

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

Thursday, November 13, 2014

Committee: Nancy Weissler, Chairman; William Drake (4:36 P.M.); Randall Huffman; Mary Lee Kiernan

Board: Michael Mason, Chairman BET; Sean Goldrick

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director of Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, Employee Benefits Manager; Tiffany Navarro, Workers' Compensation Administrator; Jamie Brede, HR Information System Administrator; Cicile Brown, Employee Professional Performance and Compensation Manager; Atiya Jones, Retirement Administrator; Robert Lichtenfeld, BOE Director Human Resources

Other: Barbara O'Neill, Chairman BOE

The meeting was called to order at 4:34 P.M.

Ms. Weissler made a motion, seconded by Ms. Kiernan, to amend the Agenda to postpone discussion of the **Unemployment Expense Report for September 2014** until the December meeting because it will not be available until then. The Committee voted 3-0 in favor of the motion. (Arrival post vote: Drake 4:36 P.M.)

1. Approval of BET HR Committee Meeting Minutes October 16, 2014

Upon a motion by Mr. Huffman, seconded by Ms. Kiernan, the Committee voted 3-0-0 to approve the Minutes of the October 16, 2014 Regular Human Resources Committee Meeting. (Arrival post vote: Drake 4:36 P.M.)

2. October 2014 HR Reports

Workers' Compensation Incident and Expense Report - Ms. Navarro reviewed October Workers' Compensation losses highlighting that there had been 44 reported Claims, 6 of which were lost time incidents in the DPW, Parks and Recreation, Police and Fire Departments, 24 of which were incident only. She noted that the lost time were of short duration. She indicated that 134 claims had been reported year-to-date for the current and previous years. Ms. Weissler asked for clarification of the increase in assaults in October; and Ms. Navarro explained that none of the incidents were based on "intent to harm" but that all were reportable, characterized as assaults not attacks. They had principally occurred at Nathaniel Witherell (which could result from the lifting of patients) and at the BOE (with a number of them involving special needs students).

Mr. Mynarski reported that Workers' Compensation Expenses were trending well but not as favorable as the previous year due to one employee's serious injury.

Vacant and Posted Position Listings – Ms. Pepe reviewed the current vacant positions; she commented on the number of applicants and the status of the current interview process for several open positions. Ms. Pepe introduced Atiya Jones as the new Retirement Administrator; Ms. Jones comes to the Town from Buck Consulting and Aon Hewitt. She noted that second round interviews were being conducted for the Senior Management Analyst position in the First Selectman's Office. Ms. Kiernan asked what changes were anticipated in the responsibilities and skills of this position. Ms. Pepe responded that the following skills would be required: project management, grant writing, computer skills, labor negotiations, and research. Mr. Huffman asked about the internal process when retirement plans were announced far in advance; Ms. Pepe explained that departments often redefine the job descriptions at that point. Ms. Weissler asked if the salary range of candidates applying for positions was in the range of the former incumbents; Ms. Pepe indicated that the incumbent's salaries are usually at the top of the range.

Unemployment Expense Report for October 2014 – discussion postponed until December 11th Committee meeting.

3. Human Capital Management System Update

Ms. Weissler asked Ms. Pepe to comment on what issues were expected in the production of third payroll (due 11/14) under the new ADP system, and what action had recently been taken to meet implementation challenges to date. Ms. Pepe suggested that no surprises were anticipated for this payroll run. She explained that there had been three types of issues to date: 1) system issues; 2) human errors; and 3) cultural issues. She noted that there are about 3,400 checks for any given payroll. For the first payroll, they had to cut 110 manual checks because of errors and for the second, 70 manual checks. They anticipate about 30 manual checks for the 3rd payroll. The errors have been in the areas of deductions, overtime pay, out-of-class pay rates and general ledger coding.

Ms. Pepe explained that one of the most problematic issues for the first two payrolls has been that the files for the 401 K and defined benefit deductions had not been transferred as part of payroll processing and had to be transferred manually instead. Ms. Pepe anticipated that this problem would be addressed in the 3rd payroll. She noted that there has been a problem with the ADP payroll and general ledger interface. An ADP team has been working with Finance to resolve this issue.

Ms. Weissler asked Ms. Pepe if enough resources are available to get the job done, to which Ms. Pepe replied that ADP had provided additional resources but that the Town was looking to hire a consultant to supplement those resources. She noted that it will be a challenge to get the payrolls out for Thanksgiving and Christmas weeks. She stated the project was on budget and she indicated that the final contract payment would be held back until the TOG was completely satisfied with the implementation. She noted that the annual contract with ADP (at a cost of about \$800,000) will go into effect once the Town has processed two successful payrolls—the first two did not meet this criteria. She indicated that the next immediate challenge is Open Enrollment for benefits, which starts on 11/17. Subsequent to implementation, HR will work with ADP to develop management reports that will use the data.

4. Template for new position requests for 2015-2016

Ms. Weissler distributed a draft of the New Position Request Form for comment. She noted that it was being developed so that the Committee would be presented with consistent information on new position requests by those departments and appointing authorities as part of the 2015-16 budget. She noted that although the approved budget guidelines indicate that there should be no new net positions, they also allow for reallocations from other Town departments. The other members of the Committee were supportive of the Form. The Committee discussed having any department or appointing authority that was requesting a new position present at its January 13th meeting, with the plan for the Committee to vote on a final recommendation to the full BET at its February 10th meeting. In the event that a department or appointing authority is proposing a major structural change in its staffing, the Committee agreed that it would be most efficient for members to attend the presentations at the Budget Committee.

5. Items for Future Discussion

Ms. Weissler proposed that the Committee review M&C compensation at its December meeting in order to develop a recommendation to the full BET of a percentage increase in their salaries for the 2015-16 budget.

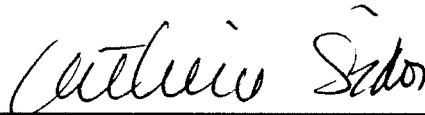
She proposed that the Committee also take up consideration of the 2015-17 salaries for the First Selectman, Town Clerk, and Tax Collector at its December meeting.

She noted that Ovation and Employee Benefits will make a presentation to the BET on healthcare costs at the December 15th meeting.


6. Adjournment

The Meeting adjourned at 5:43 P.M.

The next meeting will be Thursday, December 11, 2014 at 4:30 PM in the Cone Room.



Catherine Sidor, Recording Secretary



Nancy Weissler, HR Committee Chairman