

From: Rick Bazzano July 11, 2012 1:04:16 PM  
Subject: Personnel Sub-Committee Minutes 3/14/2012 APPROVED  
To: SimsburyCT\_PersMin  
Cc:

Personnel Sub-Committee – Special Meeting  
Minutes  
Wednesday, March 14, 2012 at 7:45am

A meeting of the Board of Selectmen's Personnel Sub-Committee was held at Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 on March 14, 2012. ~Sub-Committee Members Lisa Heavner, John Hampton and Moira Wertheimer were present. Also present was Director of Administrative Services Tom Cooke.

1.~~~~~Call to Order

The meeting was called to order at 7:50am by Chairman Lisa Heavner.

2.~~~~~Pledge of Allegiance

Those present recited the Pledge of Allegiance.

3.~~~~~Public Audience

No residents availed themselves of the opportunity for public audience.

4.~~~~~Consideration and possible recommendation of approval for revised job descriptions for the Department of Finance.

Tom Cooke, Director of Administrative Services, explained the proposed reorganization of the Finance Department and the associated revised job descriptions. Specifically, the position of Accounts Payable Clerk (a T-5 position in the CSEA Secretarial & Clerical bargaining unit) would be replaced by the position of Accountant (an A-0 level position in the CSEA Admin & Professional bargaining unit). Additionally the position of Accounts Clerk/Secretary (a T-6 level in the CSEA Secretarial & Clerical bargaining unit) would be replaced by the position of Finance Specialist (a T-6 level in the CSEA Secretarial & Clerical bargaining unit). The annual budget impact of this reorganization is roughly \$5,000.

Ms. Wertheimer asked if the \$5,000 includes fringe benefits. Mr. Cooke responded that the figure does include benefits.

Ms. Wertheimer asked if it is more expensive to continue to use the temporary worker who has been filling in while the department has been without the Accounts Payable Clerk. Mr. Cooke responded that it is more expensive to use contracted work, but it is also an issue of non-represented individuals doing bargaining unit work.

Ms. Heavner asked where the \$5,000 will come from. Mr. Cooke responded that the funds will be accounted for in the Finance Department budget and are available due to a balance in what was formerly called the Unnegotiated Salaries line item.

Mr. Hampton asked if this departmental organization is similar to that of other towns. Mr. Cooke replied that this organization is similar to that of other towns of similar size and that this reorganization is a recommendation of the Director of Finance.

Ms. Wertheimer asked if this vote needs to be pending union approval. Mr. Cooke responded that if there was additional approval necessary we could come back.

Mr. Hampton made a motion to approve the revised job descriptions for the Department of Finance. Ms. Wertheimer seconded the motion and it passed unanimously.

5.~~~~~Consideration and possible recommendation to the Board of Selectmen with respect to non-union management staff compensation for FY 2013.

Mr. Cooke presented a summary of proposed compensation changes for certain non-union staff. Unaffiliated staff have not had a general wage increase since 2008. During that time, most union personnel have received step and/or general wage increases, in some cases raising their salaries by more than 10%. Unaffiliated salaries have been truly frozen, receiving only a one-time payment-in-lieu of an increase near the end of 2010. The proposal includes a 2% increase for the Director of Planning, the Town Engineer, the Library Director, and the Director of Culture, Parks and Recreation. The proposal also includes a 3.5% increase for the Police Chief and the Executive Assistant to the First Selectman. The salaries for the First Selectman, the Director of Administrative Services, the Deputy Director of Administrative Services, the Director of Finance and the Director of Public Works would be unchanged.

Ms. Heavner said they had received correspondence from Mike Long, the Chair

of the Police Commission, which indicated the Commission's support of a salary increase for the Chief, adding that he would recommend the Chief receive a 7% increase if it were possible.

Mr. Cooke added that the Personnel Sub-Committee had recommended the use of salary studies and using comparative data from 12 similar towns to determine salary increases, rather than lock step annual increases. The recommended salary increases are in keeping with that methodology.

Mr. Hampton made a motion to approve the revised compensation amounts for non-union management staff. Ms. Wertheimer seconded the motion and it passed unanimously.

#### 6.~~~~~Consideration and possible recommendation with respect to wellness providers

Mr. Cooke presented a description of the recommended wellness vendor, Interactive Health Solutions (IHS), and their proposed wellness program for Simsbury. The goal is to have this committee's approval in advance of specific discussions on the issue of developing a comprehensive wellness program which is on the table for all bargaining units during ongoing negotiations. IHS involves an annual biometric screen that looks for major issues and identifies goals and health targets. IHS is very user-friendly, very cost-effective, and ensures confidentiality and HIPPA compliance.

Ms. Heavner asked if the program would be optional. Mr. Cooke confirmed that the program would be optional. There would also be incentives for participating.

Mr. Hampton asked for clarification as to the meaning of "biometrics". Mr. Cooke responded that "biometrics" means a full-range blood draw and analysis.

Ms. Wertheimer said she liked that the program would be optional because she doesn't like the idea of mandating participation. She also liked that IHS is a 3rd party that would not be affiliated with either of the Town's insurance carriers. She asked whether the Town would be raising rates on those who did not participate.

Ms. Wertheimer made a motion to approve the selection of IHS as the Town's potential wellness provider. Mr. Hampton seconded the motion and it passed unanimously.

#### 7.~~~~~Adjourn

Ms. Wertheimer made a motion to adjourn. Mr. Hampton seconded the motion and it passed unanimously. The meeting adjourned at 8:35am.

Respectfully submitted,

Sean Kimball  
Deputy Director of Administrative Services