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

Tuesday, July 14, 2015

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

Absent: William Drake

Staff: Peter Mynarski, Comptroller; Erica Mahoney, Assistant Director of Human Resources; Tiffany Navarro, Workers' Compensation Administrator; Cecile Brown, Employee Professional Performance and Compensation Manager; Ben Branyan, Town Administrator; Robert Stacy, BOE Director of Human Resources; Gina Williams, Assistant Director, BOE Human Resources

Board: Jeffrey Ramer

Other: Debbie Appelbaum, BOE Member

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

Ms. Weissler welcomed Mr. Stacy and introduced him as the new BOE Director of Human Resources. Mr. Stacy gave the Committee highlights of his professional background, thanking the Committee for its welcome and remarking that he looked forward to working with them.

1. Approval of BET HR Committee Meeting Minutes June 9, 2015

Upon a motion by Ms. Kiernan, seconded by Ms. Weissler, the Committee voted 2-0-1 to approve the Minutes of the June 9, 2015, Regular Human Resources Committee Meeting. (Abstain: Huffman (not present at June 9, 2015 meeting))

2. June 2015 HR Reports

Workers' Compensation Incident and Expense Reports - Ms. Navarro reported that there had been a total of 31 claims but that only 6 were Lost Time Claims. In comparing current claims to June 2014, she remarked that there had been 24 a year ago, of which three were Lost Time. Slips/falls, strains/sprains and caught/crushed were the most prevalent injury types. In providing year-end statistics, Ms. Navarro noted that BOE and Police Department reported a marked increase in the number of incidents in 2015 compared to 2014. Overall, the Town's incidents increased by 4% from 375 in 2014, to 390 in 2015.

Ms. Weissler asked what new steps were being taken for prevention and Ms. Navarro responded that building and site inspections would be taking place immediately at BOE locations and Police facilities would be inspected thereafter.

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Ms. Kiernan and Ms. Weissler asked for a special report reviewing BOE and Police Department fiscal 2015 incidents for September’s meeting, showing the distribution of types of incidents for each of these two departments. Ms. Williams commented that the majority of BOE incidents resulted from student interaction and seasonal weather conditions.

Mr. Mynarski reported that he anticipated a budget surplus in the Workers’ Compensation line item of $151k after pharmaceutical credits were taken into account. (He noted that because June 30, 2015 occurred in mid-week, making this fiscal year technically 53 weeks long, whereas FY16 would be 51 weeks.) He noted that OPEB costs had decreased by $432k this year to $1.4MM, due to large settlements.

Mr. Mynarski noted that the Workers’ Compensation surplus would be offset by a negative variance for Unemployment expense.

**Vacant and Posted Positions** — Ms. Mahoney reviewed the Vacant Position listings. She noted that there were 12 applicants for the Deputy Commissioner of DPW position. She indicated that testing was proceeding for the Police Scheduling Coordinator position, with a likely start date for this function of either September or October.

3. **Report on ADP Implementation and Budget Update**

Mr. Mynarski reported that there had been several issues with the most recent year-end payroll: 1) an overpayment of $62k had been identified in the BOE payments to 10-month seasonal employees which would affect the June 30, 2015 reconciliation; and 2) the difficulty in accurately executing the split in the final year-end payroll which straddled the two fiscal years. He indicated that Treasury was very close on the cash bank reconciliation. Finance and the BOE are continuing their work on the General Ledger interface; it is anticipated that the new required earnings codes for the BOE will be set up by September, which should address the GL issue.

Ms. Mahoney noted that Rebecca McEvoy, a Geneva Consultant, would be replacing Tamara Fogel, who has moved on to another assignment. The Steering Committee was continuing to meet and monitor progress bi-weekly toward the goal of completing the ADP implementation; a smaller subset of the Steering Committee meets as needed to address issues.

Mr. Mynarski noted that the Town had not paid the $267k holdback to ADP but expected to do so shortly; about $22K would then remain from the original capital budget. Funds from an unfilled part-time HR position as well as the $50k that the BOE encumbered for ADP at fiscal year-end will be used to fund the consulting services going forward.

Ms. Kiernan asked what type of training had been made available to Nathaniel Witherell. Ms. Mahoney indicated that they had opted for the “train-the-trainer” approach; however, more training is required there. The new CFO had done a two-hour training, but additional training did not happen due to vacations and scheduling issues for staff at Nathaniel Witherell.

Ms. Weissler asked how BOE’s ADP experience was currently proceeding and Ms. Williams commented that payroll for the first summer school payroll for 250 employees had been uneventful.

4. **Update on M&C evaluation process and vote on recommendation to the BET on M&C salaries for FY16**
Ms. Mahoney commented that the evaluation process had been thorough, was completed on time and that goals were included in all evaluations. Ms. Brown added that more quantitative measures should be incorporated into the 2016 evaluation program. Ms. Weissler noted that the average increase for M&C employees for 2015 was 2.4% vs. 2.25% in the prior year. In response to Committee member questions as to why there was so little differentiation in recommended M&C percentage increases, Ms. Mahoney and Ms. Brown noted the following: 1) some managers thought the 2.5% increase was fair in the context of union increases; and 2) most commissions and boards have so few employees so it's more difficult to compare performance.

Ms. Weissler presented the following Resolution:

RESOLVED that the BET approve the M&C salaries for FY15-FY16 as they are in compliance with the BET approval of the M&C Compensation Plan for fiscal 2016.

Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 3-0 to approve the Resolution and forward it to the Board of Estimate and Taxation for their consideration.

5. **Items for Future Discussion**

- Review of CIRMA's report for the period ending June 30, 2015
- Review of fiscal year-end Unemployment report
- Report on the status of ADP implementation by department
- Update on health insurance bids for calendar 2016

6. **Adjournment**

Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 3-0 to adjourn the meeting at 4:02 P.M.

The next Human Resources Committee meeting is scheduled for September 15, 2015 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Nancy Weissler, HR Committee Chairman