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

Tuesday, November 10, 2015

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

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources; Tiffany Navarro, Workers’ Compensation Administrator; Ben Branyan, Town Administrator; Melissa Jones, Senior Management Analyst; Robert Stacy, BOE Director of Resources; Tod Laudonia, Tax Collector

Board: Michael Mason, Chairman BET; Jeffrey Ramer

Other: Barbara O’Neill, Chairperson BOE; Debbie Appelbaum, BOE Member; Beth Krumeich, BET 2016 Candidate; Leslie Moriarty, BET 2016 Candidate

The meeting was called to order at 3:03 P.M.

Ms. Weissler welcomed attendees and called for the first item on the Agenda.

1. Approval of BET HR Committee Meeting Minutes September 15, 2015

Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 3-0 to approve the Minutes of the October 13, 2015, Regular Human Resources Committee Meeting.

2. October 2015 HR Reports

Workers’ Compensation Incident and Expense Reports - Ms. Navarro reported that there had been a total of 29 claims in October but that only three were for Lost Time; 10 were incident only and 16 were medical claims. In comparing current claims to October 2014, she remarked that there had been 109 claims YTD in 2015 compared to 134 in 2014.

Ms. Weissler complimented the Department on the good trend and asked how much was due to the Safety Analyst’s work. Responding that it was a collaborative effort that heightened awareness, Ms. Pepe remarked that each department would identify three safety goals for the upcoming year.

Mr. Mynarski commented that the Finance Department had first-hand experience with how the process was handled. An inspection by the Safety Analyst had identified a hazard, which was written up and subsequently addressed. Mr. Mynarski also reported that Workers Compensation Expenses were favorable to budget with a positive $73,000 variance and was trending well in OPEB costs. However, he emphasized that Workers Comp is a very volatile expense category.
Vacant and Posted Positions – Ms. Mahoney reviewed the Vacant Position listings, commenting specifically on each department’s outstanding vacancies. She indicated that the test for the HVAC specialist was being analyzed for changes because certain questions appeared to be problematic to all candidates in a previous test.

She commented that teaching certification had been added as a qualification to the BOE’s Research Manager Position, which had required reposting of the vacancy. She noted that IT was reassessing the applicants for the Technology Solutions Specialist position but may resort to reposting the job.

Update on Peer Community Comparison for Workers Compensation – Mr. Mynarski and Ms. Navarro will continue to seek detailed information from other communities on their Workers Compensation expenses to provide the Committee with benchmarks.

3. Review and vote on proposal to convert two part-time positions to one full-time position in the Tax Collector’s office

Mr. Laudonia asked the Committee to consider converting his Department’s two Part-Time Accounting Clerk 1 positions to one Full-Time position. He was presenting his request prior to the fiscal 2017 budget deliberations to retain an experienced part-time employee who has nearly completed the Tax Collector Certification program but is seeking a full-time job. Mr. Laudonia reviewed his TOO and the responsibilities of the five full-time and two part-time employees. Ms. Pepe indicated that she can provide the Committee with the Department’s job descriptions. She noted that a part-time employee cannot apply to transfer to the full-time position but would instead have to apply along with outside applicants. As a result, it could take 6 to 8 weeks to fill the position, assuming that it was not a transfer candidate. In response to a question from Ms. Kiernan about sharing resources with the Tax Assessor’s Office, he noted that this wasn’t feasible because each department required specialized knowledge. He indicated that both departments field resident inquiries for each other. Ms. Weissler noted that the proposal would result in the Department reducing its available work hours—from the 50 hours for the two part-time positions to 25 hours for a full-time one. She asked if Mr. Laudonia could manage the workload without incurring additional temporary hours. Mr. Laudonia indicated that he wasn’t using all 50 hours throughout the year and that he could manage the workload with the proposed staffing. Mr. Branyan indicate that the First Selectman did not object to this request being brought forth ahead of the F17 budget, provided it was cost neutral.

The Committee agreed that the item should be discussed when Mr. Huffman was present and requested that the Tax Collector submit a proposal for the requested change, the TOO for the Department and Job Descriptions for the current and new positions in the Department.

Upon a motion by Ms. Weissler, seconded by Ms. Kiernan, the Committee voted 3-0 to postpone consideration of the proposed staffing request until its next meeting, December 8th.

4. Review of the New Position request form for the fiscal 2017 budget

Ms. Weissler presented the new form for comments, noting that there had been only minor changes to the one used in the previous year. Mr. Branyan indicated that he anticipated a request for more fire fighters as part of the First Selectman’s Budget. Ms. Weissler and Ms. Kiernan noted that it was important the full-time and part-time headcount numbers in the budget book for fiscal 2016 and budget 2017 be accurate; Mr. Branyan responded that he and Mr.
Gieger are working on that. Ms. Weissler also stated that if the budget includes position reductions, it would be helpful for the HR Committee to receive detailed information on the proposed reduction.

5. **Update on HRIS Implementation**

Ms. Pepe described changes that were being made to address the needs of a few departments, which are still doing a lot of manual time entry. The consultant has made site visits to observe reporting and time clocks have been added and redeployed to Parks & Rec and Public Works field sites. Time clocks were also being redeployed within the BOE.

Ms. Pepe commented that the interface of vendor files with the General Ledger was running smoothly. She added that the recording of the Police Department side hours as part of the payroll process has begun. She noted that the auditors had raised a concern about there being adequate controls over payroll clerks updating the salary table and that this issue was under review.

Noting that the Implementation's Steering Committee was no longer meeting regularly, she remarked that its Sub Committee still held regular meetings. It was reviewing the extension of the consultant's contract to monitor implementation through mid-January as well as discussing the possibility of part-time assistance over a longer period thereafter.

6. **Discussion of report on administrative assistants’ role**

Ms. Mahoney indicated that there are 56 full-time and 9 part-time Town and BOE administrative assistant positions. She noted that the goal of the project was to update the job description, which was antiquated, to ensure that candidates have the more specific skills required by the departments. She noted that as a result of the project, the job descriptions for BOE and Town administrative assistants are now different. BOE administrative assistants must be skilled in interacting with children. The new testing for both positions entails both written and oral exams as well as computer skills testing.

Ms. Mahoney indicated that the target date for the redesign of the Administrative Assistant job description is early 2016.

7. **Items for Future Discussion**

- Update on 311 pilot and implementation
- Police Side Work Scheduling Coordinator update
- Framework for fiscal 2017 review of Registrar of Voters salary and M&C salary increases
- Open Enrollment
- Employee On-Boarding and Off-Boarding Practices
- Screening of Part-Time Temps

8. **Adjournment**

The Committee unanimously voted to adjourn the meeting at 4:43 P.M.
The next Human Resource Committee meeting is scheduled for December 8, 2015 at 3:00 P.M. in the Cone Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Nancy Weissler, HR Committee Chairman

SUBJECT TO APPROVAL