1. BET HR Comm. Webinar Agenda_10-13-2021
   Documents:
   BET HR COMMITTEE WEBINAR AGENDA_10-13-2021.PDF

2. BET HR Comm. Packet 10-13-2021
   Documents:
   BET HR COMMITTEE PACKET_10-13-2021.PDF

3. SUB_TO_APP_BET HR Comm. Meeting Minutes_10-13-2021
   Documents:
   SUB_TO_APP_BET HR COMM MINUTES_10-13-2021.PDF

4. APPROVED_BET HR Comm. Meeting Minutes_10-13-2021
   Documents:
   APPROVED_BET HR COMM MINUTES_10-13-2021.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE
REGULAR MEETING
Wednesday, October 13, 2021 - 8:30 A.M.

Join Webinar:
https://greenwichct.zoom.us/j/84325821617?pwd=c05iSlZORURFa0Rlc3hRN2RDeGZoZz09
Password: 3292325

Dial: +1 646 518 9805
Webinar ID: 843 2582 1617
Password: 3292325

AGENDA

1. HR Reports
   • Vacant and Posted Vacant Position Listings
   • Workers Compensation Expense Report

2. Selectmen’s Safety Counsel Update

3. Review of CIRMA Report for June 2021

4. Human Resources Update
   • Town
   • Board of Education

5. New Business
   • Request to add Food Services Executive Chef Position
   • BOE report on Status of Student Enrollment and the impact on sections

6. Approval of Minutes
   • July 12, 2021
   • September 17, 2021

7. Adjournment

Next Meeting – November 8, 2021, at 8:30 AM which will be either a virtual meeting, hybrid or in-person meeting depending on the status of COVID19 and any COVID19 restrictions
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<table>
<thead>
<tr>
<th>Department and Job Description</th>
<th>Grade</th>
<th>Vacancy Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>105 First Selectman's Office</strong></td>
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</tr>
<tr>
<td>Collective Bargaining Specialist</td>
<td>MC-8</td>
<td>1/15/2021</td>
<td>Position filled by Consultant</td>
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<tr>
<td><strong>134 IT</strong></td>
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<tr>
<td>Data Integration Specialist</td>
<td>L-E</td>
<td>7/8/2021</td>
<td>Posted</td>
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<tr>
<td>Network Specialist</td>
<td>L-E</td>
<td>8/31/2021</td>
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<tr>
<td><strong>135 Tax Assessor</strong></td>
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<tr>
<td>Assistant Assessor</td>
<td>MC-7</td>
<td>12/2/2019</td>
<td>Position on hold</td>
</tr>
<tr>
<td><strong>171 Planning and Zoning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zoning Enforcement Staff Assistant</td>
<td>G-D</td>
<td>N/A</td>
<td>Posted</td>
</tr>
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<td><strong>200 Police Department</strong></td>
<td></td>
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<tr>
<td>Police Officer</td>
<td>P-01</td>
<td>5/1/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Police Officer</td>
<td>P-01</td>
<td>6/14/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Police Officer</td>
<td>P-01</td>
<td>7/1/2021</td>
<td>Posted</td>
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<tr>
<td>Police Officer</td>
<td>P-01</td>
<td>7/1/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Police Officer</td>
<td>P-01</td>
<td>10/1/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Lead Public Safety Dispatch</td>
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<tr>
<td>Telecommunicator</td>
<td>G-C</td>
<td>7/30/2021</td>
<td>Interviews Scheduled 10/19/21</td>
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<td><strong>20008 Parking Services</strong></td>
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</tr>
<tr>
<td>Parking Facilities Technician</td>
<td>T-10</td>
<td>10/27/2019</td>
<td>Filled as Part-Time</td>
</tr>
<tr>
<td><strong>302 Public Works Engineering</strong></td>
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<tr>
<td>Traffic Asset Engineer</td>
<td>L-E</td>
<td>8/1/2020</td>
<td>List to Department 8/19/21</td>
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<tr>
<td><strong>312 Public Works Highway</strong></td>
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<tr>
<td>Highway Planning and Program Manager</td>
<td>L-C</td>
<td>12/28/2020</td>
<td>Job Description Under Review</td>
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<tr>
<td>Equipment Operator</td>
<td>T-7</td>
<td>10/1/2021</td>
<td>Posted</td>
</tr>
<tr>
<td><strong>345 Public Works BC&amp;M</strong></td>
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<td></td>
</tr>
<tr>
<td>Building Maintenance Mechanic</td>
<td>T-8</td>
<td>9/17/2021</td>
<td>Posted</td>
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<tr>
<td><strong>361 Sewer Division</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sewer Plant Operator 2</td>
<td>T-12</td>
<td>7/7/2017</td>
<td>List to Department 10/1/21</td>
</tr>
<tr>
<td>Sewer Plant Operator 2</td>
<td>T-12</td>
<td>4/1/2019</td>
<td>List to Department 10/1/21</td>
</tr>
<tr>
<td>Sewer Collection Repairperson</td>
<td>T-9</td>
<td>11/9/2020</td>
<td>Posted</td>
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<tr>
<td>Process Control Manager</td>
<td>L-C</td>
<td>1/23/2018</td>
<td>Position cannot be filled at this time</td>
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<tr>
<td>Wastewater Laboratory Technician</td>
<td>L-F</td>
<td>10/1/2021</td>
<td>Posted</td>
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<td>Department and Job Description</td>
<td>Grade</td>
<td>Vacancy Date</td>
<td>Comments</td>
</tr>
<tr>
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</tr>
<tr>
<td>380 Fleet</td>
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<tr>
<td>Heavy Duty Mechanic Technician</td>
<td>T-13</td>
<td>4/24/2021</td>
<td>Re-Posted</td>
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<tr>
<td>405 Health Department</td>
<td></td>
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<tr>
<td>Health Department Operations Administrator</td>
<td>L-D</td>
<td>3/19/2021</td>
<td>List to the Department 9/10/21</td>
</tr>
<tr>
<td>Nathaniel Witherell</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Specialist - NW</td>
<td>L-E</td>
<td>11/30/2020</td>
<td>Re-Posted</td>
</tr>
<tr>
<td>Admissions Representative</td>
<td>L-E</td>
<td>2/12/2021</td>
<td>Position on Hold</td>
</tr>
<tr>
<td>Building Maintenance Mechanic, NW</td>
<td>TNW</td>
<td>4/19/2021</td>
<td>Written Exam 10/5/21; Performance Exam being scheduled</td>
</tr>
<tr>
<td>Building Maintenance Mechanic, NW</td>
<td>TNW</td>
<td>6/1/2021</td>
<td>Written Exam 10/5/21; Performance Exam being scheduled</td>
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<tr>
<td>LPN, Staff Nurse</td>
<td>TNW</td>
<td>8/1/2021</td>
<td>To be posted</td>
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<tr>
<td>Housekeeper I</td>
<td>TNW</td>
<td>9/1/2021</td>
<td>Written Exam 10/14/21</td>
</tr>
<tr>
<td>Housekeeper I</td>
<td>TNW</td>
<td>10/1/2021</td>
<td>Written Exam 10/14/21</td>
</tr>
<tr>
<td>Certified Nursing Assistant</td>
<td>TNW</td>
<td>9/1/2021</td>
<td>Start Date 10/25/21</td>
</tr>
<tr>
<td>Certified Nursing Assistant</td>
<td>TNW</td>
<td>9/23/2021</td>
<td>Posted</td>
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<tr>
<td>BOE - Administration</td>
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<tr>
<td>PPS Data Specialist @ Havemeyer</td>
<td>G-D</td>
<td>3/25/2019</td>
<td>Grant Funded Position on Hold</td>
</tr>
<tr>
<td>Asst. to Deputy Superintendent @ Havemeyer</td>
<td>G-A</td>
<td>1/1/2020</td>
<td>Position on Hold</td>
</tr>
<tr>
<td>Media Assistant @ Central Middle School</td>
<td>G-E</td>
<td>1/6/2020</td>
<td>Performance Exam being scheduled</td>
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<tr>
<td>IT Support Technician @ Glenville</td>
<td>G-C</td>
<td>8/24/2021</td>
<td>List to Department 10/5/21</td>
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<tr>
<td>Accounting Clerk II @ Havemeyer</td>
<td>G-E</td>
<td>12/1/2020</td>
<td>Job Description Under Review</td>
</tr>
<tr>
<td>Administrative Staff Assistant II @ GHS</td>
<td>G-D</td>
<td>8/16/2021</td>
<td>List to Department 10/7/21</td>
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<td>Transportation Manager</td>
<td>L-D</td>
<td>9/1/2021</td>
<td>Re-Posted</td>
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<tr>
<td>Accounting and Medicaid Clerk</td>
<td>G-C</td>
<td>8/1/2021</td>
<td>Start Date 10/25/21</td>
</tr>
<tr>
<td>Executive Assistant to the Chief Human Resources Officer</td>
<td>MC-5</td>
<td>9/20/2021</td>
<td>Posted/Applications Under Review</td>
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<tr>
<td>BOE - Operation of Plants</td>
<td></td>
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<td></td>
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<tr>
<td>Custodian II @ GHS</td>
<td>T-07</td>
<td>5/12/2021</td>
<td>Conditional Offer Pending</td>
</tr>
<tr>
<td>Custodian II @ GHS</td>
<td>T-07</td>
<td>4/1/2021</td>
<td>Conditional Offer Pending</td>
</tr>
<tr>
<td>Custodian II @ GHS</td>
<td>T-07</td>
<td>10/4/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Custodian II @ Parkway</td>
<td>T-07</td>
<td>7/1/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Custodian II @ North Street</td>
<td>T-07</td>
<td>8/30/2021</td>
<td>Posted</td>
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<tr>
<td>Custodian II @ Old Greenwich</td>
<td>T-07</td>
<td>9/20/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Department and Job Description</td>
<td>Grade</td>
<td>Vacancy Date</td>
<td>Comments</td>
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<td>--------------------------------</td>
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<td>501 Human Services</td>
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<tr>
<td>HS Provider I - Bilingual</td>
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<td>8/20/2021</td>
<td>Conditional Offer Pending</td>
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<tr>
<td>822 Parks &amp; Rec</td>
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<tr>
<td>Tree Operation Manager</td>
<td>L-C</td>
<td>8/31/2021</td>
<td>Job Description Under Review</td>
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<tr>
<td>701 Greenwich Library</td>
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<tr>
<td>Library Clerk</td>
<td>G-E</td>
<td>9/27/2021</td>
<td>Awaiting request to fill</td>
</tr>
<tr>
<td>Librarian III</td>
<td>L-C</td>
<td>2/1/2021</td>
<td>Awaiting request to fill</td>
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<tr>
<td>905 Fire Department</td>
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<tr>
<td>Assistant Fire Chief</td>
<td>MC-8</td>
<td>7/1/2021</td>
<td>Department Interviewing</td>
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<tr>
<td>Firefighter</td>
<td>F-01</td>
<td>8/23/2021</td>
<td>Written exam 11/12/21</td>
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<tr>
<td>Firefighter</td>
<td>F-01</td>
<td>10/1/2021</td>
<td>Written exam 11/12/21</td>
</tr>
<tr>
<td>Total Vacant Positions</td>
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<tr>
<td>Upcoming Vacancies or Recruitments Underway</td>
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<tr>
<td>NW</td>
<td></td>
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<tr>
<td>Associate Director of Nursing</td>
<td>H-3</td>
<td>12/2/2021</td>
<td>Awaiting request to fill</td>
</tr>
<tr>
<td>Police</td>
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<td></td>
</tr>
<tr>
<td>Police Lieutenant</td>
<td>P-03</td>
<td>11/1/2021</td>
<td>Written Exam 11/17/21</td>
</tr>
<tr>
<td>Police Officer</td>
<td>P-01</td>
<td>11/1/2021</td>
<td>Posted</td>
</tr>
<tr>
<td>Police Officer</td>
<td>P-01</td>
<td>11/1/2021</td>
<td>Posted</td>
</tr>
</tbody>
</table>
# PERIOD COVERED | MONTHLY | Y-T-D | BUDGET | Y-T-D | VARIANCE  
--- | --- | --- | --- | --- | ---  
1 | July 7, 2021 | $15,635.87 | | $34,135.00 |  
2 | July 14, 2021 | $42,533.19 | | $34,135.00 |  
3 | July 21, 2021 | $40,065.39 | | $34,135.00 |  
4 | July 28, 2021 | $1,818.54 | | $34,135.00 |  
| sub-total | $100,052.99 | $100,052.99 | $34,135.00 | $136,540.00 | $36,487.01  
5 | August 4, 2021 | $17,455.81 | | $34,135.00 |  
6 | August 11, 2021 | $17,041.17 | | $34,135.00 |  
7 | August 18, 2021 | $30,881.58 | | $34,135.00 |  
8 | August 25, 2021 | $16,697.02 | | $34,135.00 |  
| sub-total | $82,075.58 | $182,128.57 | $34,135.00 | $273,080.00 | $90,951.43  
9 | September 1, 2021 | $41,263.00 | | $34,135.00 |  
10 | September 8, 2021 | $11,321.29 | | $34,135.00 |  
11 | September 15, 2021 | $129,896.72 | | $34,135.00 |  
12 | September 22, 2021 | $25,087.36 | | $34,135.00 |  
13 | September 29, 2021 | $27,741.34 | | $34,135.00 |  
| OPEB Transfer | -$109,337.83 | | | |  
| sub-total | $125,971.88 | $308,100.45 | $34,135.00 | $443,755.00 | $135,654.55
TITLE: EXECUTIVE CHEF

Department: Board of Education
Division: Food Service
Bargaining Status: LIUNA
Salary Range: L-E
FLSA Status: Exempt
Class: Classified
Job Code: 6951
Date Created: June 2021
Last Amended: June 2021

GENERAL STATEMENT OF DUTIES:

Manages, plans and supervises all food service activities in Greenwich High School, the central warehouse located at Greenwich High School and other assigned locations. Implements specifications and standards to maintain quality control and efficient operation of the high school and district food service program, including federal student lunch program, a la carte programs, elementary and middle school satellite food service, catering functions and the operation of the central warehouse. Reports to Food Services Director.

ESSENTIAL FEATURES:

Assists the Director of Food Services with the development of standards, methods and procedures for menu planning, recipe development, purchasing, receiving, storage, and distribution of food, supplies, and equipment; training of personnel in food preparation, service and sanitation; personnel training, and financial reporting.

Coordinates, controls and supervises all activities, including repair and maintenance within the food service area of Greenwich School District in accordance with USDA and State regulations, Health Department standards and Food Services Department standards and procedures, including the high school food service receiving, storage, distribution of food and supplies through the central warehouse; preparation and distribution of food for the elementary and middle school satellite program; and planning and preparation for assigned catering functions at assigned locations.

Develops menu plans for the district, coordinating the high school with middle and elementary schools to ensure food cost efficiencies, based on nutritional guidelines, budgetary constraints, federal standards and customer acceptance.

Forecasts and orders food and material required for high school, satellite program, catering function and for other assigned locations, according to established purchasing methods and procedures.

Implements and monitors compliance with approved receiving, storage, distribution, and inventory procedures of all food and supplies.
Coordinates and monitors a daily delivery schedule of food and supplies and cafeteria money pick-up for each school cafeteria.

Monitors compliance with approved food preparation and service procedures, including use of standardized recipes, portion control, presentation, and quality of food.

Establishes and monitors housekeeping, sanitation, and maintenance schedules; monitors compliance with health, sanitation and safety standards; checks equipment for efficient operation and maintenance; instructs employees in the correct use and care of equipment.

Controls operational finances of district food service operations and central warehouse operations. Prepares accurate and timely completion of all required reports and records. Coordinates and controls compliance with proper procedures for recording and reporting of meal counts. Reviews and follows procedures as required by federal regulations.

Develops employee schedules and controls staffing level for all food service personnel and central warehouse, as approved by the Director of Food Services.

Hires staff and orients, trains and supervises food service personnel in accordance with approved standards, methods and procedures. Monitors daily activities of full and part time personnel. Evaluates performance of all food service personnel.

Recommends additions to staff, changes in policies, methods and procedures to Director of Food Services, new products, equipment needs, bids and quality of vendors and suppliers.

Implements approved public relation program, including response to parent, student and committee comments; attends and conducts meetings.

Performs related special assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of quantity food service, food preparation methods, and operation of food service equipment.

Considerable knowledge of sanitary procedures and conditions for food preparation, service, and storage.

Ability to supervise and direct the work of skilled and unskilled employees, give clear oral and written instructions and adhere to department policies and procedures.

Ability to make decisions according to laws and regulations and according to established department policies.
Ability to establish and maintain effective working relationships with other employees, suppliers, school staff and students, and the general public.

Ability to maintain accurate records, estimate quantities of food needed, order food correctly, and maintain inventory controls.

Ability to operate a personal computer, manage POS system and to utilize related software programs for ordering and inventory control.

Ability to tolerate from -10-degree F. to 40-degree F. for periods of time up to ½ hour, and to possess the stamina necessary for the efficient performance of duties.

Ability to operate a motor vehicle in the State of Connecticut.

MINIMUM QUALIFICATIONS:

Graduation from a Culinary School with an A.O.S. and 4 years’ experience including 2 years of supervisory experience associated with a food service program in the educational field or in other types of quantity food production operations, or the equivalent.

SPECIAL NECESSARY REQUIREMENTS:

Must be certified by the Food Protection Certification Program within 3 months of appointment date. Must be free from communicable diseases.
Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

HR Reports

- **Vacancy Report**
  Ms. Pepe highlighted the following items from the written HR Department’s Vacancy report:

  **Town**
  - **Assistant Fire Chief** – Second round of interviews will be conducted shortly.
  - **Assistant Budget & Systems Manager** – Due to a recent out-of-state relocation, the Chair asked whether the Finance and HR Departments had or would consider reclassification of the position from LIUNA to M&C. Mr. Mynarski will follow up with HR Department to learn the impact on candidate selection.
  - **Collective Bargaining Specialist** – After position posting, an RFP process and evaluation of skill priorities, the decision was made to hire a consultant with experience and familiarity with the Town’s negotiation system. Several Committee members expressed concern about supporting resources and costs as well as access to a state-wide network to research settlement benchmarks. Ms. Pepe elaborated on the selection and approval process, availability of in-house resources and coverage of supporting costs. The Department is rewriting the job description to fill a vacant position with a candidate with a public relations background to work on community messaging through traditional and social media about Parking Services, road closures and new projects.

- **Workers’ Compensation Report**
  Mr. Mynarski reported the Workers’ Compensation Fund finished the year with a $330,000 surplus. Noting that $100,000 had been reduced from FY22’s budget appropriation, he indicated that this was the fifth-year it has been possible to make reductions. Two large settlements were recently concluded when the recipients left Town employment. Transferring retiree benefits to OPEB facilitates the option of settlements to eliminate future expenses.
Update from Committee Members on Deferred Retirement Option Program (DROP) and any other options
Mr. Drake remarked that the 25% increase in the fiscal year-end value of the Retirement System portfolio reached the 80-90% funded range according to the Town Actuary; the need for any form of hyper-amortization is now unnecessary, although buy-outs may still be pursued. Using the 5-year smoothing method, the Town’s annual contribution to the Retirement Fund would reduce from $28.3 million in FY21, to $13 million by FY 2027. The Working Committee’s final report on the project will be presented at the September meeting.

Policy for Overpayment of Employees
The Human Resources and Finance Departments have developed an Overpayment policy for employee repayment timeframe. A recent instance of overpayment was caused during the integration of Fire and Police programs with the updated ADP software. The Committee reviewed the policy and agreed that the HR Department could institute the policy immediately. Since the Policy was developed internally, the Law Department will review the draft. It will be included in the Finance Department annually revised manual.

Update on M&C Reviews
The annual M&C review process is almost complete. Five reviews are currently outstanding. Effective July 1, a two percent salary increase will be included in paychecks with the exclusion of three employees recently promoted. A member of the Committee suggested reassessing the structure because in several instances, union salaries were outpacing those of M&C employees.

COVID-19 Update
- Town
  Ms. Pepe updated the Committee on COVID protocols in Town Hall saying all restrictions for masks and social distancing have been lifted, Conference rooms are open, Zoom and hybrid meetings are no longer the norm and revisions are being made for remote work. Concern was expressed as to whether remote work could become a future union collective bargaining issue. Town Hall’s COVID policy has been updated but statistical analysis was suggested for risk analysis and to identify future working environment trends.

Approval of BET HR Committee Meeting Minutes
Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the Minutes of the Regular BET Human Resources Committee Meetings held on January 13, 2021, April 14, 2021, and May 6, 2021, the Committee voted 4-0-0. Motion carried.

Adjournment
Upon a motion by Ms. Kreuzer, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 9:46 A.M. Motion carried.

Respectfully submitted,
The next Regular Meeting of the BET Human Resources Committee is scheduled for Friday, September 17, 2021, at 8:30 A.M. The meeting will be in a Town Hall Conference Room to be determined.
Committee
   Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer, Elizabeth K. Krumeich

   Staff: Katie DeLuca, Director of Planning & Zoning, Town Planner; Roland Gieger, Budget & Systems Director, Finance Department (Dept); Erica Mahoney, Ass’t Director, Human Resources (HR) Dept; Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

   Board: Laura Erickson, Harry Fisher, Leslie Moriarty, Jeffrey S. Ramer

   BOE: Shamain Johnson, Director, Human Resources, Greenwich Public Schools

   Guest: Michael S. Mason, Labor Relations Consultant

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:36 A.M.

**Planning & Zoning Department – FT position request**

Ms. DeLuca submitted a revised Job Description for a FT Staff Assistant and requested that the HR Committee consider combining 2 PT Staff Assistant positions into one FT position. The justification for the mid-budget year request was the relocation of a long-term Staff Assistant. The newly revised position would provide project continuity and reduction in regular and OT hours, the salary savings due to the difference in outgoing /incoming salaries and reduction of headcount from 1.43 FTEs to 1.0 FTEs.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the request and recommend it to the full BET as a Non-Routine Application. The Committee voted 4-0-0. Motion carried.

**HR Reports**

- **Vacancy and posted Vacant Position Listings**
  
  Ms. Pepe highlighted the following items from the written HR Department’s Vacancy report - Town

  - Assistant Fire Chief – Position reposted to attract broader response
  - Assistant Budget & Systems Manager –Position filled
  - Sewer Division Sewer Plant Operator – Position reposted to recruit candidates with specialized licensing

  Vacancy report - BOE
• Operation of Plants - Custodial staffing – 2 offers pending, transfer request and 2 position repostings
• Assistant Director Human Resources – Interviews underway
• Teachers – COVID 19 Vaccination requirement by 9/27/21 – possible resignations or retirements potential

• Unemployment

Ms. Mahoney commented that CT state reimbursement for COVID-related unemployment report arrives 45-60 days in arrears. Mr. Mynarski noted that due to the increase of reimbursement percentage from 50% to 75% in March 2021, Greenwich has a state Dept of Labor Unemployment credit of $3,000. A Committee member asked that the change in credit percentage be footnoted on future HR Department reports.

• Workers’ Compensation Report

Mr. Mynarski reported a 10-weeks into the fiscal year, the Workers’ Compensation Fund was trending well. He credited the HR Department’s Safety Analyst program and CRMA for reducing the Workers’ Compensation payments from $2.76 million to $1.76 million.

Update from Committee Members on Deferred Retirement Option Program (DROP) and any other options

Mr. Drake remarked that the work of the Special Project Group has concluded and a 33-page report reviewing all potential remediation programs was unanimous approved by the Committee for submission to the BET. The 25% increase in the fiscal year-end value of the Retirement System portfolio reached the 80-90% funded range according to the Town Actuary making the need for any form liability decrease and/or asset increase less necessary and appealing. The Special Project Team recommended no action at the present time.

Update on Policy for Overpayment of Employees and overall status of repayments

The Overpayment Policy developed jointly with collaboration of the Human Resources and Finance Departments is in place. A letter from the First Selectman as Fire Commission will shortly be sent to the effective employees stating four repayment options. Ms. Pepe recommended that the Committee review the possible integration of the special Police, Fire and BOE teachers customized payroll programs into the ADP system to develop uniform protocols for the future. The Committee discussed instituting a quarterly payroll report to be inserted into the Comptroller’s BET meeting report in order to finetune recommendation for changes.

Update on M&C Reviews

The annual M&C and the 10-month BOE non-certified personnel reviews are completed.

Human Resources update on COVID-19 Status

• Town - Ms. Pepe remarked that staff at The Nathaniel Witherell was vaccinated and legal opinion has been sought for the BOE mandatory vaccination deadline. The First Selectman is considering weekly testing for unvaccinated staff however the cost and
reporting hierarchy are still being investigated recognizing that if testing is a condition of employment, the Town would be responsible for cost and structuring a plan for testing.

- **Board of Education** – Ms. Johnson remarked that teacher vaccinations might be robust in October as a result of September’s mandatory vaccination deadline. Recruiting for certified teachers continues to be competitive and is ongoing.

**Approval of BET HR Committee Meeting Minutes**

Approval of Minutes of July 12, 2021 Regular BET Human Resources Committee Meetings are deferred to the next meeting.

**Executive Session** - To Discuss Strategy on Upcoming Labor Negotiations

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, to enter Executive Session at 10:04 A.M. and the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

_________________________________________
Catherine Sidor, Recording Secretary

_________________________________________
Karen Fassuliotis, BET Chair and HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, October 13, 2021, at 8:30 A.M. The meeting will be either virtual, hybrid or in-person depending on the status of COVID-19 and any COVID-19 restrictions.
Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:33 A.M.

Mr. Drake made a motion, seconded by Ms. Krumeich, to change the Order of Business for New Business: Request to Add Position, to be the first item on the agenda. The Committee voted 4-0-0. Motion carried.

New Business

BOE additional position - Mr. O'Keefe requested the addition of an Executive Chief Chef position to BOE’s Food Services Department. He explained that funding currently existed in the Budget for the position and that it would provide an opportunity to expand food offerings and increase revenue. Ms. Johnson, Director of BOE Human Resources, remarked that findings of an internal audit noted the need for greater oversight in the School Lunch program, which this position would facilitate as it would provide support to Mr. Nanarello. A member of the Committee noted that despite headcount loss of 2 in the presentation of the School Lunch Fund 21-22 Budget, the salary line was up 2% - this was a disconnect that should have been caught by GPS Administration and the BET during the budget process. Mr. O'Keefe offered that in order to mitigate errors in FTE Organization Charts, the aggregate salary should be built from the bottom-up based on the FTEs in the organization charts. Mr. Nanarello explained that in the past, Food Services was staffed with a director and 2 managers due to the purchasing processed foods; going forward, the Executive Chief Chef would be responsible for training, supervision and recipe development with the objective of reducing food costs and labor to breakeven.
Mr. Drake made a motion, seconded by Ms. Krumeich, to approve the request to fill the vacant position and recommend it to the full BET as a Routine Application. The Committee voted 4-0-0. Motion carried.

HR Reports

- **Vacancy and posted Vacant Position Listings**
  Ms. Pepe highlighted the following items from the written HR Department’s Vacancy Report.
  
  o **Assistant Fire Chief** – Conditional Offer extended, Board of Selectmen to confirm appointee
  o **Sewer Division Process Control Manager** – Progress made in union negotiations to move up arbitration on Position. Suggestion made to fill position with a consultant

  Vacancy report - BOE
  
  o **Assistant Director Human Resources** – Interviews underway

- **Workers’ Compensation Report**

  Mr. Mynarski reported at 13-weeks into the fiscal year, the Workers’ Compensation Fund was trending well. A recent settlement of $85,000 was made to a former employee through the OPEB Trust and no longer reflected in Workers’ Compensation calculations.

Selectmen’s Safety Council Update

Mr. Klemenz described his Safety Analyst responsibilities as oversight coordinating executive safety policies, goals, follow-up initiatives and new hire safety orientation. Velocity software is used as a database to inventory each Town department audit, track Workers Compensation Claims for investigation, develop a plan for corrective action and follow-up. Annual safety goals are developed, and a Report of Direct Causes is maintained. The BOE Director of Human Resources was asked to coordinate with the Risk Manager and Ms. Pepe to review BOE safety practices to update training for BOE employees.

Review CIRMA Report for June 2021

Item postponed until November HR Meeting Agenda.

Human Resources COVID-19 Status Update

- **Town** - Ms. Pepe remarked that currently there were no issues to report. Vaccinations were still not 100% however no requirement has been finalized for testing. Social distancing continues to be practiced throughout Town Hall.
• **Board of Education** – Ms. Johnson remarked that COVID testing is covered by insurance. She will follow-up to provide statistics on non-compliance and unpaid leave. Members of the Committee questioned whether there were adequate crossing guards as the Police have been filling in for absent crossing-guards. Crossing guards are assigned by the Police Traffic Division. It was suggested that BOE follow-up with the Police Traffic Division to coordinate coverage for crossing guard absences.

**New Business**

• **BOE Report on Status of Student Enrollment and the impact on sections** – Ms. Johnson reported that the same number of planned sections were required, however the size of classes has been reduced from 24 pupils to 17. Pre-school Review Team has suggested the additional of one more Pre-school class. The Committee requested a chart of enrollments by District to review enrollment trends in schools.

**Approval of BET HR Committee Meeting Minutes**

Ms. Krumeich made a motion, seconded by Ms. Fassuliotis, to approval of Minutes of July 12, 2021 and September 17, 2021 Regular BET Human Resources Committee Meetings and the Committee voted 3-0-0. (Early Departure: Drake) Motion carried.

**Adjournment**

Ms. Kreuzer made a motion, seconded by Ms. Krumeich, to adjourn the meeting at 9:38 A.M. Motion carried.

Respectfully submitted,

______________________________
Catherine Sidor, Recording Secretary

______________________________
Karen Fassuliotis, BET Chair and HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for November 8, 2021, at 8:30 A.M. The meeting will be either virtual, hybrid or in-person depending on the status of COVID-19 and any COVID-19 restrictions.
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