

From: Susan Mazurski December 3, 2010 3:18:09 PM
Subject: Personnel Sub-Committee Minutes 11/08/2010 APPROVED
To: SimsburyCT_PersMin
Cc:

BOARD OF SELECTMEN
PERSONNEL SUB-COMMITTEE
REGULAR MEETING – NOVEMBER 8, 2010

The Regular Meeting of the Personnel Sub-Committee was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: Robert Hensley, Chairman, Selectmen John Hampton and Lisa Heavner. Also present was Tom Cooke, Director of Administrative Services and Tom Roy, Public Works Director. Ms. Glassman joined the meeting at 6:15 p.m.

1. Mr. Hensley called the meeting to order to review, discuss and take action on the following:
2. Review, discuss and approve meeting calendar for 2011. Ms. Heavner made motion to approve the 2011 calendar as presented, seconded by Mr. Hampton. All were in favor and the motion passed.
3. Reduction in level and pay grade (T10-T8) for Public Works Administrative Secretary. Mr. Roy explained that while the previous secretary was working for Public Works she did take on additional duties during the time there was no Public Works Director. Now that Mr. Roy is in place as Public Works Director the additional duties from the secretary are no longer required. This matter has been reviewed by both Mr. Roy and Mr. Cooke and has the approval of the CSEA/SEIU AFL-CIO Local 2001. Mr. Hampton made motion to approve the reduction in level and pay grade and to forward the matter to the full Board of Selectmen for consideration at its 7:00 p.m. meeting. The motion was seconded by Ms. Heavner. All were in favor and the motion passed.
4. AFSCME Local 2945 (Public Works and Parks and Recreation) Contract for 2010-2012 update. Mr. Cooke reported that through a series of negotiations with the union it has been agreed that there will be a 1% increase effective retroactively to 7/1/10 and another 1% increase effective 1/1/11 and he is recommending that this be presented to the Board of Selectmen at their meeting on November 22, 2010. At the request of Ms. Heavner, Mr. Cooke will advise the Committee of the dollar amount associated with this

increase.

Mr. Hampton made motion to forward this matter to the Board of Selectmen for their November 22, 2010 meeting, seconded by Ms. Heavner. All were in favor and the motion passed.

5. International Brotherhood of Police Officers, Local No. 458 Contract for 2010-2011 update. Mr. Cooke reported that the negotiation process was ongoing. The IBPO submitted a request for a 2.25% increase; he noted that surrounding towns have settled in the 2.5% to 3% range. Mr. Cooke stated that he was not asking for a vote on the contract at the full Board of Selectmen meeting at its 7:00 p.m. meeting, but that he was providing information to the Committee for its consideration and for submission to the full Board at its November 22nd meeting.

Mr. Hampton made motion to go into Executive Session at 6:15 p.m., seconded by Ms. Heavner. All were in favor and the motion passed.

Mr. Hampton made motion to come out of Executive Session at 6:20 p.m., seconded by Ms. Heavner. All were in favor and the motion passed.

Mr. Hampton made motion to approve the proposed contract settlement with the IBPO and recommended that the contract be presented to the Board of Selectmen at their November 22, 2010 meeting, seconded by Ms. Heavner. All were in favor and the motion passed.

6. Unaffiliated (Non-Union) Pay Plan review and discussion of 2010-2011 salaries.

Mr. Cooke discussed the difficulties of interpreting and administering the existing pay grades for the Town's non-union represented employees and recommended that the Board of Selectman consider a different approach to compensation planning and administration utilizing "job bands." Under the proposed model, salaries would be determined based on a market study which would include comparable public and private sector positions. The goal is to develop a salary administration process that would work fairly and effectively in good and bad economic times. The sample job band materials suggest 4 bands which are illustrative only and not hard and fast. Mr. Cooke asked for approval from the Committee to move forward with development of the new model and to gather information to determine the financial feasibility of doing a market study.

Ms. Heavner thanked Mr. Cooke for his work on this project and thinks the approach is good and would benefit from a Market Study. Ms. Glassman also thanked Mr. Cooke and Mr. Ilg for their work on this and stated that they need to take a look at each range and need more flexibility with these positions. Mr. Hensley suggested hiring a wage consultant and giving special attention to existing employees.

The Committee approved Mr. Cooke's proposal and advised him to proceed with this process.

7. Update of Administrative Services job description (discuss addition of Risk Management function consistent with attached recommendations from CIRMA).

Mr. Cooke reported that while Al Ilg served as Interim Director of Administrative Services Mr. Ilg had the opportunity to review the management structure of the First Selectman's Office (FSO). The existing job descriptions allow for a Director of

Administrative Services and an Administrative Services Clerk. Based on Mr. Ilg's review of the overall needs of the FSO and taking into consideration the need for a Risk Management function, Mr. Cooke recommended creating a position that would provide a higher level of support to the FSO for risk management, risk exposure and insurance costs. Additionally, the ideal candidate would have good financial acumen and experience appropriate for supporting the upcoming collective bargaining negotiations.

Ms. Glassman noted that risk management is an area of development for the Town, that she would like to see it come from within the available budget but is not sure that can be done. The contemplated position would also offer more monitoring of wellness programs and on line insurance tracking. Lindberg & Ripple feels that the current Wellness Program would be more successful if there was someone to market it. Ms. Glassman asked the Committee if they would recommend proceeding with this new position or if they would rather see the original clerk position filled.

Ms. Heavner noted that she had previously requested some scenarios from Mr. Cooke regarding potential cost savings to the Town; based on that information she feels that potential cost savings would likely justify creation of the position.. Discussion ensued regarding the risk management function, how the Employee Assistance Program is administered and whether to have the risk management function assigned to the Finance Department.

Mr. Hensley expressed concern about the additional cost and that the FSO might still need to bring on additional administrative support.

8. Discussion of Board of Education Contracts with the Simsbury Education Association (Teachers) effective 2011-2014 and the Simsbury School Administrators and Supervisors Association effective 2011-2014.

Mr. Cooke informed the Committee that the BOE was voting on the contracts on November 9th and that the BOE would present its two proposed union contracts to the Board of Selectmen at their November 22nd meeting. Ms. Heavner noted that she has requested salary comparisons from surrounding towns and the BOE indicated that it complied.

Motion to adjourn at 6:50 p.m. made by Mr. Hampton, seconded by Ms. Heavner. All were in favor and the motion passed.

Respectfully submitted,

Thomas F. Cooke
Director of Administrative Services