



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

December 10, 2020

7:30AM

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - a) October 8, 2020
 - b) October 16, 2020
- 2) 2021 Regular Meeting Schedule
- 3) FY 20/21 Non-Union Compensation and Benefits
- 4) **Executive Session:** Pursuant to CGS §1-200(6)(A), Town Manager Continuation of Performance Review and Evaluation and Resulting Compensation and Benefits
- 5) **Executive Session:** Pursuant to CGS §1-200(6)(E), discussion of a preliminary draft document, subject to revision, related to a Shared Services Agreement between the Town and the Board of Education
- 6) Town Manager Compensation and Benefits
- 7) Shared Services Agreement Between the Town and the Board of Education

Adjournment

Following adjournment, the Personnel Sub-Committee and staff will meet to discuss strategy and negotiations with respect to collective bargaining for the units represented by AFSCME and CSEA.



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Personnel Sub-Committee Regular Meeting

Thursday, October 8, 2020
Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham
Staff Present: Maria Capriola, Melissa Appleby, Eric Gomes

The meeting was called to order at 7:31am.

1) Approval of Minutes

The minutes of September 10, 2020 were approved by consensus.

2) Classification work

a) Assistant Town Clerk Positions

Mr. Wellman said that this is a proposal to edit the job descriptions and salary ranges for the Assistant Town Clerk I and Assistant Town Clerk II positions. Ms. Capriola said that there is an upcoming retirement for one of the positions, and both of the job descriptions have not been updated since 1998. She is not recommending a full restructuring of the office at this time; rather, the proposed changes are primarily housekeeping in nature to reflect the modern work of the office.

Ms. Capriola said there is one substantive change in each of the position descriptions. For the Assistant Town Clerk II position, the municipal clerk certification would be required. For the Assistant Town Clerk I position, the individual in the position would automatically be reclassified to the II position once they become certified. Ms. Capriola said that the current salary ranges for both positions are quite a bit behind the market. Staff is recommending a change from T7 to T10 for the II position and T5 to T7 for the I position. She said that both positions are represented by CSEA, and that the union is reviewing this proposal concurrently.

Mr. Wellman asked whether the changes to the II position will allow the position to perform additional duties; Ms. Capriola clarified that the elevation will be for the individual in the I position, once they become certified. Ms. Mackstutis asked whether staff anticipates any issues with having two II positions, in terms of who has seniority and who is in charge in the absence of the Town Clerk. Ms. Capriola said that an acting Town Clerk would be assigned as necessary for short term absences; if the office was faced with a long-term absence, the position would probably be filled temporarily. Mr. Askham indicated that for a permanent promotion to the Town Clerk position, we would go

through the normal recruitment and appointment process, including approval by the Board of Selectmen per the Charter.

Ms. Mackstutis asked if there would be any other criteria that the person in the Assistant Town Clerk I position would have to meet prior to being promoted. Ms. Capriola said that the only distinction between the positions is the certification; they would be interchangeable at that point. Mr. Askham noted that the newly promoted II would still start at a lower step on the T10 scale, so that is where the seniority would be reflected. Discussion ensued regarding the typical practice for filling department head positions on a temporary basis when there is turnover.

Executive Session

Ms. Capriola requested that the committee reverse the order of the two executive session items since Ms. Appleby and Mr. Gomes would only be present for the item listed as second on the agenda (AFSCME grievance).

Ms. Mackstutis made a motion to adjourn to executive session at 7:52am to include Ms. Capriola, Ms. Appleby, and Mr. Gomes for the first item, and Ms. Capriola only for the second item. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

1) Executive Session - Update on Grievance Arbitration, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME

Ms. Appleby and Mr. Gomes left executive session at 8:08am.

2) Executive Session - Pursuant to CGS §1-200(6)(A): Town Manager Contract Renewal

Ms. Mackstutis made a motion to adjourn the executive session at 8:23am. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously. The meeting returned live on SCTV at 8:23am.

Mr. Wellman said that the committee discussed the length of the Town Manager's contract, with the understanding that there is a desire to stagger the term such that it does not coincide with a new term of the Board of Selectmen. The committee recommends extending the contract term by one year, for a total of four years, expiring in January 2025. Ms. Mackstutis made a motion to forward the recommendation of the Personnel Sub-Committee to the Board of Selectmen. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

Adjourn

Mr. Askham made a motion to adjourn the meeting at 8:25am. Ms. Mackstutis seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager



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Personnel Sub-Committee Special Meeting

Friday, October 16, 2020

Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Maria Capriola,

The meeting was called to order at 8:03am.

1) **Executive Session - Pursuant to CGS §1-200(6)(B), Pending Claims Regarding CSEA (MPP-34133)**

Ms. Mackstutis made motion to move to executive session to discuss MPP-34133, seconded by Mr. Askham, all voted in favor. Motion passed. Mr. Wellman, Mr. Askham, Ms. Mackstutis and Ms. Capriola entered executive session at 8:03am.

The Personnel Sub-Committee left executive session at 8:23am. The meeting adjourned at 8:23am

Respectfully Submitted,
Maria Capriola
Town Manager



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Maria E. Capriola - Town Manager

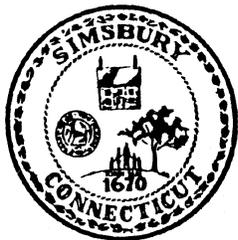
To: Ericka Butler, Town Clerk
Cc: Personnel Sub-Committee
From: Maria E. Capriola, Town Manager
Date: December 10, 2020
Re: Personnel Sub-Committee – 2021 Regular Meeting Schedule

At their meeting on December 10, 2020 the Personnel Sub-Committee adopted a regular meeting schedule for 2021. Meetings will be held monthly on the second Thursday at 8:00 am.

Meeting dates are as follows:

January 14, 2021
February 11, 2021
March 11, 2021
April 8, 2021
May 13, 2021
June 10, 2021
July 8, 2021
August 12, 2021
September 9, 2021
October 14, 2021
November 10, 2021 (this meeting will be held on a Wednesday due to Veterans Day)
December 9, 2021

The meetings will be held virtually or in a location to be determined. Meetings will be properly noticed in accordance with FOIA requirements.



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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, Employee Benefits & Human Resources Coordinator

Date: December 10, 2020

Re: FY 20/21 Non-Union Compensation and Benefits

Background

General Wage Increase and Salary Ranges

Section 903 of the Town Charter states that “the salaries, wages, or other compensation of all officers and all employees of the Town...shall be determined by the Board of Selectmen.” The Town negotiates wage increases for its union employees during the collective bargaining process. Recommended changes in compensation and/or benefits for unaffiliated positions have been brought to the Personnel Subcommittee, then to the full Board of Selectmen for consideration.

The attached spreadsheet shows current pay rates of our unaffiliated positions, as well as the classification salary ranges. The column to the right of the current wages shows the scenario of a proposed 2.25% general wage increase. This increase was budgeted in the approved FY 20/21 budget.

I recommend that a GWI be retroactive to July 1, 2020 for non-union employees not in a probationary period. Since we have one non-union employee in a probationary period, I would recommend that a GWI for FY 20/21 not be awarded until the employee successfully completes the probationary period, and then be prospective moving forward (it would not be retroactively applied to July 1st once the employee is off probation); this is consistent with past practice.

Since we are continuing to share Financial Management Services with the Board of Education, two scenarios are presented for the Finance Director position (Town only, Town and BOE combined). The Board of Education has been compensating the Town for the difference in salary for the shared Director position. The shared financial management services arrangement has been beneficial.



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Maria E. Capriola - Town Manager

- *Internal Comparison*

The negotiated general wage increase for Dispatchers and Police is 2.35% for FY 20/21; our tentative agreement with AFSCME is comparable. We have reached impasse with our three CSEA unions as those contracts expired on June 30, 2019. Non-union staff for the Board of Education received a 2% GWI for FY 20/21, but the health insurance plan changes were not made for that group.

- *External Comparison*

CCM data from November 2020 indicates that the average FY 20/21 state-wide general wage increase for negotiated contract settlements is 2.23% but the data has a mode of 2.25%. The current sample size for that data is 187 settlements. The proposed 2.25% is consistent with averages for state-wide data.

Health Insurance Co-Pay Update and Plan Management Changes

Our recent Union contract settlements have also included Co-Pay changes and Plan Management changes. I am recommending the same changes for our non-union staff. The changes are summarized below:

- Health insurance plan management changes allow for both pharmacy and medical management.
- Medical insurance co-pays would increase as proposed.

If approved at the Board of Selectmen meeting on December 14th, implementation of these changes would occur and be consistent with the timeline for the employees represented by AFSCME, likely either March 1 or April 1.

Financial Impact

The estimated impact of the 2.25% general wage increase would be \$32,044 or \$34,495 when payroll taxes are factored¹ in. Based on CCM salary data for negotiated settlements that was available during budget preparation, we budgeted 2.25% in contingency for a general wage increase for our unaffiliated employees. We also budgeted the estimated impact of the wage increase on payroll taxes in the appropriate benefits line item for FY 20/21.

Health Insurance plan design changes that will generate some savings to the Town.

Despite the pandemic, our revenues and tax collection rate have remained relatively stable. We are currently at 55% of tax collections, consistent with the same period in the prior year.

¹ 6.2% for social security, 1.45% for Medicare



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Maria E. Capriola - Town Manager

Recommendation

I am recommending that a general wage increase of 2.25% for the Town's non-union staff be endorsed, along with the proposed health insurance co-pay and plan management changes as presented. I am seeking for a recommendation to be forwarded to the full Board of Selectmen for consideration at your December 14th meeting.

Suggested Motions

If the Personnel Sub-Committee is in support of the recommendations regarding wages and health insurance for non-union staff, the following suggested motions are in order:

Move effective, December 10, 2020, to recommend to the full Board of Selectmen a 2.25% general wage increase for unaffiliated staff in a non-probationary status, retroactive to July 1, 2020 pending a satisfactory yearly performance evaluation, and that the salary ranges for those classifications be adjusted.

Move effective, December 10, 2020, to recommend to the full Board of Selectmen a 2.25% general wage increase for unaffiliated staff in a probationary status upon successful completion of their probationary period and that the salary range for that classification be adjusted.

Move effective, December 10, 2020 to recommend to the full Board of Selectmen that the health insurance co-pay and plan management changes for unaffiliated staff be adopted as presented and implemented as soon as practicable.

Attachments

- 1) Unaffiliated Salary Chart
- 2) Proposed Co-Pay changes and Plan Management Updates

Position	FY 18/19		FY 19/20			FY 20/21		
	Minimum	Maximum	Minimum	Maximum	Current	Minimum	Maximum	Proposed
Chief of Police	81,800	137,935	83,722	141,177	141,177	85,606	144,353	144,353
Deputy Chief of Police**	N/A	N/A	122,000	128,300	128,300	124,745	131,187	131,187
Deputy Town Manager	97,138	132,925	99,420	136,049	111,874	101,657	139,110	114,391
Director of Culture, Parks and Recreation	71,575	117,588	73,257	120,351	117,734	74,905	123,059	120,384
Director of Finance	81,800	137,935	83,722	141,177	141,177	85,606	144,353	144,353
<i>Director of Finance Shared with BOE</i>			92,095	155,294	155,294	94,167	158,789	158,789
Director of Planning and Community Development	76,688	122,700	78,490	125,583	117,734	80,256	128,409	120,384
Director of Public Works	81,800	130,921	83,722	133,998	133,998	85,606	137,012	137,012
Employee Benefits & Human Resources Coordinator	56,238	76,688	57,559	78,490	78,122	58,854	80,256	79,880
Library Director	71,575	110,641	73,257	113,241	113,241	74,905	115,789	115,789
Management Specialist	60,000	80,000	61,410	81,880	66,528	62,792	83,722	68,024
Outreach Worker	No Min.	19.08	No Min.	19.51	19.08	No Min.	19.95	19.51
Town Engineer	81,800	122,700	83,722	125,583	118,978	85,606	128,409	121,655

Note: The proposed FY 20/21 increases would be retroactive to July 1 and based upon satisfactory job performance

Note: The Deputy Chief of Police is currently on probation due to being a new hire. It is recommended that their proposed GWI be effective at the end of their probationary period upon a satisfactory job performance, it would not be retroactive to July 1st.

Note: The maximum of the ranges for FY 19/20 were not formally adjusted; this chart reflects if they had been adjusted accordingly to account for the GWI impact

Note: The Outreach Worker is part time and hourly

Town of Simsbury Benefit Comparison Chart Non-Union

Benefit Provision	HMO	HDHP	
	In Network	In Network	Out of Network
1 Deductible	NA	Individual: \$2,000 / Family: \$4,000 Deductible costs you pay accumulate for all combined in and out of network benefits. All family members contribute to the family maximum. Pharmacy and medical expenses apply to the maximum. Health Savings Account Contribution: The Town contributes 50% of the deductible requirement.	
2 Out of Pocket Maximum	Individual: \$6,350 Family: \$12,700 Only expenses for in-network costs apply. Copays apply to the maximum. Out of network costs do not apply to the maximum.	Individual: \$5,000 / Family: \$10,000 Out of pocket maximums accumulate for all combined in and out of network benefits. All family members contribute to the family maximum. Pharmacy and medical expenses apply to the maximum.	
3 PCP Office Visit	\$15 \$20 Copay per visit, then plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
4 Specialist Office Visit	\$15 \$20 Copay per visit, then plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
5 Preventative Care	No cost - Plan pays 100%	No cost - plan pays 100%	Plan pays 80% after deductible
6 Pharmacy - Retail 30 day supply	\$5/\$10/\$20 \$10/\$20/\$40 for Generic/preferred brand / non-preferred brand	\$5/\$10/\$20 \$10/\$20/\$40 Plan pays for Generic/preferred brand / non-preferred brand after deductible	Retail - Plan pays 80% after deductible
7 Pharmacy - Home Delivery & Retail 90 day supply	\$10/\$20/\$40 \$20/\$40/\$80 for Generic/preferred brand / non-preferred brand	\$10/\$20/\$40 \$20/\$40/\$80 Plan pays for Generic/preferred brand / non-preferred brand after deductible	Not covered
8 Second Surgical Opinion	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
9 Surgery in Physician Office	\$15 \$20 Copay per visit, then plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
10 Allergy Injections and Serum dispensed in the Physician Office	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible

11	Inpatient Hospital	\$250 \$300 per admission copay , then plan pays 100%	Plan pays 100% after deductible including Lab & X-Ray and advanced radiology services as part of stay, maternity delivery facility charges	Plan pays 80% after deductible including Lab & X-Ray and advanced radiology services as part of stay maternity delivery facility charges
12	Inpatient Hospital Physician Visit	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
13	Inpatient Radiologists, Pathologist, Anesthesiologists	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
14	Multiple Surgical Reduction	Multiple surgeries in one session - payment reduced to 50% of least expensive procedure	Multiple surgeries in one session - payment reduced to 50% of least expensive procedure	
15	Outpatient Facility Services	\$100 \$150 per facility visit copay, then plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
16	Outpatient Radiologists, Pathologist, Anesthesiologists	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
17	Short Term Pulmonary, Cognitive, Physical, Speech, Occupational, Cardiac, Chiropractic Care	\$15 \$20 Copay per visit, then plan pays 100% - all services in this category accumulate subject to 90 day combined maximum per calendar year	Plan pays 100% after deductible; all services in this category accumulate subject to 90 day combined maximum per calendar year(in & out of network)	Plan pays 80% after deductible; all services in this category accumulate subject to 90 day combined maximum per calendar year (in & out of network)
18	Home Health Care including Outpatient Private Duty Nursing	Plan pays 100% limited to 16 hours per day and unlimited number of days	Plan pays 100% after deductible; limited to 16 hours per day (combined in & out of network)- unlimited number of days	Plan pays 80% after deductible; limited to 16 hours per day - (combined in & out of network) - unlimited number of days
19	Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facility	Plan pays 100% all services in this category accumulate subject to 120 day combined maximum per calendar year	Plan pays 100% after deductible; all services in this category accumulate subject to 120 day combined maximum per calendar year (in & out of network)	Plan pays 80% after deductible; all services in this category accumulate subject to 120 day combined maximum per calendar year (in & out of network)
20	Durable Medical Equipment (DME)	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
21	External Prosthetic Devices (EPA)	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
22	Hearing Aids	Covered for children under age 13 only. Plan pays 100%	Covered for children under age 13 only. Plan pays 100% after deductible	Covered for children under age 13 only. Plan pays 80% after deductible

23	Routine Vision Exam	Plan pays 100%. Limited to one exam every 12 months	Plan pays 100%. Limited to one exam every 12 months	Plan pays 80% after deductible Limited to one exam every 12 months
24	Lab and X-Ray in Physician Office, Outpatient Facility and Independent Lab	Plan pays 100%	Plan pays 100% after deductible	Plan pays 80% after deductible
25	Emergency Room, Urgent Care & Emergency Care	<u>Emergency Room</u> - \$50 \$100 copay waived if admitted; <u>Urgent Care Facility</u> - \$10 \$25 copay <u>Emergency Care in physicians office</u> - \$15 \$20 copay; then plan pays 100%	Plan pays 100% after deductible, includes advanced radiology	Plan pays 100% after deductible includes advanced radiology
26	Advanced Radiology (MRI, MRA, CAT, PET Scan)	Plan pays 100%	Plan pays 100% after deductible for services provided in Physician Office, Outpatient Facility	Plan pays 80% after deductible for services provided in Physician Office, Outpatient Facility
27	Ambulance (Emergency Only)	Plan pays 100%	Plan pays 100% after deductible	Plan pays 100% after deductible
28	Maternity	<u>Initial visit and global OBGYN & Specialist fee</u> - \$15 \$20 copay then plan pays 100% ; <u>Prenatal, postnatal, office visits, physician delivery charges</u> - plan pays 100%	Plan pays 100% after deductible includes initial, prenatal, postnatal, office visits, physician delivery charges, OBGYN and Specialist global fee	Plan pays 80% after deductible includes initial, prenatal, postnatal, office visits, physician delivery charges, OBGYN and Specialist global fee
29	Hospice	Plan pays 100% includes inpatient Hospital, outpatient, and other healthcare facilities	Plan pays 100% after deductible includes inpatient Hospital, outpatient, and other healthcare facilities	Plan pays 80% after deductible includes inpatient Hospital, outpatient, and other healthcare facilities
30	Bereavement Counseling	Plan pays 100% includes inpatient Hospital, outpatient, and other healthcare facilities	Plan pays 100% after deductible includes inpatient hospital, outpatient, and other healthcare facilities	Plan pays 80% after deductible includes inpatient hospital, outpatient, and other healthcare facilities
31	Abortion (Elective and non-elective)	<u>Physicians Office</u> - \$15 \$20 copay; <u>Inpatient Facility</u> - \$250 \$300 per admission copay; <u>Outpatient Facility</u> - \$100 \$150 copay; <u>professional services</u> - plan pays 100%	Plan pays 100% after deductible includes inpatient hospital, outpatient, physician office, and professional services	Plan pays 80% after deductible includes inpatient hospital, outpatient, physician office, and professional services

32	Family Planning -Men	Physician Services - \$15 \$20 copay; Inpatient Hospital - \$250 \$300 copay ; Outpatient Facility - \$100 \$150 copay; Professional services - plan pays 100%	Plan pays 100% after deductible includes inpatient hospital, outpatient, physician office, and professional services	Plan pays 80% after deductible includes inpatient hospital, outpatient, physician office, and professional services
33	Family Planning - Women	Plan pays 100%	No Cost - Plan pays 100% includes inpatient hospital, outpatient, physician office, and professional services	Plan pays 80% after deductible includes inpatient hospital, outpatient, physician office, and professional services
34	Infertility - lifetime maximum does not apply	Physician Services - \$15 \$20 copay; Inpatient Hospital - \$250 \$300 copay ; Outpatient Facility - \$100 \$150 copay; Professional services - plan pays 100% Includes Lab, radiology, counseling, surgical treatment, artificial insemination, in-vitro fertilization, GIFT, ZIFT	Plan pays 100% after deductible includes inpatient hospital, outpatient, physician office, and professional services. Includes Lab, radiology, counseling, surgical treatment, artificial insemination, in-vitro fertilization, GIFT, ZIFT	Plan pays 80% after deductible includes inpatient hospital, outpatient, physician office, and professional services. Includes Lab, radiology, counseling, surgical treatment, artificial insemination, in-vitro fertilization, GIFT, ZIFT
35	Organ Transplants	<u>Inpatient hospital</u> - \$250 \$300 copay per admission; <u>Inpatient professional services</u> - plan pays 100%	Plan pays 100% after deductible, includes inpatient hospital and professional services	Plan pays 80% after deductible, includes inpatient hospital and professional services
36	Dental Care	<u>Physicians Office</u> - \$15 \$20 copay; <u>Inpatient Facility</u> - \$250 \$300 per admission copay; <u>Outpatient Facility</u> - \$100 \$150 copay; <u>professional services</u> - plan pays 100% - Limited to charges for a continuous course of dental treatment within 6 months of an injuries to sound natural teeth	Plan pays 100% after deductible includes inpatient hospital, outpatient, physician office, and professional services. Limited to charges for a continuous course of dental treatment within 6 months of an injuries to sound natural teeth	Plan pays 80% after deductible includes inpatient hospital, outpatient, physician office, and professional services. Limited to charges for a continuous course of dental treatment within 6 months of an injuries to sound natural teeth
37	Mental Health/Substance Abuse	<u>Inpatient hospital</u> - \$250 \$300 copay per admission; <u>Outpatient</u> - \$15 \$20 copay outpatient physician office and facility charges	Plan pays 100% after deductible. Including inpatient, outpatient physician office and facility charges.	Plan pays 80% after deductible Including inpatient, outpatient physician office and facility charges

* The CIGNA plan documents will govern the provisions of the policy in the event there is a discrepancy between this Comparison and the plan

Pharmacy Management Essential Protection Drug Utilization Management Package
Health Matters Care Management (from Basic Low) to Preferred Model