

Task Force on Efficiencies and Consolidations  
Wednesday, January 20, 2010  
Minutes

**Approved – January 25, 2010**

Present: Bradford Cook, Chair; Robert Blaisdell, Vice Chair; Tammy Simmons; Dan Pinard; Bill Skouteris; Hector Velez

Absent: Sean Owen, Clerk

Bradford Cook called the meeting to order at 5:30pm and called the roll.

Member Velez made a motion to adopt the minutes and it was seconded by Vice Chairman Blaisdell. The motion was adopted unanimously.

Jane Gile, Human Resources Director was introduced to review the organizational structure of city government. Ms. Gile handed out and presented an organizational structure chart to the committee.

The Library has a bottom line budget and the trustees of the trust funds allocate money.

The city officers are appointed by the Board of Mayor and Aldermen this includes: Assessor, City Clerk and the Finance Officer.

The chart includes the number of employees in each of the departments; however that does not mean every position is filled or funded.

Some departments have a deputy and some do not; Ms. Gile is unsure as to why.

The city runs a weekly payroll for 1350 employees; this includes PT/FT. The HR department is not responsible for the schools. The school payroll is approximately 2000 employees.

The MTA is not on the organization chart because it is not considered a city department; the city allocates money to the MTA.

Member Velez inquired about the potential of the current payroll system and whether it would be able to handle additional employees.

The city has adopted the Yarger/Decker salary scale and it applies to all employees on the city level. The school is not on the Yarger/Decker pay scale.

If you added the school payroll function to the city department this would take coordination but the programming could handle it.

At one point in time the school payroll was run out of the city Human Resources department.

The school district has a separate health plan.

There are 12 unions in the city and 5 unions at the school district.

The city does not currently have a negotiator; this is a funded/vacant position. The duties and responsibilities of this position have been taken on by Ms. Gile in her capacity as Human Resources director. The salary for this position is \$74,000. At this point things have not fallen through the cracks.

If bi-weekly payroll were adopted there would be operational savings however producing payroll is very staff intensive so significant amounts of staff time would be freed for other functions in the office.

A compensation report is being produced for March that will be given to each employee with their weekly paycheck detailing the value of their benefits and the cost of the city and employee share.

The employee contributes 5% for an HMO plan and 12.5% for a POS plan.

The city is actively pursuing COMPASS to contain costs.

There are contractual relationships regarding health benefits.

80% of the city workforce is unionized. The non-affiliated employees have the option to buy-out of health coverage if they can obtain coverage elsewhere.

Supplies are pre-approved and negotiated.

Direct deposit does save money but it can't be mandated.

There was some question regarding the marriage of EAP and OYS as to whether it made sense.

(A brief 5 minute break was taken.)

Chairman Cook handed out copies of the city website pages and asked the committee to review and make recommendations at the next meeting.

It was noted that many city services are not available online and it was explained that was due to the fact that all city departments do not have the ability to take payments by credit card (i.e. city clerk and building department). There's discussion at the board level about convenience fees.

The task force requested a listing of what services the city currently offers online.

The task force decided that they would add an additional department to the Department Head questionnaire it will be: 1.) What are the online tools that you need to be more efficient?

Chairman Cook asked Samantha to distribute the questions to Department Heads.

Chairman Cook adjourned the meeting.