

1. BET HR Comm. Webinar Agenda

Documents:

[BET\\_HR\\_COMM\\_WEBINAR\\_AGENDA\\_05-14-20.PDF](#)

2. SUB TO APP BET HR Comm. Webinar Minutes

Documents:

[SUB\\_TO\\_APP\\_BET\\_HR\\_COMM\\_WEBINAR\\_MINUTES\\_05-14-20.PDF](#)



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

**HUMAN RESOURCES COMMITTEE WEBINAR  
Thursday, May 14, 2020 - 8:30 A.M.**

Join Zoom Webinar

<https://greenwichct.zoom.us/j/95263702326?pwd=L3hnWk1mdEZHOTBBR2RwNIJ5aU14dz09>

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**AGENDA**

1. Executive Session to discuss Confidential Personnel Matters
2. Board of Education Unemployment Claims – March-April 2020  
Town Unemployment Claims – March-April 2020
3. HR Reports:
  - Vacancy Report
  - Workers' Compensation Analysis
4. Old Business:
  - Vacancy Report
  - Human Resources COVID-19 Update
5. Approval of BET HR Comm. Meeting Minutes:
  - Regular Meeting of March 11, 2020
  - Regular Meeting of April 15, 2020
6. Adjournment

Next Meeting – Thursday, June 3, 2020, at 8:30 A.M. (currently scheduled as a virtual webinar meeting but may be subject to change)

*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](mailto:alan.barry@greenwichct.org) as soon as possible in advance of the event.*

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**REGULAR MEETING HUMAN RESOURCES COMMITTEE MINUTES**

Thursday, May 14, 2020

Virtual Webinar

Committee

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

Staff: Cecile Brown, Professional Performance & Compensation Manager, Human Resources Department (HR); Erica Mahoney, Assistant Director, HR; Peter Mynarski, Comptroller; Mary Pepe, Director, HR

BET: Michael Mason, Chairman; Andy Duus, Laura Erickson, Leslie Moriarty, Jeffrey S. Ramer, Leslie Tarkington

BOE/GPS: Shamain Johnson, Chief Human Resources Officer, Greenwich Public Schools (GPS); Regina Williams, Assistant Director, GPS Human Resources

RTM: Danyal Ozizmir, Representative Town Meeting (RTM) D-5, Budget Overview Committee, Vice Chairman, Labor Contracts Committee, Chair

The Chair called the meeting to order at 8:30 A.M.

**Executive Session** – Personnel Matters

Ms. Kreuzer made a motion, seconded by Ms. Hess, to enter Executive Session at 8:31 A.M. The Committee voted 4-0-0. Motion carried.

The Committee entered Executive Session.

Ms. Kreuzer made a motion, seconded by Ms. Hess, to end the Executive Session at 8:58 A.M. The Committee voted 4-0-0. Motion carried.

The Committee exited Executive Session.

**Unemployment Claims – March – April 2020**

- **Board of Education - Unemployment Claims**

Ms. Williams commented that per diem substitute teachers and adult education instructors applied for Unemployment Insurance and were referred to a new Connecticut Department of Labor (DOL) portal under development in April. The Board of Education Human Resources Department is unable to project potential additional May Unemployment Claims.

- **Town - Unemployment Claims**

Ms. Pepe reported a spike of 44 Unemployment Claims in both March and April. The HR Department reviewed and either accepted, challenged, or denied the claims. Subsequent to DOL website update on May 5, 2020, with a Federal program, a self-employed freelancer DOL portal became available for applicants to re-apply through a new Pandemic Unemployment Insurance (PUA) portal.

When asked about the potential furlough of Town employees, Ms. Pepe explained that currently the Town is considering all options but cautioned that in cases of full-time employees, the Town would still be responsible for healthcare benefits if employees were furloughed.

## **HR Reports**

- **Vacancy Report**

Ms. Pepe highlighted the following positions in the May 2020 Vacancy Report:

- The Nathaniel Witherell Director of Nursing, Director of Financial Operations and Business Services Coordinator - The three positions have been posted, applications have been received and interviews are being scheduled with qualified applicants. The new Executive Director, John Mastronardi, is participating in the interviewing process.
- Internal Auditor - Position is reposted because the recent job offer to a candidate was declined. The candidate's desired salary was significantly above the posted range.
- Commissioner of Department of Human Services - Dr. Barry has agreed to defer his retirement until August. The Deputy Director has also announced her retirement. HR is updating the job description and will be assisted by an outside recruiting firm to identify candidates.
- Fire Chief - A search has begun to fill an anticipated retirement of the current Fire Chief on June 30, 2020.

With regard to the Internal Auditor position, Mr. Mynarski was asked if any other of the candidate-interviewees who applied for the position would be considered for the Internal Auditor position. Mr. Mynarski responded that they were certainly able to re-apply but he would like to see if any additional candidates might be identified. He commented that consultant blumshapiro, as a contracted outside auditor, was ready to begin four audits in June. The initial audit, School Activities Fund, is ready to begin immediately. In response to a question asking whether going forward this position might be outsourced, Mr. Mynarski pointed out that the blumshapiro contract fee for five audits of \$98,000 would be less costly than a new hire, especially considering that benefits would be included in the total salary package. Mr. Mynarski indicated that outsourcing may be a possibility in the future and it will be a topic of discussion for the Audit Committee.

With regard to the Sewer Management Department, Ms. Pepe was asked whether any resolution of the Sewer Manager grievance issue had been reached. No resolution had been reached to date. Director Pepe was also asked whether there was any progress in hiring in that area. Ms. Pepe explained that the position required specialty licensing

and there were not a great number of candidates who possessed that licensing. The Commissioner of Public Works was encouraging internal employees to take the licensing exam so a pool of candidates would be ready as future replacements.

- **Workers Compensation Claims**

Mr. Mynarski commented that a recent accounting reversal by the Town's third party administrator, Connecticut Interlocal Risk Management Agency (CIRMA), returned approximately \$103,000 to the Town's Workers' Compensation Fund. The savings to date are now \$425,000 indicating that the Town's budgeted contribution in FY21 could be reduced. He cautioned that the favorable trend could be reversed if a catastrophic claim was filed, or if there were an increase in the number of claims that were allowed due to the coronavirus pandemic.

### **Old Business**

- **HR Coronavirus Update**

Ms. Pepe reported that Town Hall was scheduled to reopen for employees on Tuesday, May 27, 2020, and on Monday, June 1, 2020, for residents, initially by appointment only. The Town is currently reviewing changes to State COVID-19 guidelines for re-opening Town Hall, with these changes being fluid based on guidance coming from the State; offices were being fitted with plexiglass screens and seating arrangements will be re-configured where possible. Town Department heads will be consulted to determine if and whether certain town employees would be eligible to work from home. Employees will be provided with three reusable and washable masks and will be required to wear a mask at all times while in Town Hall. For the foreseeable future Town conference rooms will not be available and all Board and Commission meetings will continue to be held as virtual webinars. Initially employees will not have their temperature taken.

Ms. Williams commented that no building opening plans were on the next BOE meeting Agenda.

### **Approval of BET HR Committee Meeting Minutes**

Upon a motion by Ms. Hess, seconded by Ms. Fassuliotis, the Committee voted 4-0-0 to accept the Minutes of the Regular BET Human Resources Committee Meeting held on March 11, 2020. Motion carried.

Upon a motion by Ms. Hess, seconded by Ms. Fassuliotis, the Committee voted 4-0-0 to accept the Minutes of the Regular BET Human Resources Committee Meeting held on April 15, 2020. Motion carried.

### **Adjournment**

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 9:31A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Thursday, June 3, 2020, at 8:30 A.M. The Meeting is currently scheduled as a virtual webinar meeting.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Karen Fassuliotis, HR Committee Chair

SUBJECT TO APPROVAL