responsible for their review. Ms. Pepe responded that the reports were run with every payroll and that the HR Department brought major variances to the attention of the departments involved. The HR Committee had a number of questions on the information presented in the reports and requested that Ms. Pepe respond to these questions at a future meeting.

4. Items for Future Discussion

- Update by Mr. Brayan: a) TOG's online permitting project and b) Lean Six Sigma implementation for FY18
- Review of proposed headcount changes in the FY19 budget
- M&C salaries for FY19
- Registrar of Voters salary for upcoming term
- HRIS Reports: update on out-of-class pay and comp time
- Update on completion of union reviews

7. Adjournment

On a motion by Ms. Oberlander, seconded by Ms. Krumeich, the Committee unanimously voted to adjourn at 3:41 P.M.

The next regular Human Resource Committee meeting is scheduled for Tuesday, January 9, 2018 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

SUBJECT TO ACCEPTANCE

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

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Catherine Sidor, Recording Secretary


Nancy Weissler, HR Committee Chairman