

1. BET HR Comm. Meeting Agenda 04-06-2023

Documents:

[BET HR COMM MEETING AGENDA 04-06-2023.PDF](#)

1.I. SUB_TO_APP_BET HR Comm. Meeting Minutes_03-02-2023

Documents:

[SUB_TO_APP_BET HR COMM MEETING MINUTES_03-02-2023.PDF](#)

2. BET HR Comm. Meeting Packet 04-06-2023

Documents:

[BET HR COMM MEETING PACKET 04-06-2023.PDF](#)

3. SUB_TO_APP_BET HR Comm. Meeting Minutes_04-06-2023

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4. APPROVED_BET HR Comm. Meeting Minutes_04-06-2023

Documents:

[APPROVED_BET HR COMM MEETING MINUTES_04-06-2023.PDF](#)



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING**

**Thursday, April 6, 2023 - 8:30 A.M.
Cone Room**

AGENDA

1. HR Reports
 - Vacant and Posted Vacant Position Listings
 - Workers Compensation Expense Report
2. Approval of Minutes
 - March 2, 2023 – Regular Meeting
3. Adjournment

The next meeting will be held on Wednesday, May 3, 2023, at 8:30 AM in the Cone Room.

William Drake, HR Committee Chairman

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES
Cone Room
Thursday, March 2, 2023 – 8:30 A.M.**

Committee

Present: William Drake, Chair; Harry Fisher, Miriam Kreuzer, Stephen Selbst

Staff: Joe Klemenz, Safety Analyst; Erica Mahoney, Assistant Director of HR; Mary Pepe, Director of HR; Peter Mynarski, Comptroller

BET: Dan Ozizmir, Chairman

Committee Chairman Drake called the meeting to order at 8:30 A.M.

1. HR Reports

- Vacant and Posted Vacant Position Listings

Ms. Pepe stated that there is a conditional offer pending for the Deputy Director of Planning and Zoning, with an intended start date of April 17.

Police Dept has 3 new hires – tentatively hired for March 11 start with two going to the academy and one is lateral from the NYPD.

- Unemployment Report

Trending favorably, with costs down to pre-pandemic levels.

- Workers Comp Report

Variation in numbers. Last year at this same time the costs were well over \$1 million and are now at about \$300k.

- OSHA Summary Review

Mr. Klemenz presented the findings from the OSHA inspection that the Town was randomly selected for. The departments which were most impacted were the Parks, Trees, and Highway divisions. Fines were able to be reduced by 50% because of the immediate remediations made by the appropriate departments and the commitment that the Town made to utilize OSHA consultants. Some of the different citations that were discussed included developing Hearing Conservation, Lockout/Tagout, and Silica programs.

2. Approval of 0.43 FTE Headcount Increase for Police Dept

Upon a motion by Mr. Selbst, seconded by Ms. Kreuzer, to change Police Department 213 TOO as follows - reduce Police Program Coordinator from 1.0 to 0.69 and change Property & Evidence Clerk from 0.43 to 0.74 FTE.

The Committee voted 4-0-0 to approve these changes.

3. New Business

The Committee took up the Management and Confidential employee salary study for discussion.

4. Approval of Minutes – February 15, 2023

Upon a motion by Mr. Fisher, seconded by Mr. Selbst to approve the minutes of the BET HR Committee held on February 15, 2023, the Committee voted 4-0-0. Motion carried.

5. Adjournment

Upon a motion by Mr. Fisher, seconded by Ms. Kreuzer, to adjourn the meeting at 9:32 A.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

Shira Davis, Recording Secretary

William Drake, HR Committee Chairman



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Town of Greenwich

Vacant Position Listing - April 2023

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
600 BOE - Administration			
PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
Cook II	GF-2	12/12/2022	List to Department 1/17/23
Administrative Assistant - School @ GHS/Nursing	G-B	1/20/2023	Awaiting Request to Fill
Human Resources Administrator	L-D	1/1/2023	Conditional Offer Pending
School Activity Fund Clerk	G-C	1/13/2023	List to Department 3/24/23
Administrative Staff Assistant II @ GHS	G-D	1/18/2023	List to Department 3/30/23
Financial Reporting and Analysis Specialist	L-F	N/A	List to Department 2/9/23
640 BOE - Operation of Plants			
HVAC Repair and Maintenance Mechanic	T-11	4/18/2021	Performance exam to be scheduled
Custodian II	T-7	11/21/2022	Transfer Posted
Custodian II	T-7	12/19/2022	Awaiting Request to Fill
196 Commission on Aging			
Senior Center Administrator	L-D	2/1/2023	List to Department 3/15/23
134 IT			
Business Systems Support Specialist	L-F	4/1/2023	To be posted
140 Law			
Legal Assistant	G-C	2/21/2023	List to Department 3/31/23
Assistant Town Attorney	AT3	4/1/2023	Posted
205 Fire			
Assistant Fire Chief	MC-8	12/1/2022	Start Date 4/10/23
380 Fleet			
Heavy Duty Vehicle Mechanic	T-12	5/1/2021	Re-posted
701 Greenwich Library			
Library Clerk	G-E	6/3/2022	List to Department 11/3/22
Library Clerk	G-E	1/1/2023	List to Department 11/3/22
Library Technical Assistant	G-C	2/1/2023	List to Department 10/18/22
Performing Arts Librarian	L-F/E	9/25/2022	Conditional Offer Pending
Children Services Librarian	L-F/E	2/6/2023	Conditional Offer Pending
Library Innovation Lab Specialist	L-E	9/19/2022	Job Description Under Review; Temp filling in
Library Manager - Resources	L-B	2/17/2023	List to Department 3/22/23
Library Manager - Info Services	L-B	2/19/2023	List to Department 3/31/23

<u>Department and Job Description</u>		<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
401 Health Department				
	Public Health Educator (Grant Funded)	L-C	N/A	Conditional Offer Pending
	Bacteriologist	L-E	4/1/2023	List to Department 3/6/23
502 Human Services				
	Human Services Provider II	L-E	12/16/2022	List to Department 3/14/23
450 Nathaniel Witherell				
	Director of Financial Operations	MC-8	1/1/2023	Posted
	Medical Billing Specialist	L-F	7/29/2022	List to Department 3/24/23
	Associate Director of Nursing	H-2	8/1/2022	Job Description Under Review/To be Re-Posted
	Clinical Case Manager	H-04	5/1/2022	List to Department 2/13/23
	Marketing Coordinator	L-D	4/24/2022	List to Department 2/6/23
	Certified Nursing Assistant	TNW	10/1/2022	Re-posted
	Certified Nursing Assistant	TNW	9/1/2022	Re-posted
	Certified Nursing Assistant	TNW	1/13/2023	Re-posted
	Certified Nursing Assistant	TNW	1/17/2023	Re-posted
	Housekeeper	NT2	12/2/2022	List to Department 3/30/23
	Food Service Worker	NT1	1/1/2023	Re-employment date TBD
	Food Service Worker	NT1	N/A	Promotional List to Department 4/3/23
	Food Service Worker	NT1	N/A	Promotional List to Department 4/3/23
	Food Service Worker	NT1	N/A	Promotional List to Department 4/3/23
	LPN/Staff Nurse	N2F	4/1/2023	To be Posted
814 Parks & Rec - Eastern Civic Center				
	Custodian II	T-7	4/10/2023	Transfer Posted
822 Parks & Rec - Parks				
	Park Gardener I	T-4	11/11/2022	List to Department 3/15/23
	Park Gardener I	T-4	1/27/2023	List to Department 3/15/23
	Park Gardener I	T-4	2/1/2023	List to Department 3/15/23
	Park Gardener I	T-4	4/1/2023	List to Department 3/15/23
	Park Foreman	T-13	2/3/2023	Computer Skills Test 4/4/23
832/834 Parks & Rec - Marine				
	Dockmaster	T-7	6/1/2022	Performance Exam to be Scheduled
	Painter	T-08	1/1/2023	Job Description Under Review
	Warehouse Supervisor	T-08	1/1/2023	Job Description Under Review
	Marine Operations Manager	L-C	4/1/2023	List to Department 3/15/23

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
171 Planning and Zoning			
Deputy Director of Planning and Zoning	MC-8	1/1/2023	Start Date 4/17/23
212 Police - Dispatch			
Public Safety Dispatch Telecommunicator	G-D	6/13/2022	Posted
Public Safety Dispatch Telecommunicator	G-D	1/10/2023	Posted
217 Police - Patrol			
Police Officer	P-01	11/4/2022	Conditional Offer Pending
Police Officer	P-01	12/1/2022	Conditional Offer Pending
Police Officer	P-01	1/1/2023	List to Department 2/3/23; Background Checks in Progress
Police Sergeant	P-03	4/1/2023	Promotion Date TBD
302 Public Works - Engineering			
Civil Engineer - Traffic Asset	L-E	1/9/2023	Job Description Under Review
Senior Civil Engineer	L-B	4/1/2023	Job Description Under Review
312 Public Works - Highway			
Laborer	T-4	10/1/2022	Conditional Offer Pending
345 Public Works - BC&M			
Carpenter	T-08	11/28/2002	Performance exam to be Scheduled
351 Public Works - Building Inspection			
Electrical Inspector	G-A	1/16/2023	Conditional Offer Pending
Deputy Building Official	L-B	3/12/2023	To be Posted
Building Inspection - DPW Staff Assista	G-D	3/27/2023	Posted
361 Public Works - Sewer Division			
Sewer Plant Operator II	T-12	4/1/2019	Re-posted
Maintenance Mechanic II - Sewer	T-08	10/23/2022	Re-posted
Laboratory Supervisor Sewer	L-E	3/12/2023	Job Description Under Review
Total Vacant Positions	69		

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
Upcoming Vacancies or Recruitments Underway			
BOE			
Administrative Assistant - School (10 months - GHS)	G-B	6/1/2023	Transfer Posted
Fire			
Fire Lieutenant	F-02	N/A	Promotional List to Department 3/31/23
Nathaniel Witherell			
Food Service Worker	NT1	5/1/2023	To be Posted
Police			
Deputy Chief of Police	MC-8	5/1/2023	Posted

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2022-2023 @ March 31, 2023

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 6, 2022	\$62,365.24		\$32,212.00		
2	July 13, 2022	\$33,001.91		\$32,212.00		
3	July 20, 2022	\$27,037.82		\$32,212.00		
4	July 27, 2022	\$36,394.86		\$32,212.00		
	sub-total	\$158,799.83	\$158,799.83	\$128,848.00	\$128,848.00	-\$29,951.83
5	August 3, 2022	\$37,533.10		\$32,212.00		
6	August 10, 2022	\$39,760.31		\$32,212.00		
7	August 17, 2022	\$10,921.67		\$32,212.00		
8	August 24, 2022	\$24,354.20		\$32,212.00		
9	August 31, 2022	\$30,674.28		\$32,212.00		
	sub-total	\$143,243.56	\$302,043.39	\$161,060.00	\$289,908.00	-\$12,135.39
10	September 7, 2022	\$53,201.31		\$32,212.00		
11	September 14, 2022	\$14,411.44		\$32,212.00		
12	September 21, 2022	\$20,512.19		\$32,212.00		
13	September 28, 2022	\$18,435.96		\$32,212.00		
	OPEB Transfer	-\$72,426.08				
	sub-total	\$34,134.82	\$336,178.21	\$128,848.00	\$418,756.00	\$82,577.79
14	October 5, 2022	\$15,078.86		\$32,212.00		
15	October 12, 2022	\$24,147.28		\$32,212.00		
16	October 19, 2022	\$5,031.21		\$32,212.00		
17	October 26, 2022	\$38,999.42		\$32,212.00		
	sub-total	\$83,256.77	\$419,434.98	\$128,848.00	\$547,604.00	\$128,169.02
18	November 2, 2022	\$20,555.68		\$32,212.00		
19	November 9, 2022	\$10,129.71		\$32,212.00		
20	November 16, 2022	\$4,751.05		\$32,212.00		
21	November 23, 2022	\$23,752.95		\$32,212.00		
22	November 30, 2022	\$16,845.91		\$32,212.00		
	sub-total	\$76,035.30	\$495,470.28	\$161,060.00	\$708,664.00	\$213,193.72
23	December 7, 2022	\$25,716.83		\$32,212.00		
24	December 14, 2022	\$47,284.77		\$32,212.00		
25	December 21, 2022	\$51,769.06		\$32,212.00		
26	December 28, 2022	\$90,890.81		\$32,212.00		
	OPEB Transfer	-\$61,447.88				
	sub-total	\$154,213.59	\$649,683.87	\$128,848.00	\$837,512.00	\$187,828.13
27	January 4, 2023	\$45,883.50		\$32,212.00		
28	January 11, 2023	-\$2,806.76		\$32,212.00		
29	January 18, 2023	\$35,290.75		\$32,212.00		
30	January 25, 2023	\$14,560.67		\$32,212.00		
	sub-total	\$92,928.16	\$742,612.03	\$128,848.00	\$966,360.00	\$223,747.97
31	February 1, 2023	\$37,519.39		\$32,212.00		
32	February 8, 2023	\$143,688.06		\$32,212.00		
33	February 15, 2023	\$20,814.90		\$32,212.00		
34	February 22, 2023	\$9,725.59		\$32,212.00		
	sub-total	\$211,747.94	\$954,359.97	\$128,848.00	\$1,095,208.00	\$140,848.03
35	March 1, 2023	\$17,834.95		\$32,212.00		

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2022-2023 @ March 31, 2023

36	March 8, 2023	\$21,717.66		\$32,212.00		
37	March 15, 2023	\$33,032.04		\$32,212.00		
38	March 22, 2023	\$12,124.23		\$32,212.00		
39	March 29, 2023	\$20,148.84		\$32,212.00		
	OPEB Transfer	-\$190,561.37				
	sub-total	-\$85,703.65	\$868,656.32	\$161,060.00	\$1,256,268.00	\$387,611.68

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BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES
Cone Room
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Committee

Present: William Drake, Chair; Harry Fisher, Miriam Kreuzer, Stephen Selbst

Staff: Joe Klemenz, Safety Analyst; Erica Mahoney, Assistant Director of HR; Mary Pepe, Director of HR; Peter Mynarski, Comptroller

BET: Dan Ozizmir, Chairman

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1. HR Reports

- Vacant and Posted Vacant Position Listings

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Variation in numbers. Last year at this same time the costs were well over \$1 million and are now at about \$300k.

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The Committee voted 4-0-0 to approve these changes.

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5. Adjournment

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Respectfully submitted,

Shira Davis, Recording Secretary

William Drake, HR Committee Chairman

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Staff: Erica Mahoney, Assistant Director of HR; Mary Pepe, Director of HR; Peter Mynarski, Comptroller; Dr. Jonathan Budd, Chief Human Resources Officer, Greenwich Public Schools

BET: Leslie Tarkington

Committee Chairman Drake called the meeting to order at 8:33 A.M.

1. HR Reports

- **Vacant and Posted Vacant Position Listings**

Ms. Pepe and Ms. Mahoney told the Committee that they have tested for a Fire Lieutenant Promotional listing and have sent the list to the Fire Department. They reported that they have to test, at least, every two years, per the Fire Union Contract.

The position for Deputy Chief of Police has been posted and must be filled internally.

The new Assistant Fire Chief is starting on Monday, April 10, 2023. He was previously working for the New Haven Fire Department and resides in Westport, CT.

It was noted that there are a number of openings at The Nathaniel Witherell and the position for Director of Financial Operations is holding interviews. There were two candidates and one dropped out.

There have been two conditional offers pending for Police Officers and one background check is being conducted for a third Police Officer position.

- **Workers Compensation Expense Report**

Mr. Mynarski gave the Workers Compensation Expense Report update. He reported that there is a \$387,611 surplus through March 31, 2023. Claims are trending favorably.

2. Future Topics for Discussion

Mr. Fisher made a motion to add to the Agenda; Future Topics for Discussion, seconded by Ms. Kreuzer. Motion passed 3-0-0.

Dr. Budd requested the addition and wanted the Committee to know that he would be coming to the May 3, 2023 Human Resources Committee Meeting and would be giving an update and

presentation on staffing conditions at the Greenwich Public Schools, current and for the upcoming budget year of 2023-2024.

3. Approval of Minutes – March 2, 2023

Upon a motion by Mr. Fisher, seconded by Mr. Drake to approve the minutes of the BET HR Committee held on March 2, 2023, the Committee voted 3-0-0 (Stephen Selbst absent). Motion carried.

4. Adjournment

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Respectfully submitted,

Peter Mynarski, Recording Secretary

William Drake, HR Committee Chairman



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William Drake, HR Committee Chairman