

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
HUMAN RESOURCES COMMITTEE
MINUTES – Cone Room, 2nd Floor

Thursday, November 07, 2013

Committee: Marc V. Johnson, Chairman; Randall Huffman, Mary Lee Kiernan, Leslie Tarkington

Board: Michael Mason,

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Erica Mahoney, Workers' Compensation Administrator; Robert Lichtenfeld, Director of Human Resources BOE, Cicile Brown, Employee Development, Performance and Compensation Manager, John Crary, Town Administrator, Al Cava, Labor Negotiator

The meeting was called to order at 4:30 P.M.

1. Approval of BET HR Committee Meeting Minutes October 9, 2013

Upon a motion by Ms. Tarkington, seconded by Mr. Huffman, the Committee voted 3-0-1 to approve the minutes from the October 9, 2013, Regular Human Resources Committee Meeting. Ms. Kiernan abstained; she did not attend the meeting.

2. October 2013 HR Reports

Workers' Compensation Loss Report

The Committee reviewed the October 2013 Workers' Compensation Losses by Injury Type and the October 2013 Compensation Losses by Department reporting 4 lost time and 36 total reported workers' compensation claims. The Committee asked that monthly data be compared to year-ago figures in future reports.

Ms. Mahoney pointed out that slips and falls continue to be the most prevalent injury for employees.

Ms. Pepe mentioned that Ms. Mahoney had attended a one-day seminar on workers' compensation subjects and pointed out that one of the topics dealt with the abuse or over prescription of opiates for worker compensation related injuries. Both Ms. Pepe and Ms. Mahoney told the Committee that establishing proper protocols for the use of opiates is a major concern for not only the Town of Greenwich but other towns.

Vacant Position Listing

The Committee reviewed the Vacant Position Listings as of November 1, 2013, showing a total of 34 vacancies. Ms. Kiernan asked about the current Information Technology position. Mr. Cray responded that the position was posted with a closing date of November 15, 2013. Mr. Cray added that a consultant, BerryDunn, will assist in the vetting of assessing technical skills from the job applicants.

3. Healthcare Provider Agreement Update

Ms. Graham gave the Committee an update on the status of the healthcare renewal. She stated that CIGNA was selected from three finalists. The other two were Anthem and Connecticare. Ms. Graham added that it is a one-year contract. Ms. Graham also stated that contract was somewhat unique in that it was based on a "Minimum Premium" renewal that was a hybrid between a fully insured and self-insured program. Ms. Kiernan asked about estimated costs for the new contract. Ms. Graham responded that they will not know until the "open enrollment" period is over and they can measure the migration to the Health Savings Account participation. Ms. Graham offered that they are hoping greater participation in wellness programs will eventually lead to program savings in the long term.

4. Review of Recent Collective Bargaining Agreements (Al Cava)

Mr. Cava distributed a General Wage Increases and Increments report to the Committee members along with other materials. The report basically detailed wage increases for all categories of union and non-union employees from 2000 to 2016. Mr. Cava then gave a status update on recently settled and open contracts. Mr. Cava reported that the Town and Board of Education LIUNA contracts were recently settled. In addition, he reported that the GMEA contract was settled, retroactively to July 1, 2013 through June 30, 2016. Mr. Cava told the Committee that the Police and Teamster contracts were expiring June 30, 2014 and the Teacher's contract expires on June 30, 2015.

Ms. Tarkington asked if Mr. Cava could insert Consumer Price Index wage increase figures into to the report. Mr. Cava said yes.

5. Human Capital Management System Update

Ms. Pepe gave the Committee an update on the status of the Human Capital Management System. Ms. Pepe informed the Committee that the Automated Data Processing (ADP) contract had been signed. In addition, Ms. Pepe stressed that even though the "go live" date was October 1, 2014, they are going to strive to beat that date.

In addition, Ms. Pepe told the Committee that the Town of Greenwich has contracted with McGladrey and Pullen, the Town's external auditors, to perform a best practices audit of the current payroll process.

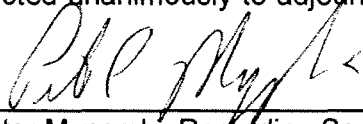
6. Items for Future Discussion

Mr. Johnson informed the Committee that a number of departments will be coming forward in December to request staffing additions. Those requesting staff increases will have to appear before the December 2013 HR Committee meeting.

7. **Adjournment**

The next meeting will be Thursday, December 12, 2013 at 4:30 PM in the Gisborne Room.

The Committee voted unanimously to adjourn the meeting at 5:58 P.M.



Peter Mynarski, Recording Secretary



Marc V. Johnson, HR Committee Chairman