

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

Tuesday, November 15, 2016

Committee

Present:

Nancy Weissler, Chairman; Leslie Moriarty, Jill Oberlander  
(Arrived after vote on Minutes: William Drake)

Staff:

Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Mary Pepe, Director of Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, HR Employee Benefits Manager; Tiffany Navarro, HR Workers Compensation Administrator; Cicile Brown, HR Compensation & Performance Manager; Tod Laudonia, Tax Collector; Melissa Jones, Senior Business Analyst

Board:

Michael Mason, Chairman; Mary Lee Kiernan, Beth Krumeich, Jeffrey Ramer

Selectmen: Peter Tesei, First Selectman

BOE:

Laura Erickson, BOE Chairman; Barbara O'Neill, BOE Vice Chairman; Jennifer Dayton, BOE Member; Robert Stacy, BOE Human Resources Director

Public:

Lucia Jansen, RTM, Chair BOC

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

Ms. Weissler welcomed the HR Committee and attendees.

**1. Approval of BET HR Committee Meeting Minutes October 13, 2016**

Upon a motion by Ms. Weissler, seconded by Ms. Oberlander, the Committee voted 3-0 to approve the Minutes of the October 13, 2016 Regular Human Resources Committee Meeting. (Arrived after vote: Drake)

**2. Workers' Compensation:**

**Quarterly Report** – Ms. Navarro presented the quarterly report commenting that there had been one employee with multiple injury claims. Mr. Mynarski remarked that the Workers' Compensation Expense report at 18 weeks was showing a \$300,000 surplus. He cautioned that while the trend was favorable, the mid-year point would be a more accurate indicator of Workers' Compensation expense for the year.

**CIRMA Report for June 2016** – Ms. Navarro introduced her remarks by noting that management and safety efforts were responsible for the almost 30% reduction in the number of claims and a 24% reduction in total value of claims in the past five years. She noted that Large Loss Claims (over \$100,000) account for about half of all claim costs and were difficult to

control. Human Resources is working with Workers' Compensation Counsel and has been successful in settling, and in some cases, subrogating claims. She offered the example of the subrogation of \$81,000 of a claim settlement of \$170,000. Working with the National Council on Compensation Insurance on loss analysis criteria has also been effective. Ms. Navarro reviewed the documentation of the Indemnity Payments Report, Wage Replacement benefits, Lost Time Claims and Severity/Frequency Reports with the Committee. She also described how Connecticut imposed a 3-day waiting period on reimbursing Medical Claims, which, if the Claim was not accepted, would not be covered by health insurance, whereas if covered, the days were credited against the family medical insurance. The practice of "light duty" returning employees back to work more quickly was also contributing to reducing costs. Ms. Navarro gave the example of 7,200 lost time claims in 2010/2011 compared with 1,269 claims in 2015/2016.

### **3. HR Reports**

- **Vacant and Posted Position Listing** – Ms. Pepe reviewed the Vacant Position listings. She noted that there had been only a few applicants for the Assistant Assessor job posting.
- **Update on Hiring Freeze** – Ms. Weissler asked for an update on the hiring freeze and whether the committee had denied any requests for new positions. Ms. Pepe responded that while the committee reviewed all new position requests, it had ultimately approved all of them for posting.
- **Monthly Health Insurance Update** – Open enrollment in healthcare programs had ended only 24 hours prior to the HR Committee meeting so a complete picture was not yet available. GMEA, M&C and teachers were continuing to migrate to the State Healthcare Partnership Plan. Ms. Pepe commented that the Commission on Aging workshops during the Open Enrollment period educated retirees (over 65 years of age) about more affordable plans that met their needs influencing many to drop out of TOG's health plan. Mr. Mynarski suggested that the migration to the State Plan would reduce the Town's OPEB liability. Ms. Graham indicated that over 90% of the Police union employees and 60% of Town employees had taken advantage of the savings on insurance premiums by having a medical physical.

### **4. Discussion of M&C Salary Increases and Review Process for FY2018**

Ms. Brown reported on the findings of the M&C salary survey of 10 Fairfield County municipalities conducted by HR. Survey questions focused on: 1) the average percent increase; 2) the factors considered in determining the increase; and 3) whether Performance Reviews were conducted and their impact on salary changes. It was found that for the peer communities for the past 3 years that 2.5% was the average salary increase, but that several communities granted increases of 2.75% to 3.0%. For the municipalities surveyed, 90% of them conducted performance reviews but they did not affect the increases granted. For each of the past three years in Greenwich, performance has been a factor in determining the increase, with the increase ranging from 1.5% for competent performance to 2.5% for outstanding performance, with a maximum increase set at 2.5%. The weighted average M&C increase in Greenwich for the past three years has been 2014 (2.0%); 2015 (2.1%); and 2016 (2.2%). Ms. Weissler noted that the CPI for NY/NJ urban consumers continues to run at a low 1.0% for the past 12 months, ending September 2016. Ms. Weissler asked the Committee members to refer additional questions back to her because a vote on a recommendation on the M&C salary increase for FY18 would not occur until January due to current union contract negotiations. Ms. Moriarty asked Ms. Brown whether M&C replacement hires are typically brought in at salaries lower or

higher than the incumbent. Ms. Brown noted that each position is reassessed for its market value before it is posted but that replacement hires are usually at a lower salary level. Ms. Oberlander referenced the market survey salary forecasts for 2017, asking as to how accurate they have been in the past. Ms. Brown responded that the actual level is usually within one tenth of one percent of the forecast. Ms. Weissler asked about compression concerns for M&C salaries as compared to the salaries of union workers. Ms. Pepe responded that this has been a consideration for some lower grade M&C lines.

#### **5. Discussion of Elected Officials' Salaries for Calendar 2018 and 2019**

The Committee reviewed the staffing and salary data for the elected officials' positions for other comparable Fairfield County municipalities and for other comparably sized municipalities in the State. She reminded the Committee that its objective should be to recommend a salary for the position, not a specific individual. She asked Committee members to respond back to her with any requests for additional data.

#### **6. Discussion of New Position Request Form for FY2018:**

Ms. Weissler indicated that while the Budget Guidelines stipulated no new net positions for FY2018, that it was conceivable that there could be new positions proposed that would be offset by position reductions. Therefore, the HR Committee was requesting that any department requesting a new position use the form, which was identical to that used in last year's budget. She remarked that receiving consistent information would facilitate the Committee's work. Forms should first be sent to the First Selectman for his budget planning process and then to the HR Department for further review. The HR Committee would review it next during its February meetings, prior to making recommendations to the Budget Committee.

#### **7. Update on Fraternization Policy**

Ms. Pepe presented the excerpt from the HR Policy Manual referring to Sexual Harassment and commented on how it was broadly applied. She noted that out of several communities contacted, two municipalities, Stamford and Brookfield, have explicit policies that "strongly discourage" reporting relationships that might be perceived as creating the appearance of impropriety. Ms. Pepe indicated HR is updating the TOG's HR Policy Manual and suggested that a statement could possibly be added to Performance Reviews where employees could sign off that there was no conflict of interest.

Ms. Pepe noted that she would follow-up on the request for additional suggestions on options to address the appearance of a conflict but advised that it was not easy to define "fraternization". She indicated that Department Heads were sensitive to the issue and an annual Declaration Statement might be practical. The issue surfaced on existing reporting relationships that create an appearance of a conflict and how these should be handled. Ms. Weissler asked Ms. Pepe to keep the Committee apprised of her findings.

#### **8. Items for Future Discussion**

- Overview of the Health Department's staffing and grant-funded positions
- Update on the Building Department's project to streamline and automate the building permit application and review process
- Further discussions on M&C salary and elected officials' salary

9. Adjournment

Upon a motion by Ms. Weissler, seconded by Mr. Drake, the Committee voted 4-0 to adjourn at 4:30 P.M.

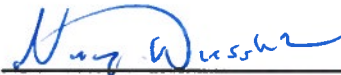
The next regular Human Resource Committee meeting is scheduled for December 13, 2016 at 3:00 P.M. in the Cone Room.

Respectfully submitted,



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Catherine Sidor, Recording Secretary



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Nancy Weissler, HR Committee Chairman