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

Tuesday, May 12, 2015

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

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resources, Erica Mahoney, Assistant Director of Human Resources, Allison Graham, Employee Benefits Manager; Tiffany Navarro, Workers’ Compensation Administrator; Robert Lichtenfeld, BOE Director Human Resources; Phil Dunn, Director of Digital Learning and Technology; Barbara Ormerod-Glynn, Director Greenwich Library; John Yoke, IT Director, Greenwich Library

BET Board: Leslie Tarkington

Other: Debbie Appelbaum, BOE Member; Jennifer Dayton, BOE Vice-Chair

The meeting was called to order at 3:02 P.M.

Ms. Weissler welcomed the attendees.

1. Approval of BET HR Committee Meeting Minutes April 14, 2015

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to approve the Minutes of the April 14, 2015, Regular Human Resources Committee Meeting.

Ms. Weissler changed the Agenda’s order of business to accommodate the Board of Education and Greenwich Library.

Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 4-0 to change the order of business.

2. Review and Possible Vote on BOE Request to Replace the Special Projects Manager Position with a BOE Education Research Manager Position

Mr. Lichtenfeld explained to the Committee that the current Special Project Manager would be retiring shortly and that the BOE felt it was an opportunity to change the job specification to better address evolving needs. The retiring employee was PT (M&C 0.8) without town benefits, whereas the new hire would be a FT employee (M&C 6) with benefits. The change would enable a new degree of analysis applied to measuring the impact of instruction. The Research Manager would work closely with ECRA, a national firm focusing on educational research and assessment.
Mr. Dunn commented that the Research Manager would have three key responsibilities: 1) undertaking special projects in assessment reporting for the District; 2) working with ECRA to manage the data warehousing work stream; and 3) implementing a new student growth model. In addition, he noted that the District’s Digital Learning Program would allow the District to analyze data generated from the students’ 9,000 digital devices. Ms. Kiernan asked how the District’s staffing in this area compared with comparable school districts. Mr. Dunn commented that the staffing needs are driven by the intensity of the data analysis; however, he thought the proposed staffing was adequate given the ECRA relationship. Mr. Lichtenfeld added that the new position would improve the analysis of instructional effectiveness.

Ms. Weissler asked about the field of candidates and how the position’s salary would impact BOE payroll. HR has classified this position as an M&C 6, with a salary range of $77K to $109K, with a midpoint of $93K. Assuming this midpoint and a 31% benefits cost, this would result in an all-in cost of $122K, or $24K more than the incumbent is making. Ms. Weissler asked that BOE be prepared to offer offsetting cost reductions at the BET’s May meeting. Mr. Huffman noted that the BOE typically returns a large sum to the Town every year as it underspends its budget.

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to approve the request for position changes with the proviso that the additional dollar cost be offset to make the change cash neutral, and forward it to the Board of Estimate and Taxation for further action.

4. **Discussion and Possible Vote on Greenwich Library’s Request to Convert a Part-time Non-Represented position to a Part-time Represented Position**

Ms. Ormerod-Glynn introduced Mr. Yoke to the Committee and asked him to comment on the need for additional IT support for the Library’s staff and public. Mr. Yoke indicated that there was now inadequate technical supporting coverage with the expansion of Library hours. The request to reclassify one Part-time, non-represented position from 15 hours per week to a Part-time, represented 25 hours per week position would provide the needed programming and network support. The proposed change would result in a salary increase from $15,552/year to $42,692/year, or an increase of $27,140.

Ms. Weissler asked if an offset was available to make this change cash neutral. Ms. Ormerod-Glynn noted that three upcoming employee retirements and promotions at lower base salaries would result in $29,587 in savings.

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to approve the request for reclassification and upgrade.

3. **April 2015 HR Reports**

**Workers’ Compensation Incident and Expense Report** - Ms. Navarro reported 29 total claims for the month of April, 4 of which were for lost time. Year to date claims total 328 vs. 324 in the prior year; lost time claims were 54 in 2015. And 55 in 2014. Ms. Pepe remarked that the Safety Analyst was continuing his visits and following up proactively to find trip hazards since “slips and falls” were consistently a large injury category and was working with BOE custodians to reduce injury incidents. She emphasized that awareness and new guidelines were being put
In place to see if the incidents were resulting from safety violations, which might need to be addressed through additional training, or, in some cases, through a notation in an employee’s performance evaluation file. Additionally, she noted that the Town had done an increasingly better job in putting employees back to work, even, if necessary, on light duty.

Mr. Mynarski reported that Workmen’s Compensation expenses for 45 weeks of the current fiscal year were showing a $267K surplus. He noted that OPEB transfers were trending well because of no catastrophic charges and settlements of old claims and the closing of outstanding cases.

**Vacant and Posted Position Listings** - Ms. Pepe commented that the new Inland Wetlands’ position was filled with a candidate with a start date of June 1, 2015. She also noted that Amy Seibert was reviewing the job description for the Deputy Commissioner position.

5. **Human Capital Management System Update**

Ms. Pepe informed the Committee that training for HR, TOG and BOE staff had been taking place. It focused on short cuts, other efficiencies and reporting capabilities. The Geneva Consulting consultant, Tamara Fogel, had visited with every department and was preparing an extensive report on the ADP implementation, which would identify areas for further improvement, detailing resources and a timetable. She had noted that a number of departments were still relying on paper timesheets. Ms. Pepe said greater attention would be given to emphasizing that the ADP system provides an official legal record and it would be inadvisable to have another possibly conflicting record. With regard to the previously outstanding issues: 1) Vendor files seemed to be in good order but Ms. Graham was still reviewing historical data to confirm the improvement; 2) BOE Position Control was currently undergoing testing solutions; and 3) General Ledger information was still being updated.

After reviewing Ms. Fogel’s report, the ADP Implementation Steering Committee will decide on: 1) what level of support will be needed for the future; and, 2) identifying ongoing functions that need new employee training, consultant support, and enforcement of standards.

Ms. Weissler asked Ms. Pepe to comment on the project budget to which Ms. Pepe said that the project continued to be within the overall budget.

6. **Update on Town’s hiring and background check processes**

Ms. Pepe gave an overview of the type of pre-hire reviews done for categories of hires and the range of costs involved, e.g., Drug test $65; Physicals $200; and background checks $10. She noted that whereas full-time hires are subject to rigorous testing, there is no similar testing done for temporary or seasonal employees with the exception of what the BOE does for employees working with children.

Ms. Pepe expressed concern from a risk perspective that temporary employees did not have a picture ID but rather just a badge. She also commented that more uniform testing would require budget planning and could not be immediately implemented. However, the Committee encouraged Ms. Pepe to expeditiously look into this issue and make a recommendation for an implementation plan.

7. **Items for Future Discussion**
• Status update of TOG's 311 System implementation to include Mr. Klein and Ms. Brown
• Update on M&C Evaluation process
• Unemployment Report
• BOE update on HR Director and Business Operations Directors' searches

8. **Adjournment**

    On a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 4-0 to adjourn the meeting at 4:40 P.M.

The next Human Resource Committee meeting is scheduled for June 9, 2015 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

[Signature]
Catherine Sidor, Recording Secretary

[Signature]
Nancy Weissler, HR Committee Chairman