

1. 8:30 A.M. BET HR Comm. Meeting Agenda

Documents:

[BET_HR_COMM_MEETING_AGENDA_01-15-20.PDF](#)

2. SUB TO APP BET HR Comm. Meeting Minutes

Documents:

[SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_01-15-20.PDF](#)



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE MEETING
Wednesday, January 15, 2020
Town Hall Meeting Room, 1st Floor
8:30 A.M.**

AGENDA

1. Executive Session to discuss Personnel Matters
2. HR Reports:
 - Vacancy Report
 - Unemployment Charges Report
 - Workers' Compensation Claim Report
 - Workers' Compensation Analysis
3. Discussion of M&C salary increase recommendation for FY21
4. Discussion of Registrars of Voters salary increase recommendation for FY21-22
5. Old Business:
 - Discussion on Executive Director of The Nathaniel Witherell
 - Discussion of Labor Relations position
 - Discussion of Internal Auditor position
 - Discussion of Director of Purchasing
6. New Business
 - ADP Update
7. Items for future discussion
 - Continue M&C salary increase discussion/recommendation
 - Continue Registrars of Voters salary increase discussion/recommendation
 - Review of proposed new positions in the FY21 budget
8. Acceptance of BET HR Committee Meeting Minutes of December 10, 2019
9. Adjournment
Next Meeting – Tuesday, February 18, 2020, at 8:30 A.M. in the Town Hall Meeting Room

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE**

Wednesday, January 15, 2020
Town Hall Meeting Room, 1st Floor

Committee

Present: Karen Fassuliotis, Committee Chair; Debra Hess, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Fred DeCaro III, Registrar of Voters (R); Mary Hegarty, Registrar of Voters (D); Erica Mahoney, Assistant Director, Human Resources; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resources

Board: Michael Mason, Chair; Laura Erickson, Jeffrey S. Ramer, Leslie Tarkington

The Chair called the meeting to order at 8:32 A.M. and welcomed the new members, Ms. Hess and Ms. Kreuzer, to the Committee.

1. EXECUTIVE SESSION to Discuss Personnel Matters

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to enter Executive Session to discuss personnel matters at 8:33 A.M. Motion carried.

The Committee entered into Executive Session at 8:33 A.M.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to exit Executive Session at 9:13 A.M. Motion carried.

The Committee exited Executive Session at 9:13 A.M.

2. Human Resources Reports

The Chair asked for a motion to change the Order of Business.

Upon a motion by Ms. Krumeich, seconded by Ms. Hess, the Committee voted 4-0-0 to move and combine Item #5 OLD BUSINESS on the Agenda during discussion of Item #2 Human Resources REPORTS Vacancy Report. Motion carried.

• **Vacancy Report**

The Committee asked discussed several management and confidential positions that were currently open. Ms. Pepe explained the recruiting process, including the need to potentially outsource some long-standing openings, such as sewer plant operator.

○ **Executive Director of The Nathaniel Witherell**

Director Pepe updated the Committee on the status of the search for the Executive Director of The Nathaniel Witherell (TNW) indicating that the

executive search firm was arranging preliminary interviews that will most likely start next week.

- **Labor Relations Specialist**

Director Pepe explained that several rounds of recruiting interviews had taken place, but the applications screen have shown the applicants trended more toward Human Resources managers and this skill set is not what is needed for this position. The job description specification will be revised to reflect the need for experience in the collective bargaining process.

- **Internal Auditor**

The Comptroller explained that the individuals who responded to date did not have the qualifications needed for the position. The Human Resources Department is in the process of revising the job description specifications for a higher rated position and possible upgrade of the salary. It is anticipated that any salary upgrade will still be in the salary range for the current position. Until the position is filled, a contract is being reviewed by the BET Audit Committee for the engagement of a consultant, blumshapiro, to complete five (5) audits for the total contracted rate of \$100,000.

- **Director of Purchasing**

The recruitment process for a new Director of Purchasing is ongoing.

- **Unemployment Charges Report**

The Committee reviewed Fiscal Year 2019-20 Unemployment Charges in comparison to previous Fiscal Year 2018-19. Reasons for the higher cost of Part Time employees at the Board of Education (BOE) and TNW were discussed.

- **Workers' Compensation Claim Report**

Director Pepe noted that the cost of claims was trending well. The new members of the Committee asked for clarification of what types of employees made claims, the seasonality of claims and the claims payment process.

- **Workers' Compensation Analysis**

The Comptroller described the risk management process administered by a third-party vendor, Connecticut Intercoastal Risk Management Agency (CIRMA), and how each category of employees (Active, Inactive, Terminated and Retired), claims were managed. Mr. Mynarski also described the process of Other Pension Employee Benefits (OPEB) transfers into the General Fund to cover claimed. Finance closely monitors individual claim costs.

3. M&C Salary Recommendations for FY21

The Chair indicated that data was being gathered and therefore discussion of salaries for management and confidential employees (M&C) would take place during the Committee's February meeting.

4. Registrars of Voters Salary Recommendation for FY21-22

Registrar of Voters Hegarty, supported by Registrar of Voters DeCaro made a short presentation of the information being gathered to support their requests for an increase in

salaries for each of the Registrar of Voters positions that would be consideration at the February meeting.

5. New Business

The Chair asked for a motion to add an item to the Agenda.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to add an item to the Agenda under NEW BUSINESS. Motion carried.

• **ADP Update**

Ms. Pepe described the current ADP payroll system and noted certain issues would be improved by upgrading the Town's ADP system to ADP's Vantage platform. The upgraded ADP platform would facilitate and correct outstanding issues encountered during the original transition to ADP. A consultant knowledgeable in the ADP system is coordinating the upgrade process, and the cost is being covered by the vacant Human Resource Information System (HRIS) position's salary. Roll-out is ahead of schedule with a completion target of October 2020.

• **Law Department Contract**

The Chair commented that there is a potential change of the Town Attorney. Director Pepe explained that the Town Attorney is not a Town employee but rather an attorney who had entered into a contract with the Office of the First Selectman (OFS). Therefore, any changes to such position would be carried out through the OFS and not the Human Resources Department.

6. Items for Future Discussion

- Continue M&C Salary increase discussion/recommendations
- Continue Registrars of Voters salary increase discussion/recommendation
- Review of proposed new positions in the FY21 budget
- Review and update of Town healthcare policy
- Request attendance by HR Director from BOE on regular basis
- Request safety analyst attend a meeting of Committee to discuss safety program
- Consider supplemental vetting process for key Town hires.

7. Acceptance of BET HR Committee Meeting Minutes of December 10, 2019

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 2-0-2 to accept the Minutes of the Regular Meeting of the BET Human Resources Committee held on December 10, 2019. (Abstained: Hess, Kreuzer). Motion carried.

8. Adjournment

Upon a motion by Ms. Kreuzer, seconded by Ms. Hess, the Committee voted 4-0-0 to adjourn the meeting at 10:01 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, February 18, 2020, at 8:30 A.M. in the Town Hall Meeting Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, Chair
Human Resources Committee

SUBJECT TO APPROVAL