

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

Tuesday, December 13, 2016

Committee

Present: Nancy Weissler, Chairman; William Drake, Leslie Moriarty, Jill Oberlander

Staff: Peter Mynarski, Comptroller; Mary Pepe, Director Human Resources; Erica Mahoney, Assistant Director of Human Resources; Allison Graham, HR Employee Benefits Manager; Cicile Brown, HR Compensation & Performance Manager; Caroline Baisley, Director, Health Department

Board: Michael Mason, Chairman; Mary Lee Kiernan, Beth Krumeich, James Lash, Jeffrey Ramer, Leslie Tarkington

Selectmen: Peter Tesei, First Selectman

BOE: Barbara O'Neill, BOE Vice Chairman; Jennifer Dayton, BOE Member; Gina Williams, Assistant Director, BOE Human Resources

RTM: Ajit Laroia, RTM District 11

The meeting was called to order at 3:04 P.M.

Ms. Weissler welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes November 15, 2016

Upon a motion by Ms. Weissler, seconded by Ms. Moriarty, the Committee voted 4-0 to approve the Minutes of the November 15, 2016, Regular Human Resources Committee Meeting.

2. HR Reports

- **Vacant and Posted Position Listing** - Ms. Pepe commented that a committee, composed of herself, Ms. Mahoney and Mr. Branyan, meet every week to review requests to fill vacant positions, noting some of these requests had been put on hold, at least temporarily. Ms. Pepe noted the HRIS Supervisor position would soon be posted; it would now exclude the payroll function and focus instead on ADP reports and the relationship with ADP. She indicated that there have been only a few responses to the Assistant Assessor posting so that would remain open for a few weeks longer.
- **Monthly Health Insurance Update** - Ms. Graham provided the Committee with an update resulting from the recent annual Open Enrollment health insurance process. She indicated that there were 1,950 employees enrolled in TOG's High Deductible plan and that 64% (vs. 50% a year ago) of TOG employees had taken advantage of reducing the cost of their premiums by meeting the wellness standard of receiving an annual physical examination before year-end. This program has a rolling deadline so at any time during the year, a participant could have a

physical and reduce their premium cost. She commented that M&C employees and 300 GMEA employees, as well as Greenwich's teachers, were scheduled to migrate to the State Partnership Plan (SPP) as of July 1, 2017. Since this is not the equivalent of the 75% of TOG employees needed to participate for unqualified plan acceptance, the State could reject individual unions. Two unions, Teamsters and LIUNA, have not yet ratified a new contract but might do so before the March 15, 2017 cutoff date that would trigger the non-selective criteria. However, unions are allowed to enter the SPP on a rolling basis. Ms. Graham remarked that it was a challenge to negotiate the CIGNA contract for the remaining employees as of July 1, 2017 because that premium could increase between 14%-20% depending on the number of employees that migrate to the SPP.

- **Workers' Compensation** - Mr. Mynarski commented that Workers' Compensation expenses were trending well at the end of the fifth month of FY17. He noted that HR and CIRMA had actively been settling outstanding claims, and that that cost is born by the OPEB Trust. He noted that employees' migration to the SPP should favorably impact the OPEB liability; however, with union negotiations ongoing, it would be difficult to quantify the impact. Mr. Tesei interjected that Mr. Cava may be able to negotiate an interim healthcare agreement with the Teamsters. Ms. Moriarty asked if this reduced the TOG's leverage in negotiating other compensation components of the contract.

- **Unemployment Report for period ending 9/30/16** - Ms. Moriarty asked why the seasonality impact of Parks & Recreation summer staffing was higher than the previous year. Ms. Weissler asked that in the future, the report also reflect YTD current and prior year numbers so that the variance would be more clearly displayed.

3. Overview of the Health Department Operations and Staffing

Ms. Baisley highlighted aspects of the report submitted to the Committee prior to the meeting. She noted that the Health Department's role was regulatory and preventative as set out in the Town Charter and State Statutes. She noted that her department's organizational structure had last been reviewed in 1998.

Ms. Oberlander asked for a better understanding of the roles and responsibilities of the department's various programs. She noted that the cost of the Department's programs was 3-4 times the revenue produced and asked whether the Town was required to provide the services and whether the Town was the right entity to provide these services and programs. Ms. Baisley noted that the Department does bill private-pay clients and Medicare clients for services provided and that it will soon start billing under commercial insurance and Medicaid. Ms. Oberlander asked if there was an income threshold for treating clients to whom the Department's services were provided. Ms. Baisley noted that currently those residents who qualify for Medicaid are referred to providers in Stamford. Ms. Weissler asked about how the Department coordinates with other service providers such as Greenwich Hospital and the Family Centers Health Clinic, to which Ms. Baisley responded that her Department partnered with organizations such as the Commission on Aging, the Town's Social Services Department, and Greenwich Hospital and participated in monthly State meetings to identify what services to provide to Town residents. Ms. Weissler also raised the question as to the necessity of the Town running flu vaccine clinics since that service was readily available at drug stores and supermarkets. Ms. Baisley responded that she thought it was preferable and safer to have flu vaccines administered by a nurse. Ms. Weissler asked that the Committee be provided with how TOG's Health Department compared in services, costs and revenues, structure of office

and laboratory facilities, to other Fairfield County municipalities such as Stamford, Norwalk and Fairfield.

4. Overview of Review Process for Union Employees

Ms. Brown reviewed the 2015 Performance Review forms that are used for Teamsters, GMEA and LIUNA employees and highlighted some of the appraisal areas that were components of the scoring and rating of employees and supervisors. She noted that ratings ranged from unsatisfactory to exceeding expectations. If an employee was reviewed as unsatisfactory, an improvement statement and plan of action to be accomplished over a 3-month period was required. The employee receiving this type of review could attach a rebuttal statement to the form. Training would also be offered to the manager to support the 3-month employee improvement action plan, with coaching by HR, to complement the process. Ms. Pepe indicated the newly established Leadership & Supervisory training included a Performance Review coaching module and the next session of the program would begin in February 2017. The Committee was informed that 94% of union employee reviews had been completed for 2015 and that the 2016 review process was underway. Ms. Weissler asked about the review process for Police and Fire. Ms. Krumeich asked if there were any consequences for not using the review process. Ms. Pepe responded that at the moment, none were in place.

5. Report on position upgrades and reclassifications in the past year

Ms. Pepe reviewed a chart of the positions that had been upgraded or reclassified in 2016. She pointed out that when a position was vacant, the department and HR have an opportunity to review a job description to see if the responsibilities had changed and if the salary-level was appropriate. She noted that HR receives about five times more requests for upgrades and reclassifications than are granted. She commented on the Town's experience of some employees being paid "out of class." Ms. Oberlander asked for more information on the correction of "out of class" payments, to which Ms. Pepe responded that the employee was often doing the work of the class that they were being paid, so in most instances the salary amount was corrected; it was the job description that needed revision.

6. Items for Future Discussion

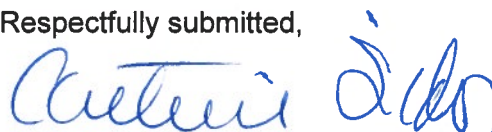
- Review of M&C salaries
- Review of elected officials' salaries

7. Adjournment

Upon a motion by Ms. Weissler, the Committee voted 4-0 to adjourn at 4:56 P.M.

The next regular Human Resource Committee meeting is scheduled for January 10, 2017 at 3:00 P.M. in the Cone Room.

Respectfully submitted,



Catherine Sidor, Recording Secretary


Nancy Weissler, HR Committee Chairman