1. BET HR Comm. Meeting Agenda
   Documents:
   
   BET_HR_COMM_MEETING_AGENDA_09-17-19.PDF

2. SUB TO APP BET HR Comm. Meeting Minutes
   Documents:
   
   SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_09-17-19.PDF

3. APPROVED BET HR Comm. Meeting Minutes
   Documents:
   
   APPROVED_BET_HR_COMM_MEETING_MINUTES_09-17-19.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, September 17, 2019

Cone Room, 2nd Floor
3:00 P.M.

AGENDA

1. Approval of BET HR Committee Meeting Minutes of July 16, 2019

2. HR Reports:
   • Vacancy Report
   • Unemployment Charges Report
   • Workers Compensation Report

3. Old Business:

4. New Business:
   • Executive Session to Review Personnel Terminations
   • Additional BOE Special Ed full-time position
   • Other

5. Adjournment

Next Meeting – Tuesday, October 15, 2019 at 3:00 PM in the Cone Room
Committee Present: Anthony Turner, Chairman; Karen Fassuliotis, Elizabeth K. Krumeich

Staff: Erica Mahoney, Assistant Director, Human Resources Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resources Department

BET: Jill Oberlander, Chair; Andreas Duus, Michael Mason, Leslie Moriarty,

BOE/GPS: Mary Forde, Chief Pupil Personnel Services, Greenwich Public Schools (GPS); Chantel Carey, Professional Assistant – Special Education, GPS

The Chairman called the meeting to order at 3:03 P.M.

1. **Approval of BET HR Committee Meeting Minutes**

   Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 3-0-0 to approve the Minutes of the Regular Meeting of the Human Resources Committee held on July 16, 2019. Motion carried.

2. **HR Reports**

   - **Vacancy Report**
     The Chairman asked Director Pepe about the status of recruitment for the Director of Labor Relations position. Ms. Pepe explained that while the position had been posted in the HR Department’s traditional outlets, a Request for Proposal (RFP) had also been issued for outsourcing the responsibilities rather than filling the position. The RFP’s response deadline is one week away, and the decision of how the position would be filled, will be made at that time. It was explained that outsourcing was consistent with other municipalities’ practices. The Committee asked for a copy of the Job Description to understand the position’s reporting structure and responsibilities. The Committee was updated on the process of recruiting for vacant positions at The Nathaniel Witherell.

   - **Unemployment Charges Report**
     Director Pepe commented that unemployment charges were down from FY18. It was noted that seasonal employees hired by the Department Parks & Recreation and the Board of Education (BOE) and the Greenwich Public Schools continued to represent the majority of the charges.

   - **Workers’ Compensation Report**
     The Comptroller commented that thirteen (13) weeks into the new fiscal year, claim activity was trending well, down $205,000 from previous year-to-date. Mr. Mynarski cautioned that catastrophic claims could easily reverse the favorable trend. Director
Pepe added that the nature of current claims were heart and hypertension related, but that overall there was a diminution in the number of claims, offering the example of “lost time” claims which were 40 claims during FY19 compared to 51 claims during FY18. The Administration of the Nathaniel Witherell reported increased claims. BOE claims reflected seasonality and a single school’s assault experiences.

3. **Old Business**

None discussed

4. **New Business**

The Chairman proposed changing the Order of Business if there was no objection, and there was no objection.

- **Additional BOE Special Education Full-time position**
  The Committee requested that Ms. Forde reconfirm the Committee’s understanding of the source of compensation for the BOE’s replacement of a Part-time position with a Full-time position that would be 100% reimbursable by Medicaid for medically related services. Committee members agreed that the item should be rescheduled to the Committee’s October Agenda to allow time to obtain a copy of the position’s Job Description, the salary grade, and so that the BOE had an opportunity to vet the position and approve it prior to the Committee’s voting on whether to recommend it to the BET.

- **Executive Session to Discuss Personnel Matters**
  Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 3-0-0 to enter Executive Session at 3:33 P.M. Motion carried.

  Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 3-0-0 to exit Executive Session at 4:06 P.M. Motion carried. No vote was required by the Committee.

- **Other**
  None discussed

5. **Adjournment**

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 3-0-0 to adjourn the meeting at 4:07 P.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, October 15, 2019, at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary
SUBJECT TO APPROVAL
Committee Present: Anthony Turner, Chairman; Karen Fassuliotis, Elizabeth K. Krumeich

Staff: Erica Mahoney, Assistant Director, Human Resources Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resources Department

BET: Jill Oberlander, Chair; Andreas Duus, Michael Mason, Leslie Moriarty,

BOE/GPS: Mary Forde, Chief Pupil Personnel Services, Greenwich Public Schools (GPS); Shamain Johnson, Interim Chief Human Resources Officer, GPS

The Chairman called the meeting to order at 3:03 P.M.

1. **Approval of BET HR Committee Meeting Minutes**

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3. Old Business

None discussed

4. New Business

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Respectfully submitted,

Catherine Sidor, Recording Secretary