1. BET HR Comm. Webinar Agenda
   Documents:
   BET_HR_COMM_WEBINAR_AGENDA_09-15-20.PDF

2. SUB TO APP BET HR Comm. Webinar Minutes
   Documents:
   SUB_TO_APP_BET_HR_COMM_WEBINAR_MINUTES_09-15-20.PDF

3. REVISED SUB TO APP BET HR Comm. Webinar Minutes
   Documents:
   REVISED_SUB_TO_APP_BET_HR_COMM_WEBINAR_MINUTES_09-15-20.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE VIRTUAL MEETING
Tuesday, September 15, 2020 - 8:30 A.M.

Join Zoom Webinar
https://greenwichct.zoom.us/j/91211335716?pwd=NhlNy2NCNnB3azhsenZUZFDaEhXdz09
Password: 1020989

Or iPhone one-tap: US: +16465189805,,91211335716#,,1#,1020989#

Or Telephone: Dial (for higher quality, dial a number based on your current location):
US: +1 646 518 9805
Webinar ID: 912 1133 5716
Password: 1020989

AGENDA

1. HR Reports:
   - Vacancy Report
   - Workers’ Compensation Analysis

2. Old Business:
   - Greenwich Police Department Table of Organization
     - Deputy Chief Position
   - Human Resources COVID-19 Update
     - Health Department
     - Human Services Department
     - Town
     - Board of Education
       - Enrollment
       - Staffing (in-class v virtual, other)
       - Substitute staffing

3. New Business
   - Labor Contracts

4. Approval of BET HR Committee Webinar Minutes of July 15, 2020

5. Adjournment

Next Meeting – Wednesday, October 14, 2020, at 8:30 AM either a virtual meeting or in the Cone Room, 2nd Floor, Town Hall.
The Committee Chairman called the meeting to order at 8:30 A.M. Ms. Fassuliotis remarked that a presentation by the Board of Education (BOE), scheduled in Item Number 2 (Board of Education: Enrollment; Staffing; Substitute staffing) be postponed until the Committee’s October. A member of the Committee requested that the BOE provide answers to the questions be sent in writing to Committee members as soon as possible and prior to the October meeting.

HR Reports

- **Vacancy Report**
  Ms. Pepe, HR Director, reported filling the Commissioner of Human Services and introduced Ms. Demetria Nelson, who was attending her first HR Committee meeting. The new Commissioner, Parks & Recreation’s Assistant Director vacancy was also filled. Interviews for a new Assistant Fire Chief are underway. Ms. Pepe noted that due to a promotion, the Senior Business Analyst position is vacant and has been posted in the Office of the First Selectman. The Committee asked Ms. Pepe to review the process for hiring new staff during the pandemic, and additional job description details for the Traffic Coordinator and Health Department nursing vacancies. The future vacancy of Assistant to the Comptroller position in the Finance Department will be temporarily covered by a Finance Department Team after the retirement of current employee is filled.

- **Workers’ Compensation Claims**
  Mr., Mynarski projected an anticipated surplus of $12,204.13 through September 30, 2020. COVID19 has resulted in a decrease in claims filed by the Education Department as there was no in-class teaching in the spring. Ms. Pepe noted that there were several COVID19 related workers’ compensation claims filed by members of the Fire Department, but the filings did not result in any claims. These “exposure to” claims
were made out of an abundance of caution by members of the Fire Department who thought they may have been in contact with COVID-positive individuals in the line of work. Mr. Mynarski was asked to forward a report of high-value claims to the Committee. Mr. Mynarski noted that the Safety Analyst process and the First Selectman’s Safety Committee deserved credit for the reduction of Workers’ Compensation Claims.

Old Business

- **Greenwich Police Department Table of Organization**
  - **Deputy Chief Position** – The Committee was reminded that in July, the Police Commissioner, Fred Camillo, presented a reorganization plan for the Police Department. The reorganization was to include an addition of one Deputy Chief. The current complement of three Captains would remain but one Captain would not be filled resulting in a net neutral financial impact. The question arose as to whether the Budget Resolutions adopted by the BET and the RTM requires BET approval prior to the reorganization taking place. The position of the Police Commissioner and the HR Director was that approval was not needed because there was no financial impact. However, there was a potential impact to pension, which would meet the criteria of the Budget Resolutions.

After the meeting, the question of BET authority to approve changes in a Department’s Table of Organization was discussed by the Chair with the Law Department (Town Attorney and Assistant Town Attorney Aamina Amad), HR Director, the Chair of the BET and the Minority Caucus Chair of the BET to clarify the authority and approval process by the BET. The Town Attorney advised that the BET authority was derived from the Budget Resolutions and approval should occur whenever there was a change resulting in some financial impact or any additions to the Table of Organization (“TOO”) (e.g., new positions, not vacant positions already in the TOO). In this instance the addition of the Deputy Chief to the TOO, while appearing to be net-neutral financially, will have a pension impact to the budget. Thus, the Town Attorney advised that it was clear that the Committee, as well as the full BET, was required, pursuant to Resolutions passed by the BET and the full RTM, to approve the revised TOO which adds a Deputy Chief to the Police Department.

The Committee reviewed the circumstances and considered one of two options: reversing the organizational change or approving the change retroactively to the date of the promotion August 27, 2020. The Committee was informed that the Law Committee of the BET would be reviewing the language of the Resolutions to clarify when BET HR Committee and full BET Committee was required for changes to the Table of Organization. Members of the Law Committee were urged to include the need for financial analysis to settle ambiguity related to subjective wording in the Resolutions.

Committee members were reluctant to approve the organizational changes retroactively but ultimately understood that there was a perceived ambiguity in the language of the Resolutions. The Committee felt that from a procedural standpoint it was important that it approve the promotions already in place.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee
voted 4-0-0 to ratify the Police Department’s new Table of Organization and recommend it to the BET as a Routine Application on its September Agenda. Motion carried.

- Human Resources COVID-19 update
  
  o Health Department – Ms. Baisley, Health Department Director, reported that the Town has had 992 COVID19 cases, of which 8 were still active. The Health Department has 24 hours to respond to contact tracing received from the State so her department has been operating seven days a week. The Health Department established a COVID Coordinator in Greenwich Public and Private schools and activated the Town’s Medical Reserve Corps to assist with COVID Contact Tracing. HIPPAA and privacy concerns are addressed in their protocols. Ms. Baisley explained that details on the different COVID testing available to residents has been posted on the Town website. Ms. Baisley noted that the COVID19 policies are currently being reviewed by the Law Department and that she will be meeting to discuss any recommended changes in the near future. Ms. Baisley informed the Committee that overtime expenses that have been incurred due to COVID19 are reimbursable by the State and by FEMA so she does not anticipate an interim appropriation for overtime expenses. Health Department clinics for Flu shots are scheduled for October and the “drive by” flu clinic format might become the model for any future COVID19 vaccinations.

  o Human Services Department – Ms. Demetria Nelson, Commissioner of Human Services Department, introduced herself to the Committee and reported that the Bank Program has been moved to the New Lebanon School. School personnel have been involved in setting the COVID19 protocols for the program. She also reported that there have been no reports of the virus among Homemakers on site-visits. Caseworkers reported high demand for the Department’s rental assistance and Neighbor-to-Neighbor food assistance. According to Ms. Nelson, despite a Community Development Block Grant (“CDBG”) of $50,000, 53% of the 20-21 Budget for rental assistance had been spent in the first two months of the fiscal year. However, there was some ability to transfer from other MOC codes (such as vocational educational activities, which has had limited utilization because of COVID19) to offer some relief. Daily Food deliveries to high risk clients are being done by Community Partners, Transportation Association of Greenwich, or pickups from Neighbor-to-Neighbor. The number of requested food assistance has risen from 53 to 504 recipients during the pandemic.

  o Town – No report was available as the HR Director was required to leave the meeting early.

  o Board of Education – Chair was asked to forward questions from the Committee to the Board of Education Human Resources Department in advance of the next meeting. Any answers received will be circulated to Committee members prior to the October meeting.

New Business

- Labor Contracts
  The Committee deferred discussion of Labor Contracts to the next meeting as Ms.
Pepe needed to leave the meeting prior to discussion of the item. It was noted that the RTM Finance and Budget Overview Committees meetings were reviewing current Labor Contracts to be presented to the full RTM at their September meeting. Mr. Hibson, Greenwich’s Labor Contract Negotiator, will be invited to the October meeting to update the Committee.

**Approval of BET HR Committee Meeting Minutes**

Approval of the Minutes of the regular meeting of the July 15, 2020 BET Human Resources Committee was deferred until the October meeting.

**Adjournment**

Upon a motion by Ms. Kreuzer, seconded by Ms. Hess, the Committee voted 4-0-0 to adjourn the meeting at 10:16 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, October 14, 2020 at 8:30 A.M. The Meeting will either be a virtual meeting or in the Cone Room, 2nd Floor, Town Hall.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair
Committee

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

Staff: Caroline Baisley, Director, Health Department; Erica Mahoney, Ass’t Director, Human Resources Department; Peter Mynarski, Comptroller; Demetria Nelson, Commissioner, Human Services Department; Mary Pepe, Director, Human Resources Department

Board: Michael Mason, BET Chairman; Andy Duus, Laura Erickson, Leslie Moriarty

RTM: Irene Dietrich, (D-8), Health & Human Services; Danyal Ozizmir, (D-5), Budget Overview Committee Vice Chair; Labor Contracts Committee Chair

Guests: Robert Carangelo, Esq., Chairman, Greenwich Board of Health

The Committee Chairman called the meeting to order at 8:30 A.M. Ms. Fassuliotis remarked that a presentation by the Board of Education (BOE), scheduled in Item Number 2 (Board of Education: Enrollment; Staffing; Substitute staffing) be postponed until the Committee’s October meeting. A member of the Committee requested that the BOE provide answers to certain questions which should then be sent in writing to Committee members as soon as possible and prior to the October meeting.

HR Reports

- Vacancy Report
  - Commissioner of Human Services - Director Pepe reported filling the Commissioner of Human Services and introduced Ms. Demetria Nelson, who was attending her first Human Resources Committee meeting.
  - Parks & Recreation Assistant Director - The new Parks & Recreation’s Assistant Director vacancy was also filled.
  - Assistant Fire Chief - Interviews for a new Assistant Fire Chief are underway.
  - Senior Business Analyst - Ms. Pepe noted that due to a promotion, the Senior Business Analyst position is vacant and has been posted in the Office of the First Selectman.
  - Assistant to the Comptroller - The future vacancy of the Assistant to the Comptroller position in the Finance Department will be temporarily covered by the Finance Department team following the retirement of the current Assistant.
  - New Staff during COVID-19 pandemic - The Committee asked Ms. Pepe to review the process for hiring new staff during the pandemic, and additional job description details for the Traffic Coordinator and Health Department nursing vacancies.

- Workers' Compensation Claims
Mr. Mynarski projected an anticipated workers’ compensation surplus of $12,204.13 through September 30, 2020. COVID-19 has resulted in a decrease in claims filed by the Education Department as there was no in-class teaching in the spring. Ms. Pepe noted that there were several COVID-19 related workers’ compensation claims filed by members of the Fire Department, but the filings did not result in any claims. These “exposure to” claims were made out of an abundance of caution by members of the Fire Department who thought they may have been in contact with COVID-positive individuals in the line of work. Mr. Mynarski was asked to forward a report of workers’ compensation high-value claims to the Committee. Mr. Mynarski noted that the Safety Analyst process and the First Selectman’s Safety Committee deserved credit for the reduction of Workers’ Compensation Claims.

Old Business

- Greenwich Police Department Table of Organization
  - Deputy Chief Position – The Committee was reminded that in July, the Police Commissioner, Fred Camillo, presented a reorganization plan for the Police Department. The reorganization was to include an addition of one Deputy Chief. The current complement of three Captains would remain but one Captain would not be filled resulting in a net neutral financial impact. The question arose as to whether the Budget Resolutions adopted by the BET and the RTM requires BET approval from the BET prior to the reorganization taking place. The position of the Police Commissioner and the HR Director was that approval was not needed because there was no financial impact. There was a potential impact to the town’s pension obligations, however, which would meet the criteria of the Budget Resolutions, requiring approval from the BET.

The Chair reported that after the July meeting of this Committee, the question of BET authority to approve changes in a Department’s Table of Organization (“TOO”) was discussed by the HR Committee Chair with the Law Department (Town Attorney and Assistant Town Attorney Aamina Ahmad), HR Director, the Chair of the BET and the Minority Caucus Chair of the BET to clarify the authority and approval process by the BET. The Town Attorney advised that the BET authority was derived from the Budget Resolutions and approval should occur whenever there was a change resulting in some financial impact or any additions to the TOO (e.g., new positions, not vacant positions already in the TOO). In this instance, the addition of the Deputy Chief to the TOO of the Police Department, while appearing to be net-neutral financially, will have an impact on the pension obligations of the Town. Thus, the Town Attorney advised that it was clear that the Human Resources Committee, as well as the full BET, was required, pursuant to Budget Resolutions passed by the BET and the full RTM, to approve the revised TOO that adds a Deputy Chief to the Police Department.

The Committee reviewed the circumstances and considered one of two options: reversing the organizational change or approving the change retroactively to the date of the promotion, that is August 27, 2020. The Committee was informed that the Law Committee of the BET would be reviewing the language of the Budget Resolutions for FY21 to clarify when the approval of the BET HR Committee and full BET Committee will be required for changes to the TOO.

The Committee reviewed the circumstances and considered one of two options:
reversing the organizational change or approving the change retroactively to the date of the promotion August 27, 2020. The Committee was informed that the Law Committee of the BET would be reviewing the language of the Resolutions to clarify when BET HR Committee and full BET Committee was required for changes to the Table of Organization. Committee members urged the Law Committee to include the need for financial analysis to settle any perceived ambiguity to terms found in the Resolutions.

Committee members were reluctant to approve the organizational changes retroactively but ultimately concurred that there was a perceived ambiguity in the language of the Budget Resolutions. The Committee felt that from a procedural standpoint it was important that the HR Committee ratify the promotions already in place.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to ratify the Police Department’s new Table of Organization and recommend it to the BET as a Routine Application on its September Agenda. Motion carried.

- **Human Resources COVID-19 update**
  
  o **Health Department** – Director Baisley reported that the Town has had 992 COVID-19 cases, of which 8 were still active. The Health Department has 24 hours to respond to contact tracing received from the State so the Health Department has been operating seven days a week. The Health Department established a COVID-19 Coordinator in Greenwich public and private schools and activated the Town’s Medical Reserve Corps to assist with COVID-19 contact tracing. HIPPAA and privacy concerns are addressed in the Department’s protocols. Ms. Baisley explained that details on the different COVID-19 testing available to residents has been posted on the Town website. Director Baisley noted that the COVID-19 policies are currently being reviewed by the Law Department and that she will be meeting to discuss any recommended changes in the near future. Ms. Baisley informed the Committee that overtime expenses that have been incurred due to COVID-19 are reimbursable by the State and by FEMA so she does not anticipate an interim appropriation for overtime expenses. Health Department clinics for Flu shots are scheduled for October and the “drive by” flu clinic format might become the model for any future COVID-19 vaccinations.

  o **Human Services Department** – Ms. Demetria Nelson, Commissioner of Human Services, introduced herself to the Committee and reported that the Bank Program administered by the Human Services Department has been moved to the New Lebanon School. School personnel have been involved in setting the COVID-19 protocols for the program. The Commissioner also reported that there have been no reports of the virus among homemakers on site-visits. Caseworkers reported high demand for the Department’s rental assistance and Neighbor-to-Neighbor food assistance. According to Ms. Nelson, despite a Community Development Block Grant (“CDBG”) of $50,000, 53% of the 20-21 Budget for rental assistance had been spent in the first two months of the fiscal year. However, there was some ability to transfer from other MOC codes (such as vocational educational activities, which has had limited utilization because of COVID19) to offer some relief. Daily Food deliveries to high risk clients are being done by Community Partners,
Transportation Association of Greenwich, or pickups from Neighbor-to-Neighbor. The number of requested food assistance has risen from 53 to 504 recipients during the pandemic.

- **Town** – no report was available because the HR Director was required to leave the meeting early.
- **Board of Education** – The Chair was asked to forward questions from the Committee to the Board of Education Human Resources Department in advance of the next meeting. Any answers received will be circulated to Committee members prior to the October meeting.

**New Business**

- **Labor Contracts**

  The Committee deferred discussion of union collective bargaining agreements to the next meeting because Director Pepe needed to leave the meeting prior to discussion of the item. It was noted that the RTM Finance and Budget Overview Committees were reviewing current labor contracts to be presented to the full RTM at their September meeting. Mr. Emmet Hibson, Greenwich’s Collective Bargaining Specialist, will be invited to the October meeting to update the Committee.

**Approval of BET HR Committee Meeting Minutes**

Approval of the Minutes of the regular meeting of the July 15, 2020 BET Human Resources Committee was deferred until the October 2020 meeting.

**Adjournment**

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Respectfully submitted,

_________________________________________
Catherine Sidor, Recording Secretary

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Karen Fassuliotis, HR Committee Chair