1. BET HR Comm. Meeting Agenda
   Documents:
   
   BET HR COMM_MEETING_AGENDA_02-18-20.PDF

2. SUB TO APP BET HR Comm. Meeting Minutes
   Documents:
   
   SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_02-18-20.PDF

3. APPROVED BET HR Comm. Meeting Minutes
   Documents:
   
   APPROVED_BET_HR_COMM_MEETING_MINUTES_02-18-20.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, February 18, 2020
Town Hall Meeting Room, 1st Floor
8:30 A.M.

AGENDA

1. Executive Session to discuss Personnel Matters

2. HR Reports:
   • Workers’ Compensation Incident and Expense Reports
   • Vacant and Posted Position Listing

3. Discussion of M&C salary increase recommendation for FY21

4. Discussion of Registrars of Voters salary increase recommendation for FY21-22

5. Discussion of Potential HR Committee Recommendations to Budget Committee
   • HR TOO by Departments including BOE
   • Other – Including Changes in Grade Classifications and Vacancies

6. Old Business:
   • Update on Executive Director of The Nathaniel Witherell
   • Discussion of Labor Relations position
   • Update on Internal Auditor position
   • Update on Director of Purchasing

7. New Business
   • Impact of Minimum Wage on Budget
   • Discussion about Catastrophic Healthcare Claim Trends for Greenwich

8. Items for future discussion
   • M&C salary increase discussion/recommendations to BET Budget Committee
   • Registrars of Voters salary increase discussion/recommendation to BET Budget Committee
• Discussion/recommendation for any proposed new positions in the FY21 budget

9. Approval of BET HR Committee Meeting Minutes of January 15, 2020

10. Adjournment

Next Meeting – Tuesday, February 26, 2020, at 8:30 A.M. in the Parks and Recreation Conference Room, 2nd Floor, Town Hall.

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or alan.barry@greenwichct.org as soon as possible in advance of the event.
1. **EXECUTIVE SESSION – Discussion of Personnel Matters**

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

   The Board exited Executive Session at 9:13 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 Chairman asked for a motion to change the Order of Business.

   Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee Voted 4-0-0 to discuss background information in Item #3 M&C Salary Increases and move Item #2 HR REPORTS to the end of the Agenda. Motion carried.
3. **Discussion of M&C salary increase recommendation for FY21**

Ms. Brown provided an overview of information on M&C salaries from a recent 4-year long national and state industry survey of compensation that included merit increases, cost of living increases and other non-exempt practices. In comparison with Town of Greenwich union employee salaries, M&C employees did not receive Step, Stipend or negotiated settlement increases to their compensation. It was noted that 85% - 90% of M&C employees received less than the mid-point of their salary range and less than LIUNA and GMA salaries. The Chair requested that Ms. Brown provide a copy of the comparison chart to the full BET.

4. **Discussion of Registrars of Voters salary increase recommendations for FY21-FY22**

Ms. Hegarty, Registrar of Voters (D), described a study of 16 Towns comparable to Greenwich and support letters from colleagues and professional organizations emphasizing the changes to technology, education and legal issues of the position, to support the request for a salary increase. Ms. Hegarty cautioned that the current compensation would make it difficult to attract future applicants who would be able to engage the community and meet its expectations.

Mr. DeCaro described the workload, size of service audience and volume of interaction as comparable to the responsibilities of Greenwich’s Town Clerk and Tax Collector. He noted that three people who have served as Registrars have agreed that the Job Description does not reflect the actual number of hours needed to provide the quality of work and supervise staff and casual poll workers.

The Chair thanked the Registrars for their presentation and indicated that additional discussion would take place at the next HR Committee meeting on February 24.

5. **Discussion of Potential HR Committee Recommendations to Budget Committee**

- **HR TOO by Department including BOE**
  
The Committee asked Dr. Jones about her priorities including increasing emphasis social education and identification of efficiencies from reduction of headcount, and the size of the Superintendent’s leadership Cabinet. Dr. Jones noted that the BOE Five-Year Strategic Plan ends this year and two consulting projects currently underway will provide decision-making information: an analysis of potential undersubscribed programs, and a study of Special Education delivery.

- **Other – Including Changes in Grade Classifications and Vacancies**
  
Dr. Jones commented that it was premature to describe staffing reductions but indicated that redeployment of teachers and shifting of responsibilities was being considered as initial changes. Combining classes was also proposed. No plans were anticipated for filling frozen positions, vacancies or reducing the Superintendent’s Cabinet. Grant research to continue supporting specialized teaching positions was being pursued and funding will be sought for visiting lecturers to enrich the classroom. Effort to communicate the benefit of individualized digital learning is planned.

The Chair remarked that due to time constraints, Item #2 HR Reports Workers Compensation Report is moved to the Agenda of the next HR meeting on February 24.
6. **Old Business**

- **Update on Executive Director of The Nathaniel Witherell**
  Director Pepe commented that interviews were still taking place for The Nathaniel Witherell (TNW) Executive Director position.

- **Discussion of Labor Relations position**
  Director Pepe commented that one candidate was being interviewed a second time.

- **Update on Internal Auditor position**
  Ms. Pepe explained that the upgraded Job Description for the position was being finalized and the HR Committee would receive a copy for review. The position will be reposted at a higher rate of compensation.

- **Director of Purchasing**
  The position has been filled through internal promotion of a senior buyer; reorganization of the Department will take place.

2. **HR Reports**

- **Vacant and Posted Position Listing**
  Ms. Pepe commented that two positions were of note: Parks & Recreation was reclassifying a vacant position to be more supervisory by changing the job title, eliminating generic job tasks before reposting the position. Positions at TNW were under classified for their responsibilities and are being reviewed for changes in order to reduce Overtime.

7. **New Business**

- **Impact of Minimum Wage on Budget**
  The Committee learned that it is not anticipated that minimum wage will impact the budget as all or mostly almost all part time employees are paid over the prevailing minimum wage.

- **Discussion about Catastrophic Healthcare Claim Trends for Greenwich**
  The Committee learned that outstanding claims for 192 people were in the range of $50,000 to $471,000. The average age of claimants is 61 years. The State Healthcare Partnership Plan guideline mandates medical testing that may be one of the reasons for increased claims.

8. **Items for Future Discussion**

- M&C Salary increase discussions and recommendations for the BET Budget Committee
- Registrars of Voters salary increase discussion and /recommendations for the BET Budget Committee
- Discussion/recommendation for any proposed new positions in the FY21 budget

9. **Acceptance of BET HR Committee Meeting Minutes of January 15, 2020**
Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to accept the Minutes of the Regular Meeting of the BET Human Resources Committee held on January 15, 2020 as amended. Motion carried.

5. **Adjournment**

Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to adjourn the meeting at 10:31 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Monday, February 24, 2020 at 8:30 A.M. in the Cone Meeting Room.

Respectfully submitted,

_________________________________________
Catherine Sidor, Recording Secretary

_________________________________________
Karen Fassuliotis, Chair, HR Committee

SUBJECT TO APPROVAL
The Chair called the meeting to order at 8:32 A.M.

1. **EXECUTIVE SESSION** – Discussion of Personnel Matters

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

   The Committee entered 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.

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

   Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to discuss background information in Item #3 M&C Salary Increases and move Item #2 HR REPORTS to the end of the Agenda. Motion carried.

3. **Discussion of M&C salary increase recommendation for FY21**
Ms. Brown provided an overview of information on M&C salaries from a recent 4-year long national and state industry survey of compensation that included merit increases, cost of living increases and other non-exempt practices. In comparison with Town of Greenwich union employee salaries, M&C employees did not receive Step, Stipend or negotiated settlement increases to their compensation. It was noted that 85% - 90% of M&C employees received less than the mid-point of their salary range and less than LIUNA and GMA salaries. The Chair requested that Ms. Brown provide a copy of the comparison chart to the full BET.

4. Discussion of Registrars of Voters salary increase recommendations for FY21-FY22

Ms. Hegarty, Registrar of Voters (D), described a study of 16 Towns comparable to Greenwich and support letters from colleagues and professional organizations emphasizing the changes to technology, education and legal issues of the position, to support the request for a salary increase. Ms. Hegarty cautioned that the current compensation would make it difficult to attract future applicants who would be able to engage the community and meet its expectations.

Mr. DeCaro described the workload, breadth of services, audience and volume of interaction with voters as comparable to the responsibilities of Greenwich’s Town Clerk and Tax Collector. He noted that three people who have served as Registrars have agreed that the Job Description does not reflect the actual number of hours needed to provide the quality of work and supervise staff and poll workers.

The Chair thanked the Registrars for their presentation and indicated that additional discussion would take place at the next HR Committee meeting on February 24.

5. Discussion of Potential HR Committee Recommendations to Budget Committee

- HR TOO by Department including BOE
  The Committee asked Dr. Jones about her priorities for the Greenwich Public School System including increasing emphasis on social education and identification of efficiencies from reduction of headcount, and the size of the Superintendent’s leadership Cabinet. Dr. Jones noted that the BOE Five-Year Strategic Plan ends this year and two consulting projects currently underway will provide decision-making information: an analysis of potential undersubscribed programs, and a study of the Special Education Program.

- Other – Including Changes in Grade Classifications and Vacancies
  Dr. Jones commented that it was premature to describe staffing reductions but indicated that redeployment of teachers and shifting of responsibilities was being considered as initial changes. Combining classes was also proposed. No plans were anticipated for filling frozen positions, vacancies or reducing the Superintendent’s Cabinet. Grant research to continue supporting specialized teaching positions was being pursued and funding will be sought for visiting lecturers to enrich the classroom. Effort to communicate the benefit of individualized digital learning is planned.

The Chair remarked that due to time constraints, Item #2 HR Vacancy Report and Workers Compensation Report is moved to the Agenda of the next HR meeting on February 24.
6. **Old Business**

- **Update on Executive Director of The Nathaniel Witherell**
  Director Pepe commented that interviews were still taking place for The Nathaniel Witherell (TNW) Executive Director position.

- **Discussion of Labor Relations position**
  Director Pepe commented that one candidate was being interviewed a second time.

- **Update on Internal Auditor position**
  Ms. Pepe explained that the upgraded Job Description for the position was being finalized and the HR Committee would receive a copy for review. The position will be reposted at a higher rate of compensation.

- **Director of Purchasing**
  The position has been filled through internal promotion of a senior buyer; reorganization of the Department will take place.

2. **HR Reports**

- **Vacant and Posted Position Listing**
  Ms. Pepe commented that two positions were of note: Parks & Recreation was reclassifying a vacant position to be more supervisory by changing the job title, eliminating generic job tasks before reposting the position. Positions at TNW were under classified for their responsibilities and are being reviewed for changes in order to reduce Overtime.

7. **New Business**

- **Impact of Minimum Wage on Budget**
  The Committee learned that it is not anticipated that minimum wage will impact the budget as all or mostly almost all part time employees are paid over the prevailing minimum wage.

- **Discussion about Catastrophic Healthcare Claim Trends for Greenwich**
  The Committee learned that outstanding claims for 192 people were in the range of $50,000 to $471,000. The average age of claimants is 61 years. The State Healthcare Partnership Plan guideline mandates medical testing that may be one of the reasons for increased claims.

8. **Items for Future Discussion**

- M&C Salary increase discussions and recommendations for the BET Budget Committee
- Registrars of Voters salary increase discussion and recommendations for the BET Budget Committee
- Discussion/recommendation for any proposed new positions in the FY21 budget

9. **Acceptance of BET HR Committee Meeting Minutes of January 15, 2020**

Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the
5. **Adjournment**

Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to adjourn the meeting at 10:31 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Monday, February 24, 2020, at 8:30 A.M. in the Cone Meeting Room.

Respectfully submitted,

[Signature]

Catherine Sidor, Recording Secretary

[Signature]

Karen Fassuliotis, Chair, HR Committee