

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

Tuesday, July 15, 2014

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

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

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources;
Erica Mahoney, Assistant Director of Human Resources; Allison Graham,
Employee Benefits Manager; Cicile Brown, Employee Professional
Performance and Compensation Manager; Tiffany Navarro, Workers'
Compensation Administrator; Jamie Brede, HR Information System
Administrator; Gina Williams, BOE Asst. Director Human
Resources; Dustin Anderson, Selectmen's Office Special
Projects Manager

The meeting was called to order at 4:37 P.M.

1. **Approval of BET HR Committee Meeting Minutes June 3, 2014**

Upon a motion by Mr. Huffman, seconded by Ms. Kiernan, the Committee voted 3-0-0 to approve the minutes from the June 3, 2014 Regular Human Resources Committee Meeting. (Absent: Drake)

2. **June 2014 HR Reports**

Workers' Compensation Incident and Expense Reports

Ms. Navarro presented the Workers' Compensation Incident Report for June, commenting on a continued decline in incidents. She noted that whereas year-to-date there had been an overall 15% decline in incidents compared to previous year, DPW claims increased by 30%, reflecting the surge in slips and falls due to the harsh winter weather. Ms. Pepe commented that the Safety Committee investigates and reports their findings on all claims. Ms. Navarro explained that the new pre-work Stretching Program being launched in early September should reduce the frequency of "strain and sprain" claims. The new program will be offered three times per week with the assistance of Greenwich Hospital and will initially be offered to Parks & Recreation Department employees.

Mr. Mynarski commented that unaudited figures at the close of FY 2013-2014 indicated that the Workers' Compensation program would be under budget by \$500,000. The unspent amount would increase slightly when pharmaceutical reimbursements are received and credited against FY 2013-2014. He confirmed the 2014-2015 Budget assumes a reduction of \$200,000 in Workers' Compensation expense.

Vacant Position Listing

Ms. Pepe reviewed the Vacant Position Listings as of July 1, 2014, and commented on how pleased she was to see the volume and quality of applicants that responded to the Retirement Administrator position and Police recruiting. She noted that the job description for the Planning & Zoning Director was under review.

3. Human Capital Management System Update

Ms. Pepe introduced the new Human Resource Information System Administrator (HRIS), Jamie Brede, and provided a brief description of her professional background.

Ms. Pepe noted that the current payroll is being run with temporary employees. She commented that the user acceptance testing is proceeding with error rates in the normal range. She indicated there will be two parallel tests but neither of these will be "real time." She noted some of the challenges in implementing the ADP system: 1) out-of-class-pay problems; 2) the interface between ADP and the Police personnel and pay system; 3) the identification of a qualified depository bank for holding the TOG payroll funds; and 4) access to the ADP system before its "go live" date. However, she indicated that the TOG and ADP were making progress on these issues. She explained that BOE, Police and Fire would use their existing systems for tracking employee time and pay, which would, in turn, interface with ADP's E-Pay. The new system will now offer the capability of tracking project and equipment time which will be an advantage when seeking future reimbursements from the State and FEMA. The system "go live" date is the October 3rd payroll; departments will be asked to also keep paper time records during the initial implementation period.

She informed the Committee that an independent consultant/trainer was collaborating with the HR Department and ADP to commence training employees on the new system in mid-August and provide support as the new system goes live.

Mr. Mynarski was asked the status of the project budget, he informed the Committee that the project was on budget. Ms. Weissler asked Ms. Pepe to distribute a summary of the implementation status to HR Committee members as of mid-August.

4. Update on M&C evaluation process, compensation program for 2014 and approval of M&C Salaries

The TOG has 56 M&C positions. Fifty positions have been reviewed, one is pending, three are vacant, and two are recent hires. The performance review process was similar to the prior year, with the exception that managers and employees have agreed upon three goals for the upcoming year. A year from now, achievement of these goals will be another factor in determining employee performance. Ms. Pepe and Ms. Brown, Employee Professional Performance and Compensation Manager, noted that the reviews were completed on time and had been done thoughtfully and fairly. In a further overall comment, Ms. Pepe noted that some supervisors felt the performance appraisal form limited their ability to comment because it was a numerically based rating style.

Ms. Pepe and Ms. Brown reviewed the M&C salary schedule with the HR Committee. At its May meeting, the BET had approved an M&C compensation program that provided

for a 1.5% base increase for satisfactory performance, an extra 0.5% increase for excellent performance, and an extra 1.0% (total 2.5%) increase for exceptional performance. Ms. Pepe summarized the M&C salary recommendations for fiscal 2015: 4% to receive no increase; 20% to receive the 1.5% increase; and 76% to receive the 2.5% increase.

On a motion by Ms. Weissler, seconded by Ms. Kiernan, the HR Committee voted 3-0 (Drake absent) to recommend approving the M&C salaries for fiscal 2014-2015 as they are in compliance with the BET's approval of M&C Compensation Plan for fiscal 2014-2015.

5. Update on health care expenditures for current year and outlook for medical plan renewal for calendar 2015

Ms. Graham discussed the shift during calendar 2014 from the traditional health insurance policy to a minimum premium policy, which offers significant tax savings. She noted that in recent months, employee claims were exceeding the amount that the TOG is required to fund; however, the TOG is not obligated to fund this deficit.

Ms. Weissler inquired when the medical plan renewal negotiations would begin and asked for Ms. Graham's opinion on the possible increase in cost. Ms. Graham anticipates that the calendar 2015 increase will not exceed 14.7%, which is a smaller increase than was assumed in the budget. She anticipated that the contract would be signed by September. Ms. Kiernan asked who makes the final decision about the terms for the renewal of the medical plan. Ms. Graham indicated that the health benefits steering committee does so, assuming it is within the approved budget.

6. Discussion and vote on recommendation to the BET on the Registrars' of Voters salaries for calendar 2015 and 2016

Ms. Weissler expressed her appreciation for the Registrars' responsiveness in addressing the Committee's questions and for their focus on customer service and efficiency. She noted that there is a wide range in the comps for other cities and towns. However, she reminded Committee members that this was not a full-time position and, therefore, the comps must be evaluated taking that into account. She thought that a 2.5% increase (comparable to the maximum raise under the M&C plan), compounded for two years, plus a stipend of \$1,500 for each registrar for a primary would seem fair. Ms. Kiernan noted that although the proposed stipend is higher than those in Darien and Westport, Greenwich has a larger the number of polling locations. Ms. Weissler offered the following motion:

The BET HR Committee recommends the following to the BET: The Registrars' of Voters Salaries will be set at \$35,040 for calendar 2015 and 2016. In addition to their salary, both Registrars of Voters will receive a stipend of \$1,500 each for a primary, beginning in 2015. In the event of a single party primary, both Registrars will receive the \$1,500 stipend. In the event of a Republican and Democratic primary held on the same day, the stipend will be for a single \$1,500 payment to each Registrar.

The motion was seconded by Ms. Kiernan and the Committee voted 3-0

to approve it and forward it to the Board of Estimate and Taxation.

7. Update on the 311 System Implementation

Mr. Anderson updated the Committee on progress in implementing the 311 System. He noted that the TOG's new IT Director has been helpful in this regard.

Ms. Kiernan noted that it had been a year and a half since the project was launched; she expressed concern about the slow pace of implementation. She asked how the BET could encourage and support the completion of the project and suggested that an outside consulting Project Manager be considered. She also asked about impediments to the implementation. Mr. Anderson cited three challenges: 1) the integration of the 311 System with City View; 2) some resistance in the TOG culture to make data open and accessible; and 3) other demands on Mr. Anderson's time. Ms. Weissler requested that Mr. Anderson return in the fall to provide another update.

8. Items for Future Discussion

Update on health care insurance renewal
BOE staffing changes based on enrollment
Review of draft policy on position upgrades
CIRMA report for June 30, 2014

9. Adjournment

On a motion by Mr. Huffman, seconded by Ms. Kiernan, the Committee voted unanimously to adjourn the meeting at 6:15 P.M.

The next meeting will be Tuesday, September 16, 2014 at 4:30 PM in the Cone Room.

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman