

Draft

MINUTES OF
MUNICIPAL SERVICES COMMITTEE MEETING
APRIL 19, 2011

ATTENDANCE

Members and Guests

Bonnie Therrien, Acting Chair
Steve Bartha
Joyce Stille
Robert Skinner
Bill Taylor
Bill Smith
Matthew Galligan
Vanessa Perry
Jeff Bridges
Steve Wawruck
Maureen Barton
Jennifer March-Wackers
Lyle Wray

Town

Hebron
Avon
Bolton
Canton
Enfield
Granby
South Windsor
South Windsor
Wethersfield
Windsor Locks
CRCOG
CRCOG
CRCOG

Acting Chair Bonnie Therrien called the meeting to order at 12:07 p.m.

1. ADOPTION OF MINUTES

Joyce Stille made a motion to adopt the minutes of the March 15, 2011 meeting, Steve Wawruck seconded. The motion was adopted by unanimous voice vote.

2. HUMAN RESOURCES OUTSOURCING

Mr. Galligan explained that South Windsor had ADP for payroll, and looked into their Human Resources (HR) when their full-time HR person was retiring. When South Windsor contracted for ADP's HR services, their payroll service moved to a different service center. Mr. Galligan's hope was that rather than employees coming to see Vanessa Perry with questions and looking for the Town to tell them what to do, that they would be able to manage their own plans. ADP HR services offer a portal that will answer many HR related questions. The Town still manages grievances, union negotiations, 457 and 451 plans. Mr. Galligan had hoped that ADP would also handle COBRA and other administrative issues, but that doesn't seem to be happening yet. The Town of South Windsor is ADP's first municipal customer, so there are a lot of issues that need to be ironed out, since ADP's boilerplate contract language is not always appropriate for a municipality. Through ADP, they do one open enrollment in January, and ADP wanted to charge an unbelievable amount of money to enroll 5 or 6 employees outside of that open enrollment. ADP also tried to charge the town to add part-time summer employees to the payroll, which they never had done before. Mr. Galligan expressed that the program would work best for small towns with no HR. ADP will review policies and answer many questions for employees. Ms. Perry talked

about their portal, which allows employees to see their own information, Managers can look at employees and their own, and Directors can look at everyone. ADP is revamping their system, and it's taking a long time. Ms. Perry started giving them info in November assuming March 1 as a start date, but mid-March, she heard from ADP that they would need 90-120 days to get the service center up and running. That was problematic, since it ran into their open enrollment period. ADP will track training, and all policy and procedures will be posted for employees to read and sign off on online. South Windsor did not do an RFP for these services, since they already were working with ADP. The payroll costs remained the same, it cost the town about \$21,000 for the additional HR services, although that resulted in an overall savings. His recommendation for anyone thinking about pursuing something similar is to carefully review all of ADPs comments, since they often write things into contracts that apply to private customers, but not public. Mr. Galligan also stated that ADP will help write job descriptions and postings. ADP does not take liability for decisions the town makes. Some of the savings the town has experienced are the cost savings of sending their policies to ADP for review instead of sending it to a lawyer. ADP also offers an EAP, which has saved the town money. ADP offers a discount program, but South Windsor opted out. Their fees are based on the number of full-time employees. They offer three levels of service, the Town of South Windsor took their Comprehensive HR package. ADP also offers training for HR/OSHA. If there is extensive training, there may be a small fee. Mr. Wray asked if an HR portal might be worthwhile for the small towns. It could be something for CRCOG/CCM to work on. Committee members agreed it would be worthwhile, and Ms. March-Wackers pointed out that HR services were given a high priority on the Municipal Services Survey. Members commented that they thought it would be helpful to even just have job descriptions and personnel policies. Towns would still not be able to outsource time heavy HR subjects, such as grievances.

3. STATUS REPORTS

Ms. March-Wackers reported that the CCSWA RFQ Committee is finalizing negotiations, and there is a meeting later today to discuss findings. There will be a general membership meeting on April 27th where she will offer more concrete information.

Connecticut Regional e-Government Initiative

Regional Online Permitting is recruiting for a cohort to start in May, please let her or Pauline Yoder know if you are interested. There will be multiple cohorts throughout the year, so there are multiple opportunities for involvement.

Capitol Region Purchasing Council

Ms. March-Wackers reported that the DAS is piggybacking on our e-procurement system, effective April 1, 2011. The CRPC has finished its bid season for the year, and bid savings information will be available soon. In addition, the EZIQC rebid is in progress, with bids opening on May 3, 4, 5 and 6. The contract will go live on June 22, 2011. The State may piggyback on that program as well. The annual bid cycle is complete for 2010-2011 and staff are working on generating savings numbers for all of our bids.

5. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS

Ms. Stille asked Mr. Wray if he would share information on the Regional Forum that was held yesterday. Mr. Wray stated that the forum was hosted by Representative Gentile. Valley COG gave a presentation on what they were doing. One of the speakers gave a 60 slide presentation on state structures. There is some discussion that the State may take a portion of the sales and hotel taxes and give them to regions. Right now, nothing goes to regions. Currently, there is a winner take all distribution for these taxes – the town that hosts a big mall gets a big chunk, but no one else in the region does. Mr. Wray thought it was positive that the Governor is talking about revenue diversification for towns. The Governor is looking for a budget by May 6. The taxes on boats and planes is probably dead. Mr. Wray said he is optimistic that the quiet about the subject of the budget is good news.

6. ADJOURNMENT

Steve Wawruck made a motion to adjourn the meeting, Joyce Stille seconded, and Acting Chair Bonnie Therrien adjourned the meeting at 1:01 p.m.