1. BET HR Comm. Meeting Documents

   Documents:

   BET HR COMM MTG AGENDA 09-17-18.PDF
   REVISED BET HR COMM MTG AGENDA 09-17-18.PDF

1.I. SUB TO APP BET HR Comm. Minutes 09-17-18

   Documents:

   SUB_TO_APP_BET_HR_COMM_MINUTES_09-17-18.PDF

1.I.i. APPROVED BET HR Comm. Meeting Minutes

   Documents:

   APPROVED_BET_HR_MINUTES_09-17-18.PDF
TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION  

HUMAN RESOURCES COMMITTEE MEETING  
Monday, September 17, 2018  
3:00 P.M.  
Cone Room  

AGENDA  

1. Approval of BET HR Committee Meeting Minutes of July 10, 2018  

2. HR Reports:  
   • Vacant and Posted Position Listing  
   • Completion of Union Employees Job Performance Reviews  
   • Workers’ Compensation Expense Report  

3. CHRO Update  

4. New Business  
   • Request from Department of Health for a Public Health Emergency Preparedness position  

5. Adjournment  

Next Meeting – Tuesday, October 16, 2018 at 3:00 P.M. in the Cone Room
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
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REVISED AGENDA

1. Approval of BET HR Committee Meeting Minutes of July 10, 2018

2. HR Reports:
   - Vacant and Posted Position Listing
   - Unemployment Report Quarter End and FY End
   - Completion of Union Employees Job Performance Reviews FY End 2018 Report
   - Workers’ Compensation Expense Report
   - Workers’ Compensation Quarter End and FY End

3. CHRO Report Update

4. New Business
   - Request from Department of Health for a Public Health Emergency Preparedness position

5. Adjournment

Next Meeting – Tuesday, October 16, 2018 at 3:00 P.M. in the Cone Room
Committee Present: Anthony Turner, Karen Fassuliotis, Elizabeth K. Krumeich
Absent: William Drake

Staff: Carolyn Baisley, Director, Health Department; Tyler Fairbairn, Manager, Community Development Department; J. Wayne Fox, Town Attorney; Valerie Maze Keeney, Assistant Town Attorney; Erica Mahoney, Assistant Director, HR Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resource Department; Abby Wadler, Assistant Town Attorney

Board: Jill Oberlander, Chair; Michael Mason, Leslie Moriarty, Jeffrey Ramer, Debra Hess

BOE: Robert Stacy, Human Resource Director, BOE; Jennifer Dayton, Member, BOE; Barbara O'Neill, Member, BOE

The meeting was called to order at 3:19 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

Ms. Fassuliotis made a motion, seconded by Ms. Krumeich, to approve the Minutes of BET Regular HR Meeting held on July 10, 2018. The Committee voted 3-0-0 in favor of the Motion. Motion carried.

2. HR Reports

- **Vacant and Posted Position Listings** - Director Pepe highlighted the hiring status of several positions: Assistant Assessor, Assessor’s Office – Position has been filled with a start date of September 24, 2018; Facilities Project Manager, Board of Education – Applicant list submitted to the Administration; Superintendent of Trees, Parks & Recreation – job description being reviewed for posting; Treasury Clerk and Revenue Clerk in the Finance Department - written exam scheduled. The Committee asked Ms. Pepe to comment on whether the volume of applications was increasing in light of consumer confidence in the economy. Director Pepe responded that applications were strong, but that TOG’s high qualification standards eliminated many applications. Mr. Mynarski commented that the vacancies and retirements in staffing of the Finance Department were negatively impacting other staff members’ ability to accomplish the Finance Department’s volume of work.

- **Unemployment Report Quarter End and FY End** - Director Pepe noted the favorable comparison between current and previous year’s unemployment statistics, explaining that the seasonality of Parks & Recreation and BOE departments and part-time employment were responsible for the bulk of unemployment claims. The 2017 Performance Review
Report was reviewed and reasons for departments with lower percentages of returns were discussed. Since more FY2018 Reviews might be completed by year-end, a more complete comparison of 2017 and 2018 Performance Reviews would be available in January 2019.

- **Workers’ Compensation Expense Report** – The Comptroller reported that only 9 weeks of activity were available for review. The volume of settlements and retirements during the four weeks of August 2018 were reflected in the high monthly claims. Mr. Mynarski noted that although fewer Workers’ Compensation claims had been filed than in the prior year, the total amount of the claims was higher. Director Pepe commented that the discussions and analysis of safety incidents at the First Selectman’s Safety Council contributed to the overall reduction of claims.

3. **CHRO Report Update – Discussion of Pending Litigation**

   **EXECUTIVE SESSION**
   Mr. Turner called for an Executive Session to discuss pending litigation.

   Ms. Krumeyich made a motion, seconded by Ms. Fassuliotis to enter Executive Session at 3:48 P.M. The Committee voted 3-0-0 in favor of the motion. Motion carried.

   Ms. Krumeyich made a motion, seconded by Ms. Fassuliotis to exit Executive Session at 4:19 P.M. The Committee voted 3-0-0 in favor of the motion. Motion carried.

   The Committee exited Executive Session at 4:19 P.M.

4. **New Business**

   - **Request from Department of Health for a Public Health Emergency Preparedness position** – Ms. Baisley requested the addition of new part-time staff to coordinate of Town emergencies requirements. She cited a federal grant, distributed through the State of Connecticut, that would offset some of the cost of the position, but the Grant’s annual reduction in value was not adequate to totally underwrite the position for the full year. The Committee recommended possible temporary alternative solutions and suggested that Ms. Baisley accept the Grant given the application deadline for the current fiscal year. The Committee requested that Ms. Baisley attend the HR Committee October meeting with more detailed information so that the item could be reconsidered and possibly referred to the October meetings of the Budget Committee and then the full BET.

   Ms. Fassuliotis made a motion, seconded by Mr. Turner, for the Health Department acceptance of the Public Health Emergency Management Grant, and return to the next HR Committee meeting with additional information. The Committee voted 3-0-0 in favor of the motion. Motion carried.

5. **Adjournment**

   The Committee unanimously voted to adjourn the meeting at 4:53 P.M.
The next regular Human Resource Committee meeting is scheduled for Tuesday, October 16, 2018, at 3:00 P.M. in the Cone Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Anthony Turner, HR Committee Chairman
Committee Present: Anthony Turner, Karen Fassuliotis, Elizabeth K. Krumieich
Absent: William Drake

Staff: Carolyn Baisley, Director, Health Department; Tyler Fairbairn, Manager, Community Development Department; J. Wayne Fox, Town Attorney; Valerie Maze Keeney, Assistant Town Attorney; Erica Mahoney, Assistant Director, HR Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resource Department; Abby Wadler, Assistant Town Attorney

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The meeting was called to order at 3:19 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

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2. HR Reports

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Catherine Sidor, Recording Secretary

Anthony Turner, HR Committee Chairman