Meeting was called to order at 3:06 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes December 11, 2017

Ms. Krumeich and Ms. Fassuliotis suggested changes to amend the Minutes.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 2-0-2 to approve the Minutes as amended of the December 11, 2017, Regular Human Resources Committee Meeting. (Abstain: Fassuliotis, Turner)

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0-0 to accept the Minutes of the December 11, 2017 regular Human Resources Committee Meeting as amended.

2. HR Reports

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the vacant positions commenting specifically on several positions that were awaiting a request to fill, or to be Posted. Ms. Krumeich asked about the status of vacancies in the Assessor’s Office, to which Ms. Pepe responded that Ms. Elliott’s priority was to fill the Assistant Assessor position to better understand if job descriptions for the department’s other vacant positions might need to be revised. For new members of the Committee, Ms. Pepe then described the HR Department’s hiring process of screening, testing and ranking of competitive candidates as lists are prepared for review by departments.

- **Monthly Health Insurance update** – Ms. Pepe commented that 250 retirees had moved from TOG’s health benefit plan to Medicare Advantage plans. She noted that a Benefit Task
Force was assembling the First Quarter data needed to begin formulating strategies for future healthcare benefits based on experience with the CT Partnership Plan.

- **Workers’ Compensation Expense Report** – Mr. Mynarski introduced his remarks with an explanation of the report, noting that TOG was a self-insurer, meaning that it owned the claims for life unless settlements were made. He pointed out months when a large amount had been transferred to conclude settlements. Additionally, he commented that TOG hired special expertise for managing claims from CIRMA (Connecticut Interlocal Risk Management Agency) used by many CT municipalities, in collaboration with the HR Department. $408,000 is budgeted for FY19 claims paid weekly through TOG’s Fixed Charges Account; a favorable December balance of $219,000 is available in the account. Mr. Mynarski said that the First Selectman’s Safety Council had established policy 1) to support return to work as quickly as possible through light work; 2) to aggressively pursue settlement; 3) to hold frequent status meetings with the claimant, HR and CIRMA; and, 4) to enhance Safety Analyst devise safety programs, training and propose possible changes in equipment.

- **Status Report: Completion of Union Reviews** – Ms. Pepe provided the Committee with a report showing the completion rate of reviews for various groups of employees and explained exceptions. Only M&C staff of the Fire Department received performance reviews, and similarly only the civilian personnel and command staff and M&C staff of the Police Department were annually reviewed; however, the majority of the smaller departments were done, and the larger departments were working on it. Ms. Krumeich asked the current status of performance reviews in the Tax Collector’s Office and if Six Sigma goals were now incorporated in all reviews. Additionally, she asked TOG’s “drop dead” date for the return of reviews covering the period of July 1, 2016 through June 30, 2017; she asked if the delay was to be considered a performance measure for supervisors. Ms. Pepe responded that approximately 75% of reviews had been submitted to the HR Department; reviews from the Library, Information Technology Departments and Assessor’s Office were among those still outstanding. Mr. Turner asked if additional training was necessary to which Ms. Pepe responded that the Leadership Institute Program included a refresher module on performance reviews and the HR Department provided coaching and assistance with completing performance reviews, if requested.

Ms. Pepe noted that there had been no “unsatisfactory” ratings but many “needs improvement” ratings accompanied by Performance Improvement Plans (PIPs). She indicated that Mr. Cava noted the lack of tracking documentation accompanying submissions. Mr. Stacy commented that BOE’s policy was to correct problems during the probation period and, if need be, extend an employee’s probation period which reduced performance issues. Mr. Turner expressed concern that the lack of performance reviews might affect morale and could be responsible for turnover.

3. **Discussion of M&C salary increase recommendation for FY19**

Ms. Brown commented that recommendations were being gathered from other municipalities, the Connecticut Council of Municipalities (CCM), national sources, and the CT information from World @ Work. A list of positions with earning ranges was being prepared for the Committee.

Ms. Krumeich asked if performance reviews for M&C employees were measured and whether the Six Sigma goals were integrated into each review. Ms. Pepe explained that Six Sigma goals were integrated but that the previous year’s compensation categories were 0 - 1.5% with the potential of an additional 0.5% which didn’t allow much differentiation. Ms. Fassuliotis asked for
a copy of the previous year’s report of percentage of increase. Ms. Pepe noted that union employees were guaranteed a percentage increase whereas non-union employees could receive 0.0% increase while union employees’ pay reflected stipends and longevity bonuses in addition to the guaranteed negotiated wage increase. The Committee noted that under the State Partnership Plan (CT employee healthcare program) all employees automatically experienced added savings to their compensation.

Mr. Ramer suggested that it would be helpful for the Committee to receive the backup materials for the proposed new positions.

4. Discussion of Registrars of Voters salary increase recommendation for FY19 and FY20

Mr. DeCaro and Mr. Aurelia said they would be providing the HR Committee a salary survey of like positions from the CCM Annual Survey and asked that the Registrar position be included in the HR Department’s research for the HR Committee’s February 6, 2018 meeting.

In describing the management responsibilities of the Registrar position, Mr. DeCaro compared it to that of a Town Clerk based on its part-time personnel recruiting, recount audits, amount of money handled, and number of customers. He proposed compensation parity, performance incentivization or pegging the Registrar position salary float with that of an employee of the Finance Department.

Items for Future Discussion

- M&C Salary discussion and vote
- Registrar of Voters salary discussion and vote
- Discussion of net new positions
- Vote on salary increase percentage range

7. Adjournment

On a motion by Ms. Fassuliotis, seconded by Mr. Drake, the Committee unanimously voted to adjourn at 4:10 P.M.

The next regular Human Resource Committee meeting is scheduled for Tuesday, February 6, 2018 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Anthony Turner, HR Committee Chairman