

1. BET HR Comm. Meeting Agenda 10-12-2022

Documents:

[BET HR COMM MEETING AGENDA 10-12-2022.PDF](#)

2. BET HR Comm. Meeting Packet 10-12-2022

Documents:

[BET HR COMM MEETING PACKET 10-12-2022.PDF](#)

3. SUB_TO_APP_BET HR Comm. Meeting Minutes_10-12-2022

Documents:

[SUB_TO_APP_BET HR COMM MEETING MINUTES_10-12-22.PDF](#)

4. APPROVED_BET HR Comm. Meeting Minutes_10-12-2022

Documents:

[APPROVED_BET HR COMM MEETING MINUTES_10-12-22.PDF](#)



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING**

**Wednesday, October 12, 2022 - 8:30 A.M.
Cone Room**

AGENDA

1. Request for Proposal (RFP) for a review of management and confidential salaries and benefits
2. Review of the responsibilities of this Committee in relation to HR matters in Public Schools, including TOO and cabinet positions
3. Update on Greenwich Public Schools hiring practices investigations
4. HR Reports
 - Vacant and Posted Vacant Position Listings
 - Unemployment Report
 - Workers Compensation Expense Report
5. Approval of Minutes
 - September 14, 2022
6. Adjournment

Next Meeting – Wednesday, November 9, 2022, at 8:30 AM in the Cone Room.



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Next Meeting – Wednesday, November 9, 2022, at 8:30 AM in the Cone Room.

TOWN OF GREENWICH, CT
REQUEST FOR PROPOSAL DEADLINE: Date/Time
M&C COMPENSATION REVIEW

Background

The Town of Greenwich Purchasing Department on behalf of the Board of Estimation and Taxation is soliciting proposals for a review of the Managerial and Confidential (M&C) Salary Plan.

M&C Employees of the Town of Greenwich hold the approximately 57 positions which are not represented by a union. The group consists primarily of senior level directors and professionals. The current salary plan was created around 2009 and was reviewed in 2013. Since that time there has been no review of the plan to determine its appropriateness in keeping current with market trends and in regard to the compensation of comparable or lesser positions at the Town and the Board of Education. The Town is requesting proposals for Provider(s) to:

- Evaluate the current M&C salary structure to determine its relevance in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions.
- Evaluate the current salary structure for the Board of Education Cabinet in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions.
- Evaluate the current M&C salary structure in regard to internal parity specifically in relation to those Town union positions which are comparable to the M&C positions and to the Cabinet and GOSA positions at the Board of Education.

DURATION OF PROPOSAL

The proposal will remain in effect for a minimum of ninety (90) calendar days from the deadline for submission of the proposal or until it is formally withdrawn, a contract is executed, this RFP is canceled, whichever occurs first.

CONTRACT TERM

The initial term of the Contract shall be one (1) year.

PRESENTATIONS

Selected Respondents may be required to present their proposals to the Evaluation Committee. The costs of such presentations and interviews shall be borne solely by the Respondents.

PROPOSAL FORMAT AND REQUIREMENTS

Respondent shall submit **one (1)** original and **three (3)** copies along with **one (1)** Flash Drive of the complete proposal.

EVALUATION PROCESS

All responsive proposals received will be evaluated by the Evaluation Committee using the following criteria:

CRITERIA	MAXIMUM POINTS
Proposed Cost of Services	30
Respondent's qualifications and experience	25
Proposed Approach	25
Proposal Content and Delivery	20
TOTAL	100

EVALUATION COMMITTEE

The Evaluation Committee will be comprised of no less than **three (3)** members.

The finalists may be interviewed by the Evaluation Committee. The interviews will be graded, and the finalists will be ranked based on the grades they receive for the interviews.

Exceptions raised by the highest-ranked finalist (if any) will need to be reconciled to the mutual satisfaction of both parties.

If the Town elects to make an award for this service, the highest-ranked responsive finalist will receive the award.

SCOPE OF SERVICES

- Evaluate the current M&C salary structure to determine its relevance in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions.
- Evaluate the current salary structure for the Board of Education Cabinet in comparison to current market values in the Fairfield County, Connecticut and Westchester County, New York regions.
- Evaluate the current M&C salary structure in regard to internal parity specifically in relation to those Town union positions which are comparable to the M&C positions and to the Cabinet and GOSA positions at the Board of Education.

AVAILABLE INFORMATION

Management and Confidential Salary Schedules, see page 320 of the FY23 Operating Budget:
<https://www.greenwichct.gov/DocumentCenter/View/31768/Final-Budget-2022-2023?bidId=>

Town's Collective Bargaining Agreements are located here:

<https://www.greenwichct.gov/537/Labor-Relations>

General Information:

- The Provider shall:
 - Provide an analysis and evaluation of the appropriateness of the current M&C salaries and of the current Board of Education Cabinet salary structure relative to the market area in the Fairfield County, Connecticut and Westchester County, New York regions.
 - Review the current job descriptions, organizational structure and compensation plans of all positions relevant to the study.
 - Identify comparable position matches from both the public and private sector in the relevant market area and gather and provide relevant data in regard to compensation for those positions.
 - Provide an analysis of the internal parity issues in regard to M&C salaries as compared to comparable Town union positions and to Cabinet and GOSA positions at the Board of Education.
 - Make recommendations for addressing issues of disparity.
 - Meet with appropriate personnel and officials as needed.
 - Make presentations of results, if required.

TOWN OF GREENWICH, CT

REQUEST FOR PROPOSAL # DEADLINE:

REPLY SHEET (Page 1 of 8)

FEE STRUCTURE

Town of Greenwich

Vacant Position Listing - October 2022

Department and Job Description	Grade	Vacancy Date	Comments
600 BOE - Administration			
PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
Public Health School Nurse I (10 months) @ Riverside School	U-I	7/1/2022	Conditional Offer Pending
Human Resource Technician BOE	G-B	7/30/2022	List to Department 9/23/22; Department interviewing
Administrative Assistant - School @ GHS Front Office	G-B	8/1/2022	List to Department 10/5/22
Administrative Staff Assistant - School @ North Mianus School	G-D	9/4/2022	List to Department 10/6/22
Administrative Staff Assistant II - School @GHS	G-D	9/2/2022	List to Department 10/6/22
Food Production Coordinator (10 Month)	GF1	10/1/2022	List to Department 10/7/22
640 BOE - Operation of Plants			
HVAC Repair and Maintenance Mechanic	T-11	4/18/2021	Performance exam being scheduled
Building Maintenance Mechanic	T-8	4/1/2021	Performance exam being scheduled
Custodian II	T-7	7/1/2022	List to Department 9/29/22
Custodian II	T-7	7/1/2022	List to Department 9/29/22
Custodian II	T-7	7/1/2022	List to Department 9/29/22
173 Environmental Affairs			
Assistant Director of Environmental Affairs	L-B	4/8/2022	Posted
130 Finance			
Assistant Budget and Systems Manager	L-B	8/26/2022	Conditional Offer Pending
380 Fleet			
Heavy Duty Vehicle Mechanic	T-12	5/1/2021	Written Exam 10/5/22
701 Greenwich Library			
Library Clerk	G-E	12/24/2021	Posted
Library Clerk	G-E	6/3/2022	Posted
Library Technical Assistant	G-C	2/1/2022	Posted
Librarian II (Performing Arts)	L-C	9/25/2022	Posted
Librarian III (Business Librarian)	L-C	7/16/2022	List to Department 9/27/22
Library Innovation Lab Specialist	L-E	9/19/2022	Awaiting Request to Fill

<u>Department and Job Description</u>		<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
109 Human Resources				
	Payroll Administrator	L-C	10/3/2022	Posted
502 Human Services				
	Human Services Staff Assistant Bilingual Spanish	G-D	1/1/2022	Start Date 10/11/22
450 Nathaniel Witherell				
	Deputy and Nursing Director	MC-8	9/19/2022	Posted
	Associate Director of Nursing	H-2	8/1/2022	Position under review
	Resident Relations Manager	L-C	4/24/2022	Department Interviewing
	Staff Nurse, R.N.	H-5	9/3/2021	Position Under Review for an Acute Care Nurse
	Patient Care Coordinator	H-4	1/1/2022	Position Under Review for an Acute Care Nurse Supervisor Rehabilitation Unit
	Clinical Case Management Liaison	L-D	5/1/2022	Job Description to be updated and re-posted
	Certified Nursing Assistant (3:30 pm shift)	TNW	7/22/2022	Posted
	Certified Nursing Assistant (3:30 pm shift)	TNW	10/1/2022	Posted
	Certified Nursing Assistant (7:30 am shift)	TNW	9/1/2022	Transfer Posted
	Business Services Coordinator	L-F	7/29/2022	List to Department 9/29/22; Department Interviewing
	Building Maintenance Mechanic, NW	TNW	6/1/2021	Conditional Offer Pending
	Housekeeper	NT2	9/4/2022	Start Date 10/9/22
	Housekeeper	NT2	9/30/2022	Posted
Parks & Rec Administration				
	Assistant Director of Parks and Rec	MC-8	8/29/2022	Start Date 10/17/22
822 Parks & Rec - Parks				
	Park Gardener II	T-7	6/27/2022	Awaiting Request to Fill
	Park Gardener II	T-7	7/1/2022	Awaiting Request to Fill
	Park Gardener Foreman	T-10	8/1/2022	List to Department 9/9/22
829 Parks & Rec - Trees				
	Tree Climber	T-11	4/25/2022	List to Department 9/29/22
	Tree Climber	T-11	6/5/2022	List to Department 9/29/22
	Tree Climber	T-11	9/20/2022	Posted
832/834 Parks & Rec - Marine				
	Maintenance Mechanic II - Marine	T-8	3/3/2022	Start Date 10/24/22
	Dockmaster	T-7	6/1/2022	Written Exam 10/6/22

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
710 Perrot			
Librarian III	L-C	9/5/2022	Position Under Review
212 Police - Dispatch			
Public Safety Dispatch Telecommunicator	G-D	6/13/2022	To be posted
217 Police - Patrol			
Police Officer	P-01	3/1/2022	Start Date 10/11/22
Police Officer	P-01	2/6/2022	List to Department 7/12/22; Department Interviewing
Police Officer	P-01	8/1/2022	List to Department 7/12/22; Department Interviewing
Police Officer	P-01	8/6/2022	List to Department 7/12/22; Department Interviewing
Police Officer	P-01	10/1/2022	List to Department 7/12/22; Department Interviewing
Police Officer	P-01	9/25/2022	List to Department 7/12/22; Department Interviewing
302 Public Works - Engineering			
Senior Civil Engineer	L-B	6/3/2022	Awaiting Request to Fill
312 Public Works - Highway			
Civil Engineer - Highway Asset	L-E	3/28/2022	List to Department 9/8/22
Laborer	T-4	12/13/2021	Conditional Offer Pending
Laborer	T-4	3/4/2022	List to Department 3/10/22; Department Interviewing
Laborer	T-4	9/15/2022	List to Department 3/10/22; Department Interviewing
Laborer	T-4	10/1/2022	List to Department 3/10/22; Department Interviewing
Laborer	T-4	10/1/2022	List to Department 3/10/22; Department Interviewing
345 Public Works - BC&M			
Project Manager BC&M	L-C	8/29/2022	Posted
351 Building Inspection			
Building Construction Inspector	G-A	10/1/2022	Posted
361 Public Works - Sewer Division			
Sewer Plant Operator II	T-12	4/1/2019	List to Department 12/1/21
Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
Sewer Collection Repair Person	T-09	2/25/2022	Awaiting Request to Fill
Total Vacant Positions	65		

Department and Job Description		Grade	Vacancy Date	Comments
Upcoming Vacancies or Recruitments Underway				
BOE				
	Administrative Assistant - General @ Havemeyer (preschool program)	G-B	11/1/2022	Transfer Posted
Commission on Aging				
	Senior Center Program Specialist	L-F	12/1/2022	Posted
Environmental Affairs				
	Director of Environmental Affairs	MC-8	12/31/2022	Posted
Fire				
	Deputy Fire Chief	F-DFC	12/1/2022	List to Department 6/13/22
	Firefighter	F-1	10/20/2022	Conditional Offer Pending for January 2023 Fire Academy
First Selectman				
	Senior Management Analyst	MC-7	10/17/2022	Posted
Greenwich Library				
	Director	MC-9	12/31/2022	Posted
Law				
	Assistant Town Attorney III	L-AIII	10/31/2022	List to Department 9/29/22; Department Interviewing
Planning and Zoning				
	Director of Planning and Zoning/Town Planner	MC-11	12/31/2022	Posted
Police				
	Police Sergeant	P-02	N/A	Written Exam 11/17/22

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2022-2023 @ September 30, 2022

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 6, 2022	\$62,365.24		\$32,212.00		
2	July 13, 2022	\$33,001.91		\$32,212.00		
3	July 20, 2022	\$27,037.82		\$32,212.00		
4	July 27, 2022	\$36,394.86		\$32,212.00		
	sub-total	\$158,799.83	\$158,799.83	\$128,848.00	\$128,848.00	-\$29,951.83
5	August 3, 2022	\$37,533.10		\$32,212.00		
6	August 10, 2022	\$39,760.31		\$32,212.00		
7	August 17, 2022	\$10,921.67				
8	August 24, 2022	\$24,354.20		\$32,212.00		
9	August 31, 2022	\$30,674.28		\$32,212.00		
	sub-total	\$143,243.56	\$302,043.39	\$128,848.00	\$257,696.00	-\$44,347.39
10	September 7, 2022	\$53,201.31		\$32,212.00		
11	September 14, 2022	\$14,411.44		\$32,212.00		
12	September 21, 2022	\$20,512.19		\$32,212.00		
13	September 28, 2022	\$18,435.96		\$32,212.00		
	OPEB Transfer	-\$72,426.08				
	sub-total	\$34,134.82	\$336,178.21	\$128,848.00	\$386,544.00	\$50,365.79

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Mazza Room

Wednesday, September 14, 2022 – 10:30 A.M.

Committee

Present: William Drake, Committee Chair (via telephone); Miriam Kreuzer, Dan Ozizmir, Stephen Selbst

Staff: Roland Gieger, Director, Budget and Systems Management, Finance Department; Alison Graham, Employee Benefits Manager; Erica Mahoney, Assistant Human Resources Director; Peter Mynarski, Comptroller; Mary Pepe, Human Resources Director

BOE: Dr. Jonathan Budd, Greenwich Public Schools Chief Human Resources Officer

BET: Harry Fisher, Leslie Moriarty, David Weisbrod

RTM: Laura Kostin, RTM District 8

Guests: Kelly DiStassio, Sr. Account Manager, OneDigital; Kate LaVoie, Public Sector Practice Leader, OneDigital; Darcy Smith, Financial Benefits Consultant, OneDigital; Karen Hirsh,

Committee Chairman Drake called the meeting to order at 10:30 A.M.

HR Reports

1. Presentation by One Digital on Health Benefit Costs

Kate LaVoie from OneDigital presented an update on the Town benefits under the State Partnership Plan (SPP). Ms. LaVoie went into detail about the budget summary and explained these numbers are on a gross basis, not net basis. The company has seen costs increase across individual and healthcare exchange markets. The plan premiums are higher due to the cost of care at our local facilities and providers, with claims costs exceeding the premiums each year, with 2022 being the largest loss. Mr. Ozizmir asked what the typical loss ratio is for private sector, to which Ms. LaVoie replied a range of 80-85% being the average. Also mentioned was the absence of language allowing for unilateral rights to switch healthcare vendors. The lack of this language makes the contracts more complicated if there was a desire to switch vendors. The Town has had high-cost claims/catastrophic claims over the last 5 years (2018 to present) with a range of 10 – 22 individuals with claims over \$250,000, which factors into our high premium costs.

2. Review of Management and Confidential Salaries and Benefits

Ms. Pepe stated that there is currently no procedure in place for review of the M&C salaries and benefits, and that there should be. One main concern regarding this is whether the Town

is remaining competitive with the market rate for these M&C positions' salaries, as well as attracting and retaining top talent. Ms. Kreuzer proposed the hiring of an outside consultant to evaluate our benchmarks and provide guidance on where changes should be made. A similar study of our benchmarks was previously done in 2013 by the Hay Group. Mr. Ozizmir stated that now we are approaching 10 years since that last study and it would be beneficial to have a consultant re-evaluate. Mr. Drake asked the Committee if they can gather information and other pertinent data prior to the next meeting for discussion. The Committee agreed to move forward with hiring an outside consultant to perform the study, while Ms. Pepe detailed the high cost of said study from firms such as Mercer, Buck and Korn Ferry, of which the costs ranged from \$44,500 up to \$80,000. Mr. Selbst suggested a special meeting of the HR Committee be held to discuss this item further. A scope of the study needs to be put together and reviewed with our Town HR Department and draft an RFP for a consulting firm to review M&C positions' salaries. Mr. Mynarski brought to the Committee's attention the disparity between non-wage related benefits of M&C staff with unionized staff, and a strong need for leadership to represent M&C staff on complaints, along with other issues as they arise. The M&C staff have never had representation the way they should and that is an issue to address now.

3. Review of the Responsibilities of this Committee in Relation to HR Matters in Public Schools

Mr. Selbst stated that this was discussed during the BET Law Committee meeting and that Assistant Town Attorney Aamina Ahmad is working on this and should be done soon. Comparison between the Town and Board of Education was not ready for discussion at today's meeting.

4. Update from Public Schools on Hiring Practices Investigation

Dr. Budd provided a general update to the Committee, which due to being an active and ongoing investigation, he could not disclose details for confidentiality reasons. Dr. Budd, Dr. Toni Jones, Superintendent of Schools, BOE Attorney Tom Mooney, and Town Attorney Abby Wadler have met with two members of the State of Connecticut Attorney General's office to discuss the matter. Further updates will be shared once permitted.

5. HR Reports

- **Vacancy and Posted Vacant Position Listings**

Ms. Pepe stated there are currently three Department Dead positions that are filled until end of this year, and two Assistant Department Head positions currently vacant.

- **Workers Compensation Expense**

Mr. Mynarski stated that it is only ten weeks in, and too early to tell the amounts. Trending at a negative five thousand dollars (\$5,000) which is a breakeven right now. Budget is \$1.375 million for Workers Compensation expenses.

6. Approval of Minutes

- **July 13, 2022 Minutes**

Upon a motion by Mr. Selbst, seconded by Ms. Kreuzer, the Committee voted 4 to 0 to approve the July 13, 2022 BET HR Committee Regular Meeting minutes.

7. Adjournment

Upon a motion by Mr. Selbst, seconded by Ms. Kreuzer, to adjourn the meeting at 12:46 P.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

Shira Davis, Recording Secretary

William Drake, HR Committee Chairman

SUBJECT TO APPROVAL

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Mazza Room

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Committee

Present: William Drake, Committee Chair; Miriam Kreuzer, Dan Ozizmir, Stephen Selbst

Staff: Erica Mahoney, Assistant Human Resources Director; Michael Mason, Head of Labor Relations; Peter Mynarski, Comptroller; Mary Pepe, Human Resources Director

BOE: Dr. Jonathan Budd, Greenwich Public Schools Chief Human Resources Officer

BET: Harry Fisher

Committee Chairman Drake called the meeting to order at 8:32 A.M.

HR Reports

1. Request for Proposal (RFP) for a Review of Management and Confidential Salaries and Benefits

The Committee is seeking a Review of Management and Confidential Salaries and Benefits. A draft RFP was included in the meeting packet. Chairman Drake proposed Mr. Mynarski, Ms. Pepe and Mr. Branyan as well as all four HR Committee members to comprise the Evaluation Committee. Ms. Kreuzer asked Ms. Pepe the number of bids anticipated for this RFP, to which Ms. Pepe replied an estimate of 4-5 bids.

Ms. Pepe estimated costs for this RFP between \$50,000-75,000. Mr. Drake said that it is the total compensation which needs to be evaluated, to which Mr. Selbst said the benchmarking should be done against the DC benefits plan.

Mr. Drake said that the RFP deliverable should be a written policy for M&C salary, benefits and total compensation. Mr. Drake proposed approving the RFP, with a few modifications if needed.

Upon a motion by Mr. Selbst, seconded by Mr. Ozizmir, the Committee voted 4 to 0 to move forward with and adopt the RFP with minor changes.

2. Review of the Responsibilities of this Committee in Relation to HR Matters in Public Schools, including TOO and Cabinet Positions

Mr. Selbst noted that he was in communication with Aamina Ahmad, Assistant Town Attorney, to provide the Committee with the scope of authority that the BET has over the Greenwich Public Schools. Mr. Drake asked Mr. Selbst to invite Ms. Ahmad to attend the November HR Committee meeting to provide this information.

3. Update from Public Schools on Hiring Practices Investigations

Dr. Budd is leading the internal investigation, and findings will be brought to the Superintendent of Schools, Dr. Toni Jones. There are currently four external investigations: first by the Town of Greenwich, second by the Commission on Human Rights and Opportunities (CHRO), third by the State of Connecticut Attorney General, and fourth by the Connecticut State Department of Education. Dr. Budd and Assistant Town Attorney Wadler have a meeting with the CHRO this week.

4. HR Reports

- **Vacancy and Posted Vacant Position Listings**

Ms. Pepe stated there are currently three Department Head openings: Director of Environmental Affairs, Town Planner and Director of Greenwich Library. For the Library position, HR department is working with a search firm. There are 2 Assistant Director vacancies within Town Government. One is the Assistant Director of Parks & Recreation which was filled internally and the second is Assistant Director of Environmental Affairs. For the open positions at The Nathaniel Witherell, the HR Department has been working with a search firm to recruit and has proved difficult to fill the positions for Deputy and Nursing Director, and Associate Director of Nursing.

- **Unemployment Report**

At the time of this meeting, the State of Connecticut had still not provided the Town HR Department with the Unemployment Report.

- **Workers Compensation Expense Report**

In response to a question, Mr. Mynarski said that terminated and retired employees are paid out of the OPEB Fund. \$72,426 of payments are for terminated and retired employees. Worker' Compensation costs continue to trend lower.

5. Approval of Minutes September 14, 2022

Upon a motion by Mr. Drake, seconded by Mr. Selbst, the Committee voted 4 to 0 to approve the September 14, 2022 BET HR Committee Regular Meeting minutes, with changes made by Ms. Kreuzer and Mr. Ozizmir.

6. Adjournment

Upon a motion by Mr. Ozizmir, seconded by Ms. Kreuzer, to adjourn the meeting at 9:47 A.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

Shira Davis, Recording Secretary

SUBJECT TO APPROVAL



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

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BOE: Dr. Jonathan Budd, Greenwich Public Schools Chief Human Resources Officer

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Respectfully submitted,



Shira Davis, Recording Secretary



William Drake, HR Committee Chairman