



**PERSONNEL BOARD
Zoom Meeting Minutes
November 10, 2021 8:00 AM**

Meeting Minutes

Board Members: Marcel LaFlamme, Chairman, Paul Moreau, Judith Murray, Joseph Rock, Maureen Hill

Staff: Kim Lucas, Human Resources Director, Jamie Vanderhoop, Human Resources Assistant, Pam Amaral, Treasurer, Amy Tierney, Town Accountant, Adam Darack, IT

Frank Frenna, Harpers Sales Exec, Steve Grip Harpers VP Sales

Meeting commenced at 8:01 a.m.

Discussion:

Marcel called the meeting to order.

Marcel stated he called the meeting to continue the discussion on payroll services:

- HR department is doing a lot of work for data collection and analysis
- Current payroll services not computerized
- Town currently uses MUNIS

Joe:

- The town needs a more inclusive payroll system that allows employees to log in and see/manage content.
- Disagreements in departments over interpretation of the 'paper trail' system that is currently being used
- A computerized system would provide easier communication between employees and department heads

Discussion of history of systems used by the Town of Edgartown

- The town switched from ADP to MUNIS in July 2013
- Wanted payroll to integrate more 'in-house' with budget
- The transition was tough
- MUNIS said employees would be able to login in but the town did not follow through with adopting all the functions of the system
- The way payroll was done in the building remained the same even after switch to MUNIS
- Capabilities exist in MUNIS that are not being used by the town
- The Town is in the process of purchasing a Tyler Content Manager to make ESS (employee self-service) possible



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- Tyler is an “electronic employee filing cabinet”

Steve from Harpers spoke about the company

- Currently work with half of the cities/town in MA including some on MV
- There is an employee portal where information can be accessed/updated including PTO, bank info, contact info, etc
- Help towns a great deal with compliance: payroll taxes, ADA, Wage garnishment, FMLA, new hire reporting
- They monitor employees throughout the year and keep up with new compliance regulations that arise
- Insulate towns from liability

Paul questioned if MUNIS has the same capabilities

Steve responded that MUNIS calculates but does not make payment

Pam stated that she would rather stay with MUNIS

Kim stated that the ACA reporting is a nightmare

- She uses an inefficient spreadsheet and updates manually
- Reporting is required on all benefits eligible employees
- MUNIS requires an additional purchase of expensive stock paper
- She collects and updates info, buys stock, prints and then stuffs envelopes for shipping
- The reporting portal opens on Jan1 and closes March 31 because the process is so cumbersome
- Due to the size of the project, the potential for error is significant

Discussion about the police transitioning to use Harpers on Jan 1 in order to get an accreditation.

Kim:

- Accessing info on systems prior to MUNIS is difficult and inefficient.
- Modern technology has improved and is much better at acquiring data now
- HR module on MUNIS is 8 years old and does not track many things needs by the HR department
- Reporting capabilities will not get easier with the upcoming MUNIS update
- Crystal reporting is going away, Cube will be the only way to extract data.
- We need more information on new system Cube
- Pam stated that Mashpee and Dennis use MUNIS for everything.

Steve stated that Harpers can communicate with MUNIS and that the interface works in many local towns.



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Joe:

- Concerned that 90% of town employees currently do not use MUNIS
- MUNIS training is cumbersome and non-existent
- Employees currently rely on each other to teach each other how to use the system

Joe asked Steve and Frank from Harpers about their training

Steve:

- 3 levels of training: Administrative, Supervisors, Employees
- Harpers can be accessed by app or browser
- Training sessions are recorded as a resource for later use

Adam stated that 90-95% of MUNIS used by town is AP/AR (financial)

Pam stated that MUNIS is responsive when she has issue with processing payroll

Kim stated that she does not get an immediate response from MUNIS and that a trainer that came to Town Hall in the past was not helpful.

Steve/ Harpers stated that they specialize in HR and payroll services.

They also have ability to do electronic on-boarding of new employees and employee benefit enrollment. They can keep track of employee reviews and send email reminders/prompts to department heads

Discussion about MUNIS

- MUNIS the financial system works for others but HR functions are needed by the town.
- Expanded capabilities are there but would still warrant manual maintenance of spreadsheets in order to get data
- MUNIS does not support compliance

Judy:

- appears to be some overlap in services between Harpers and MUNIS
- lacking HR functions in MUNIS
- MUNIS underutilized
- Maybe a presentation from MUNIS representatives would be helpful



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Paul questioned why MUNIS has not been used more, lack of training.

Adam:

- The town has historically only used MUNIS to do 5-10 things.
- Mostly for budgeting
- Since Kim was hired the HR department has increased
- The town utilizes software functions as needed, not proactively

Marcel asked Harpers an estimated timeline for a transition

Steve stated that 90 days is a comfortable amount of time to estimate.

There was discussion about the cost estimate received by the town by Harpers for \$12,500.

- The town is currently paying for inadequate payroll and HR functions from MUNIS
- There will be a minimal cost difference (\$2500.) between MUNIS and Harpers but a big difference in service/liability/efficiency

Motion: To adjourn meeting at 9:01 a.m. Moved by Marcel Second by _____. Vote Unanimous.