

1. BET HR Comm. Meeting Agenda 10-04-2023

Documents:

[BET HR COMM MEETING AGENDA 10-04-2023.PDF](#)

1.I. Workers Compensation Analysis Report FY 23-24

Documents:

[WORKERS COMPENSATION FY 23-24.PDF](#)

1.I.i. Vacancy Report - October 2023

Documents:

[VACANCY REPORT OCTOBER 2023.PDF](#)

1.II. SUB_TO_APP_BET HR Comm Meeting Minutes_10-04-2023

Documents:

[SUB_TO_APP_BET HR COMM MEETING MINUTES_10-04-23.PDF](#)



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING**

**Wednesday, October 4, 2023 - 8:30 A.M.
Cone Room**

AGENDA

1. One Digital Annual Healthcare Update
2. HR Reports
 - Vacant and Posted Vacant Position Listings
 - Workers Compensation Expense Report
3. New Business:
 - Greenwich Public School Staffing Update – Dr. Jonathan Budd
4. Old Business:
 - None
5. Approval of Minutes
 - September 6, 2023
6. Adjournment

Next Meeting – Thursday, November 2, 2023, at 8:30 AM in the Cone Room.

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2023-2024 @ September 27, 2023

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	07/05/0023	\$24,899.44		\$32,212.00		
2	July 12, 2023	\$16,224.72		\$32,212.00		
3	July 19, 2023	\$38,003.37		\$32,212.00		
4	July 26, 2023	\$61,852.07		\$32,212.00		
	sub-total	\$140,979.60	\$140,979.60	\$128,848.00	\$128,848.00	-\$12,131.60
5	August 2, 2023	\$27,377.16		\$32,212.00		
6	August 9, 2023	\$27,525.31		\$32,212.00		
7	August 16, 2023	\$100,039.52		\$32,212.00		
8	August 23, 2023	\$33,978.30		\$32,212.00		
9	August 30, 2023	\$40,657.65		\$32,212.00		
	sub-total	\$229,577.94	\$370,557.54	\$161,060.00	\$289,908.00	-\$80,649.54
10	September 6, 2023	\$3,501.05		\$32,212.00		
11	September 13, 2023	\$36,421.66		\$32,212.00		
12	September 20, 2023	\$61,860.87		\$32,212.00		
13	September 27, 2023	\$39,388.73		\$32,212.00		
	OPEB Transfer	-\$73,812.89				
	sub-total	\$67,359.42	\$437,916.96	\$128,848.00	\$418,756.00	-\$19,160.96

Town of Greenwich				
<u>Vacant Position Listing - October 2023</u>				
<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>	
135 Assessor				
Commercial Real Estate Appraiser	L-B	5/31/2023	Posted	
Assessment Technician	G-B	7/31/2023	Conditional Offer Pending	
600 BOE - Administration				
Cook II	GF-2	7/1/2023	Starting 10/9/23	
Administrative Staff Assistant II (10 months - GHS Bella House)	G-D	9/5/2023	List to the Department 9/21/23	
Administrative Staff Assistant II (10 months - CMS)	G-D	9/5/2023	List to the Department 9/21/23	
Media Assistant (10 months) @ Cos Cob School	G-E	8/13/2023	List to the Department 9/8/23	
Public Health School Nurse I (10 months) @ WMS	PHN I	8/13/2023	Conditional Offer Pending	
BOE Budget Management Director	MC 7	N/A	Department Interviewing	
640 BOE - Operation of Plants				
Assistant Director of Facilities	L-B	5/1/2023	Conditional Offer Pending	
Head Custodian @ North Mianus	T-12	10/1/2023	Start Date 10/9/23	
Building Maintenance Mechanic	T-8	8/13/2023	Job Description Under Review	
Building Maintenance Mechanic	T-8	9/17/2023	Job Description Under Review	
Custodian II @ GHS	T-7	9/24/2023	List to Department 9/18/23	
Custodian II @ Glenville School	T-7	10/16/2023	Transfer Posted	
196 Commission on Aging				
Senior Center Program Specialist	L-F	8/11/2023	Conditional Offer Pending	
380 Fleet				
Automotive Mechanic	T-10	5/1/2021	List to Department 9/1/2023	
405 Health				
Environmental Hygienist	G-A	9/1/2023	Conditional Offer Pending	
410 Health Special Clinical Services				
Public Health Dental Hygienist	G-B	8/27/2023	Conditional Offer Pending	
701 Greenwich Library				
Library Clerk	G-E	10/2/2023	List to Department 11/3/22	
Librarian III	L-C	4/16/2023	List to Department 9/15/23	
Branch Librarian @ Cos Cos Library	L-C	6/21/2023	Start Date 10/9/23	
Head of Children's Library Services	L-C	7/16/2023	List to Department 9/15/23	
Children Services Librarian I/II	L-F/E	9/8/2023	Posted	
Librarian I/II	L-F/E	10/1/2023	Job Description Under Review	
Library Technical Assistant - Admin.	G-C	7/11/2023	List to Department 10/3/23	
502 Human Services				
Human Services Provider I	L-F	4/24/2023	List to Department 9/20/23	

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
130 Finance			
Executive Assistant to the Comptroller	MC5	10/6/2023	Department Interviewing
450 Nathaniel Witherell			
Admissions Liaison	L-F	4/24/2022	Posted
Medical Billing Specialist	L-F	7/29/2022	Conditional Offer Pending
MDS Supervisor	H-2	5/18/2023	Posted
Associate Director of Nursing	H-2	8/1/2022	Job Description Under Review
Clinical Nurse Manager	H-4	9/22/2023	Job Description Under Review
Certified Nursing Assistant	TNW	1/13/2023	Posted (day shift)
Certified Nursing Assistant	TNW	1/17/2023	Posted (day shift)
Certified Nursing Assistant	TNW	9/1/2023	Posted (day shift)
Cook II	TNW	10/9/2023	List to Department 9/14/23
822 Parks & Rec - Parks			
Park Gardener I	T-4	7/10/2023	Posted
Park Gardener I	T-4	7/10/2023	Posted
Park Gardener I	T-4	9/1/2023	Posted
832/834 Parks & Rec - Marine			
Marine Technician I/II	T-10	1/1/2023	Re-Posted
829 Parks & Rec Trees			
Tree Climber	T-11	4/24/2023	Posted
Tree Climber	T-11	10/5/2023	Posted
161 Planning and Zoning			
Zoning Enforcement Officer	L-B	10/2/2023	Conditional Offer Pending
212 Police - Dispatch			
Public Safety Dispatch Telecommunicator	G-D	8/21/2023	Written Exam 10/5/23
217 Police - Patrol			
Police Officer	P-01	8/11/2023	Conditional Offer Pending
Police Officer	P-01	8/21/2023	Conditional Offer Pending
Police Officer	P-01	8/29/2023	Conditional Offer Pending
302 Public Works - Engineering			
Senior Civil Engineer	L-B	7/16/2023	To be posted
318 Public Works Highway Traffic Operation			
Civil Engineer I	L-E	1/9/2023	Conditional Offer Pending
361 Public Works - Sewer Division			
Sewer Plant Operator II	T-12	4/1/2019	Re-posted
Sewer Applications Coordinator	L-F	7/1/2023	List to Department 9/11/23
Total Vacant Positions	51		

Department and Job Description	Grade	<u>Vacancy</u> <u>Date</u>	Comments	
Upcoming Vacancies or Recruitments Underway				
Assessor				
	Statistician	L-D	10/20/2023	Posted
	Assistant Assessor	MC7	N/A	Posted
Fire				
	Deputy Fire Marshal	DFM	11/1/2023	Posted for Promotion
Human Services				
	Director of Case Management	L-B	10/10/2023	Posted

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES
Cone Room
Wednesday, October 4, 2023 – 8:30 A.M.**

Committee

- Present: William Drake, Harry Fisher, Acting Chairman, Miriam Kreuzer, Stephen Selbst
- Staff: Erica Mahoney, Assistant Human Resources Director; Peter Mynarski, Comptroller, Mary Pepe, Human Resources Director, Roland Gieger, Budget Director, Alison Graham, Employee Benefits Manager
- BOE: Dr. Jonathan Budd, Board of Education (BOE) Chief Human Resources Officer
- BET: Leslie Moriarty, Dan Ozizmir, Leslie Tarkington
- Guests: Kate Lavoie, OneDigital, Senior Consultant, Kelly DiStassio, OneDigital, Senior Account Manager

Harry Fisher filled in as Acting Chairman and called the meeting to order at 8:34 A.M.

1. One Digital Annual Healthcare Update

The Town of Greenwich employs OneDigital as its healthcare consultant. They advise on matters involving the Town's healthcare plan administered by the Connecticut State Partnership Plan. Ms. Lavoie and Ms. DiStassio gave a presentation on the State Partnership Plan that dealt with; 1) the renewal recap for the fiscal year 2024-2025 budget, 2) a State Partnership Update, 3) an update on the Connecticut Healthcare Market, 4) the plan experience update through June 30, 2023 and 5) contract provisions.

They concluded their presentation by providing the Town with an expected healthcare increase timeline that included: 1) a preliminary fiscal year 2024-2025 budget suggestion increase in the range of 8% to 10%, 2) an initial budget suggestion in November 2023, 3) an updated projection in the January to February 2024 timeframe and 4) final rates for April 2024.

2. HR Reports

• Vacant and Posted Vacant Position Listings

- Ms. Pepe updated the Committee on current vacancies and posted positions. She answered a number of questions relative to various vacancies.

• Workers Compensation Expense Report

- Mr. Mynarski gave an update on workers compensation claims to date. He stated that we are at breakeven through September and pointed out that the Town was at the same point last year and ended the year with a \$500 thousand plus surplus.

3. New Business

- **Greenwich Public Schools Staffing Update – Dr. Jonathan Budd**

Dr. Budd gave the Committee an update on Greenwich Public Schools staffing. His report dealt with 1) filling ten (10) GOSA Administrator positions, 2) filling 39 permanent GEA positions and ten (10) non-permanent GEA vacancies due to teachers taking long-term leave.

Dr. Budd added that for fiscal year 2023-2024, there is a current net reduction of 10.8 Full Time Equivalents (FTE) in the teacher census.

He concluded by giving the Committee an update on the hiring practices investigations conducted by Dy Pitney released on August 22, 2023.

4. Approval of Minutes

- **September 6, 2023 Minutes**

There was no action taken on the September 6, 2023 minutes and the item was deferred to the October Human Resources Committee meeting.

5. Adjournment

Upon a motion by Mr. Selbst, seconded by Ms. Kreuzer, to adjourn the meeting at 10:06 A.M., the Committee voted 3-0-0 (Mr. Drake left at 10:00 A.M. to attend another meeting and did not vote). Motion carried.

Respectfully submitted,

Peter Mynarski, Recording Secretary

Harry Fisher, HR Acting Committee Chairman