

MEETING NOTICE/AGENDA
LEGISLATIVE COUNCIL
PERSONNEL SPECIAL COMMITTEE MEETING

September 8, 2021

7:30 PM

REMOTE MEETING

LEGISLATIVE COUNCIL CHAMBERS AT MEMORIAL TOWN HALL WILL BE CLOSED AND THE COUNCIL COMMITTEE WILL BE CONDUCTING THE MEETING SOLEY USING ELECTRONIC EQUIPMENT

Public Comments on these agenda items will be heard at the opening of this committee

You can speak to any committee agenda item by joining the meeting, or send your comment/s in to LCpublicinput@hamden.com by 3:00 PM of this agenda date

For remote attendance:

To participate in public input live you must:

- 1. Have your name displayed on your screen**
- 2. Raise your hand to speak when the public input session is opened (You will be called upon in the order that your hand is raised)**

The Chair will call your name and unmute you. You have 3 minutes to speak and will be warned when you have 30 seconds remaining and muted at the completion of 3 minutes

Please click the link below to join the webinar:

<https://zoom.us/j/96032210583>

Password: Dragons

Webinar ID: 960-3221-0583

If you experience any issue with the link above go to Zoom.com and click "join a meeting" and put in the following meeting ID and password - Meeting ID: 960-3221-0583 Password: Dragons

OR

Join by telephone. (For higher quality, dial a number based on your current location)

US: +1 646 558 8656 (New York): +1 312 626 6799 (Chicago): +1 301 715 8592 (Washington DC)
+1 669 900 9128 (San Jose): +1 253 215 8782 (Tacoma): +1 346 248 7799 (Houston)

International numbers available: <https://zoom.us/u/aH73IUF9D>

For additional sign-in support for any device or browser you can use the following link:

https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting?mobile_site=true

Note: Any member of the public may request, in writing, a physical location and “any electronic equipment necessary” to attend the meeting in real time. Said request shall be made to KRenta@Hamden.com not less than twenty-four (24) hours prior to the meeting. Said individual shall have the “same opportunities to provide comment or otherwise participate” in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, the Legislative Council is not required to adjourn or postpone a meeting if such person loses the ability to participate because of an interruption, failure or degradation of such person’s connection to the meeting by electronic equipment. Since the meeting is remote, participation by a quorum of members of any Committee of the Legislative Council is expressly prohibited and will not be present at the physical location.

AGENDA:

Public Input:

1. Order amending the 2021-2022 Budget and establishing position Benefits Manager – Personnel Dept.

ZOOM sign in info:

1. Join using Zoom from your computer, tablet or smartphone by using the following link:

<https://zoom.us/j/96032210583> Password: Dragons

2. If you already have the Zoom App or go to the Zoom.com website, simply select “join a meeting” and complete the following: Webinar ID: 960-3221-0583 Password: Dragons

Or iPhone one-tap :

US: +13017158592,96032210583# or +13126266799,96032210583#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

International numbers available: <https://zoom.us/u/aH73IUF9D>



TOWN OF HAMDEN

OFFICE OF THE MAYOR

Curt Balzano Leng
Mayor

Hamden Government Center
2750 Dixwell Avenue
Hamden, Connecticut 06518
Tel: (203) 287-7100
Fax: (203) 287-7101

September 2, 2021

Legislative Council
Hamden Memorial Town Hall
Hamden, CT 06518

Re: ORDER AMENDING THE 2021-2022 BUDGET AND ESTABLISHING POSITION BENEFITS MANAGER –
PERSONNEL DEPARTMENT

Honorable Members:

Attached please find an order to amend the budget of Fiscal Year 2021/2022 to establish the position for a Benefits Manager in the Personnel Department. Over the course of several years the responsibilities of the Benefits Technician has greatly increased, along with the workload and expertise required to perform the essential healthcare-focused functions, and is far beyond the scope of the current Benefits Technician job description. The goal is to hire a part-time Benefits Technician for the remainder of this fiscal year. There are sufficient funds within the department's regular salary account and no additional funding is required to establish this new position this budget year.

For more information, please see attached correspondence from Personnel Director Ken Kelley detailing the responsibilities for the Benefits Manager position and a Memorandum of Understanding between the Town of Hamden and the Town Hall Union AFSCME Local # 2863 of Council # 4.

By copy of this letter, Personnel Director Ken Kelley is hereby requested to attend your meeting to answer any questions you might have.

Your approval of this order is respectfully requested.

Sincerely,


Curt Balzano Leng, Mayor

CBL/rr

Enclosures

cc: Town Attorney Sue Gruen, Town Hall Union President Kimberly Craft, Personnel Director Ken Kelley, FD Scott Jackson, DFD Rick Galarza, ACOS Adam Sendroff, Mayor's Office File

Memo

To: Mayor Curt Leng
From: Sue Gruen, Town Attorney 
Date: August 27, 2021
Cc: Adam Sendroff, COS
Scott Jackson, Finance Director
Ken Kelley, Personnel Director
Brigitte Cogswell, Human Resources Director
Re: Order Amending the 2021-2022 Budget and Establishing the Position of Benefits Manager in the Personnel Department

The Personnel Department currently funds the position of Benefits Technician which over the years has taken on new health benefit management and new coordination of benefits responsibilities beyond the scope of the current position. To account for the increased responsibilities, the Personnel Department wishes to amend the 2021-2022 budget and establish a new position entitled Benefits Manager in accordance with the attached Memorandum of Understanding.

Due to a vacancy in the department and the goal of hiring only a part-time Benefits Technician for the remainder of this fiscal year, there are sufficient funds within the department's regular salary account and no additional funding is required to establish this new position.

Please forward this to the Council for approval.

2021 AUG 30 P 3:53
TOWN ATTORNEY'S OFFICE
HAMDEN, CT

**TOWN OF HAMDEN
LEGISLATIVE COUNCIL
ORDER AMENDING THE 2021-2022 BUDGET AND ESTABLISHING POSITION
BENEFITS MANAGER- PERSONNEL DEPARTMENT**

PRESENTED BY: _____

WHEREAS, the Personnel Department currently funds the position of Benefits Technician which over the years has taken on new health benefit management and new coordination of benefits responsibilities beyond the scope of the current position; and

WHEREAS, to account for the increased responsibilities, the Personnel Department wishes to amend the 2021-2022 budget and establish a new position entitled Benefits Manager in accordance with the attached Memorandum of Understanding.

NOW THEREFORE BE IT ORDERED that pursuant to section 4-5: B of the Hamden Charter, the Legislative Council authorizes the creation of the position of Benefits Manager in the Personnel Department.

BE IT FURTHER ORDERED that the 2021-2022 budget shall be amended and the position of Benefits Manager shall be established in accordance with a Memorandum of Understanding between the Town of Hamden and the Town Hall Union AFSCME Local #2863 of Council #4, to reflect the actions set forth above.

Adopted by the Legislative Council at its meeting held on _____, 2021.

APPROVED AS TO FORM:

Susan Gruen
Town Attorney

_____, President
Legislative Council

Kim Renta, Clerk
Legislative Council

APPROVED:

Date: _____

Curt Balzano Leng
Mayor

Memorandum of Understanding

The Town of Hamden (hereinafter the "Town") and Local 2863 of Council #4, AFSCME, AFL-CIO (hereinafter the "Union") hereby agree to the following:

1. The Town and the Union are parties to a collective bargaining agreement dated July 1, 2017 through June 30, 2023.
2. The Union represents, among other employees, town hall employees.
3. The current classification of Benefits Technician over the past several years has taken on new health benefit management and new coordination of benefits responsibilities well beyond the scope of the current position. The Town and the Union agree that a new upgraded position of Benefits Manager be established and include the increased duties and responsibilities associated with managing the Town's health insurance plans for all active employees as well for all retired Town of Hamden employees.
4. The Town and the Union agree to modify the bargaining unit to include the new classification of Benefits Manager and the parties agree that the salary range for the new classification of Benefits Manager shall be a Range 10.
5. The Town and the Union agree that for purposes of filling the initial Benefits Manager position, the Town will not post the position as a vacancy. Rather, the current Benefits Technician employee will be offered the position prior to it being posted.
6. If the current employee either declines the new position or vacates the position, the position will be posted in accordance with the terms of the collective bargaining agreement between the Town and the Union.
7. The Town and the Union agree that this Memorandum of Understanding and the terms set forth herein shall neither establish a past practice nor a precedent with respect to the issues set forth herein.
8. The parties also understand that this Agreement is subject to approval by the Hamden Legislative Council and shall have no force or effect without such approval.


Town of Hamden


AFSCME, Co. #4, Local 2863 AFL-CIO

Date: 8/17/23

Date: 8/9/2021



TOWN OF HAMDEN
PERSONNEL/CIVIL SERVICE
DEPARTMENT

Hamden Government Center
2750 Dixwell Ave
Hamden, CT 06518
Tel: (203) 287-7130
Fax: (203) 287-7135
www.hamden.com

Kenneth S. Kelley
Director of Personnel

August 12, 2021

MEMORANDUM

To: Hamden Legislative Council Members
From: Kenneth S. Kelley, Personnel Director 
RE: Memorandum of Understanding establishing a Benefits Manager Position

Dear Honorable Council Members:

I am respectfully requesting your consideration and approval of the attached Memorandum of Understanding establishing the position of Benefits Manager in the Human Resources Department. I have attached a current list of job duties performed by our current Benefits Technician Kathleen Walsh. The duties and responsibilities of this position have greatly increased over the past several years and the amount of the workload along with the expertise required to perform the essential functions is far beyond the scope of the Technician job that currently exists.

The MOU will establish a Benefits Manager position focused on the administration of the Town's hospital, medical, dental, prescription drug benefits and life insurance benefits for all active employees and their eligible dependents and all retirees for the Town of Hamden. The goal is to then hire a part-time (no benefits) Technician to assist with the voluminous day to day functions and requests. The Human Resources Department has historically employed two employees to manage the Town's health benefit Plans and given the complexity and scope of services provided I, with the support of the Administration, are respectfully requesting your approval to move this matter forward. Thank you for your continued support.

Kathleen Walsh/Benefits Technician

Current Job Duties:

- Manage the administration of the Town of Hamden's self-funded Anthem Blue Cross and Blue Shield hospital, medical, prescription and dental insurance plans for approximately 450 active employees and approximately 425 retirees and all eligible dependents.
- Coordinate the Town funding of all HSA accounts, assist in banking issues and set up and handle adjustments of voluntary deductions for deposit into HSA accounts for approximately 250 enrollees in the Anthem Lumenos HSA High Deductible Plan.
- Process all monthly Anthem invoices for fully-insured retiree groups
- Maintain a self-billed worksheet and create a monthly invoice to reflect changes in insurable employee/retiree population and process monthly life insurance premiums due
- Monitor monthly PMA heart and hypertension claims for accuracy
- Manage optional, additional life insurance, voluntary, long-term disability and vision coverage for active employees including enrollment, rate calculations, payroll deductions and make necessary adjustments for age and salary changes to ensure proper coverage limits and pay all monthly invoices.
- Act as the Town's Account Manager for the Retiree Drug Subsidy Program offered by the Centers for Medicare and Medicaid Service, complete application for all Town & BOE eligible plans to receive reimbursable drug subsidy of approximately \$650,000 annually
- Utilize the Town's Munis system to enter purchase order requests, vendor information and budgeted funding necessary to process invoices
- Manage the Foley DOT Random Drug Testing for eligible Public Works employees including preparation of notification paperwork and processing of all related billing and invoicing
- Handle the yearly Medicare Part B reimbursement for approximately 250 retirees and eligible spouses including reminder notifications and collection of all confirmation documentation

- Ensure contractual compliance of retiree Medicare enrollment and confirm coordination of benefits with Anthem BCBS coverage
- Initiate COBRA offers for eligible dependents or separated employees and oversee monthly amounts reimbursed to the Town
- Process burial allowances, life insurance claims, surviving spouse medical changes and pension tax withholding adjustments as necessary
- Calculate all employee medical coverage cost share changes based on contractually mandated percentages in conjunction with Anthem allocation rates
- Collect all monthly retiree medical contributions withheld from pension benefits as well as monthly fees required to be paid directly from those retirees enrolled in the CMERS Plan
- Process invoices for various vendors for pre-employment physicals, polygraph and behavioral testing, background checks and employee assistance programs
- Maintain current seniority lists of active employees by bargaining unit
- Present orientation information to new employees on all benefits offered
- Assist with and resolve any Anthem coverage issues for both active employees and retirees
- Meet with Anthem representatives to adjust existing medical groups and formulate new plans as needed based on contract guidelines

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Town of Hamden


AFSCME, Co. #4, Local 2863 AFL-CIO

Date:

8/17/21

Date:

8/9/2021