

*Robert J. Baird*

2014 NOV 25 A 10:19

WELLING CONFERENCE ROOM

TOWN CLERK  
EAST HARTFORD

BUDGET COMMITTEE

NOVEMBER 20, 2014

PRESENT: Ram Aberasturia, Chair, Councillors Barbara-Ann Rossi and Anita Morrison

ALSO Michael Walsh, Finance Director

PRESENT: Nathan Quesnel, Superintendent, East Hartford Public Schools  
Jeff Currey, Chair, East Hartford Board of Education (via telephone)  
Christopher Wethje, Human Resources, East Hartford Public Schools  
Albert Costa, Facilities Director, East Hartford Public Schools  
Paul Mainuli, Business Services, East Hartford Public Schools  
Board of Education Members: Tyron Harris and Valerie Scheer  
Town Councillors: Rich Kehoe and Esther Clarke

CALL TO ORDER

Chair Aberasturia called the meeting to order at 5:37pm.

APPROVAL OF MINUTES

September 30, 2014

MOTION By Anita Morrison  
seconded by Barbara Rossi  
to approve the September 30, 2014 minutes of the Budget Committee.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Shared Services

The Committee reviewed a memo from Nate Quesnel, Superintendent of Schools, distributed at this meeting (see attached) which highlights the current shared services between the Town and the Schools and also sets forth five additional areas in shared service opportunities. The Committee also reviewed a memo from Mike Walsh, Finance Director for the Town, dated November 19<sup>th</sup> (see attached) regarding ten possible consolidation opportunities that could be considered.

After much discussion, it was the consensus of the Committee that it would be in the best interests of all concerned to narrow the focus of shared services to the following three areas: (1) labor contracts; (2) purchasing; (3) Munis training/implementation.

It was decided that there would be an update at another Budget Committee meeting to be held on April 1, 2015 @ 5:30p.m., with the Board of Education.

#### NEW BUSINESS

None

#### ADJOURNMENT

MOTION        By Anita Morrison  
                     seconded by Barbara Rossi  
                     to adjourn (6:25 p.m.).  
                     Motion carried 3/0.

c: Town Council  
    Mayor Leclerc  
    Mike Walsh, Finance Director  
    Nate Quesnel, Superintendent  
    Jeff Currey, Chair, Board of Education  
    Paul Mainuli, Director of Business Services, Board of Education  
    Christopher Wethje, Human Resources, Board of Education  
    Albert Costa, Facilities Director, East Hartford Public Schools  
    Paul Mainuli, Business Services, East Hartford Public Schools  
    Board of Education Members: Tyron Harris and Valerie Scheer

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**MEMO:**

To: East Hartford Board of Education Shared Service Task Force

From: Nathan Quesnel, Superintendent, East Hartford Public Schools

Re: East Hartford Public Schools Shared Services

**SHARED SERVICES DEFINED:** Shared service is the provision of service by one part of an organization where that service had previously been found in multiple parts of the organization. As a result of this shift, the funding and resourcing of the service is shared and the providing department becomes the internal service provider. Shared services need to provide both organizations with access to information, decision making and accountability for results. Shared services are only effective when the provider is able to deliver results based on defined measures (cost, quality etc.).

**CURRENT SHARED SERVICES BETWEEN EHPS AND TOWN:**

Corporation Counsel	Finance (MUNIS System)
IT	Health Benefits
Engineering/Facilities (Trash management contract)	Risk Management
Professional Services (Bid Process)	Police/Fire/EHPS Security
Parks and Recreation/BoE Facilities	Youth Services
	Contract Pro Forma

*(Adapted from Memo from M. Walsh to Budget Sub-Committee Members, 2006)*

**CONCEPTS TO CONSIDER:** In order to further enhance cost savings and efficiency improvements through shared services, the EHBOE and Town must consider the following concepts:

- **Current Labor Contracts:** Is there the will to combine work forces?
- **Operational efficiency and scale:** Do shared service opportunities improve service delivery?
- **Culture:** Is there a professional culture that will provide opportunities for effective shared service?
  - Shared responsibility
  - Shared accessibility
  - Shared decision making
- **Phase in Approach:** How can we best move towards effective shared services?
  - Projects and Contracts
  - Capacity building and development

**EHBOE INTEREST AREAS IN SHARED SERVICE OPPORTUNITIES WITH TOWN:** The following chart represents EHBOE Interests in shared services with the Town. These interests provide multiple opportunities for efficiencies and capacity building to provide high quality services to both our students and families.

Business Services/Finance Department	Facilities/Public Works	IT (BoE/Town)	Purchasing (BoE/Town)	Security/Police
<ul style="list-style-type: none"> <li>• MUNIS training/implementation process</li> </ul>	<ul style="list-style-type: none"> <li>• Facility Work Flow/Management Process (School Dude)</li> <li>• LED Lighting Project</li> <li>• Concrete Repair</li> <li>• GPS Tracking on all district and town vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Configuration of Fiber Optics throughout Town and School</li> <li>• Computer leasing</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle Purchasing</li> <li>• Vehicle Fueling Contract (School Bus)</li> <li>• Copier Contract</li> <li>• Cell Phone Contract</li> <li>• Library/Book Purchases</li> </ul>	<ul style="list-style-type: none"> <li>• Crossing Guards</li> </ul>



## MEMORANDUM

DATE: November 19, 2014

TO: The Town Council Budget Committee

FROM: Michael P. Walsh, Director of Finance *MPW*

TELEPHONE: (860) 291-7246

RE: Consolidation Opportunities - the Town and Board of Education

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As requested by the committee, please accept the following 10 possible areas where efficiencies can be achieved with cooperation between the Town and BOE.

Item	Pros
Human Resources	Consistent negotiations with a unified contract and pension structure
Benefits	Consistency in plan design, communication, and benefit distribution
Finance	Uniform policies and the ability to cross train to create bench strength
Payroll	Cross Training/consistency in the application of contracts
I.T.	Cross training, bench strength, uniformity and efficiency
Purchasing	Cross training, bench strength, uniformity and efficiency
Accounts Payable	Cross training/less duplication of vendors
Legal	In house Counsel likely provides better access and lower cost
Grants	Uniformity and efficiency
Facilities	Bench strength, uniformity and efficiency

The Town would be able to support any of these areas provided the Town Council and the BOE agree, via MOU, to the process to be followed and to the organizational structure desired.

Should you have any questions or problems on the aforementioned, please feel free to contact me.

Cc: Marcia A. Leclerc, Mayor