

1. BET HR COMM MEETING AGENDA 11-02-2023

Documents:

[BET HR COMM MEETING AGENDA 11-02-23.PDF](#)

2. BET HR Comm Meeting Packet 11-02-2023

Documents:

[BET HR COMM MEETING AGENDA PACKET 11-02-23.PDF](#)

3. BET HR Comm Amended Packet 11-02-2023

Documents:

[BET HR COMM MEETING AMENDED PACKET 11-02-23.PDF](#)



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

**Thursday, November 2, 2023 - 8:30 A.M.
Cone Room**

AGENDA

1. HR Reports
 - Vacant and Posted Vacant Position Listings
 - Workers Compensation Expense Report
2. New Business:
 - None
3. Old Business:
 - None
4. Approval of Minutes
 - October 4, 2023
5. Adjournment

Next Meeting – Thursday, November 29, 2023, at 8:30 AM in the Cone Room.



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Vacant Position Listing - November 2023

<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
Statistician	L-D	10/20/2023	Posted
600 BOE - Administration			
Media Assistant (10 months) @ Cos Cob School	G-E	8/13/2023	List to the Department 9/8/23
Customer Service Representative BOE (Bilingual Spanish)	G-C	10/23/2023	Start Date 11/13/23
Public Health School Nurse I (10 months) @ WMS	PHN I	8/13/2023	Posted
Financial Analyst BOE	L-F	10/23/2023	Posted
Director of Food Services	L-B	11/6/2023	Job Description Under Review
640 BOE - Operation of Plants			
Building Maintenance Mechanic	T-8	8/13/2023	Job Description Under Review
Building Maintenance Mechanic	T-8	9/17/2023	Job Description Under Review
Lead Custodian @ Western Middle School	T-10	10/29/2023	Promotional List to Department/Department Interviewing
Custodian II @ Havemeyer	T-7	11/1/2023	Transfer Posted
196 Commission on Aging			
Senior Center Program Specialist	L-F	8/11/2023	Re-Posted
204 Fire			
Deputy Fire Marshal	DFM	11/1/2023	Promotional Exam 12/4/2023
380 Fleet			
Automotive Mechanic	T-10	5/1/2021	Conditional Offer Pending
405 Health			
Environmental Hygienist	G-A	9/1/2023	Conditional Offer Pending
701 Greenwich Library			
Library Clerk	G-E	10/2/2023	List to Department 11/3/22
Librarian I/II	L-F/E	10/1/2023	Posted
Librarian I/II	L-F/E	10/8/2023	Posted
Librarian I/II	L-F/E	10/8/2023	Posted
Head of Children's Library Services	L-C	7/16/2023	Conditional Offer Pending
Children Services Librarian I/II	L-F/E	9/8/2023	List to Department 10/5/23
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
Director of Case Management	L-C	10/11/2023	List to Department 10/12/23

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130 Finance				
	Executive Assistant to the Comptroller	MC5	10/6/2023	Start Date 11/20/23
	Senior Accounting Supervisor	L-C	11/6/2023	Job Description Under Review
106 Purchasing				
	Buyer II	L-E	10/13/2023	Job Description Under Review
450 Nathaniel Witherell				
	Admissions Liaison	L-F	4/24/2022	Posted
	Medical Billing Specialist	L-F	7/29/2022	Start Date 11/6/23
	MDS Supervisor	H-2	5/18/2023	Offer Pending
	Associate Director of Nursing	H-2	8/1/2022	Job Description Under Review
	Clinical Nurse Manager	H-4	9/22/2023	Posted
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	Certified Nursing Assistant	TNW	1/17/2023	Posted
	Certified Nursing Assistant	TNW	9/1/2023	Posted
	Cook II	TNW	10/9/2023	Posted
822 Parks & Rec - Parks				
	Park Gardener I	T-4	7/10/2023	Written Exam 10/31/23; Performance Exam being scheduled
	Park Gardener I	T-4	7/10/2023	Written Exam 10/31/23; Performance Exam being scheduled
	Park Gardener I	T-4	9/1/2023	Written Exam 10/31/23; Performance Exam being scheduled
832/834 Parks & Rec - Marine				
	Marine Technician I/II	T-10/T-12	1/1/2023	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	Job Description Under Review/To be Re-Posted
212 Police - Dispatch				
	Public Safety Dispatch Telecommunicator	G-D	8/21/2023	List to Department 10/13/23; Background Checks Underway
217 Police - Patrol				
	Police Officer	P-01	8/11/2023	Conditional Offer Pending - Tentative Start Date 12/26/23
	Police Officer	P-01	8/21/2023	Conditional Offer Pending - Tentative Start Date 12/26/23
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<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
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Senior Civil Engineer	L-B	7/16/2023	Awaiting Request to Fill
312 Public Works - Highway			
Equipment Operator	T-7	11/1/2023	Promotional List with Department
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361 Public Works - Sewer Division			
Sewer Plant Operator II	T-12	4/1/2019	Re-posted
Total Vacant Positions	51		
Upcoming Vacancies or Recruitments Underway			
Fire			
Fire Lieutenant	FF02	11/1/2023	Promotional List with Department
Health Department			
Accounting Clerk II	G-C	1/1/2024	To be posted
Police Department			
Animal Control Officer	G-C	11/24/2023	Job Description Under Review

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2023-2024 @ November 1, 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		
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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	\$27,079.67		\$32,212.00		
	OPEB Transfer	-\$73,812.89				
	sub-total	\$55,050.36	\$425,607.90	\$128,848.00	\$418,756.00	-\$6,851.90
14	October 4, 2023	\$46,507.08		\$32,212.00		
15	October 11, 2023	\$25,581.60		\$32,212.00		
16	October 18, 2023	\$30,472.84		\$32,212.00		
17	October 25, 2023	\$220,380.60		\$32,212.00		
	sub-total	\$322,942.12	\$748,550.02	\$128,848.00	\$547,604.00	-\$200,946.02
18	November 1, 2023	\$32,212.00		\$32,212.00		
19	November 8, 2023	\$32,212.00		\$32,212.00		
20	November 15, 2023	\$32,212.00		\$32,212.00		
21	November 22, 2023	\$32,212.00		\$32,212.00		
22	November 29, 2023	\$32,212.00		\$32,212.00		
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23	December 6, 2023	\$32,212.00		\$32,212.00		
24	December 13, 2023	\$32,212.00		\$32,212.00		
25	December 20, 2023	\$32,212.00		\$32,212.00		
26	December 27, 2023	\$32,212.00		\$32,212.00		
	OPEB Transfer	-\$204,054.13				
	sub-total	-\$75,206.13	\$834,403.89	\$128,848.00	\$837,512.00	\$3,108.11

**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



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5. Adjournment

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Respectfully submitted,

Peter Mynarski, Recording Secretary

Harry Fisher, HR Acting Committee Chairman

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Committee

- Present: William Drake (via telephonic call-in), Harry Fisher Acting Chairman, Miriam Kreuzer (via telephonic call-in), Stephen Selbst
- Staff: Erica Mahoney, Assistant Human Resources Director; Peter Mynarski, Comptroller, Mary Pepe, Human Resources Director
- BOE: Dr. Jonathan Budd, Board of Education (BOE) Chief Human Resources Officer
- BET: Leslie Moriarty, Dan Ozizmir, Leslie Tarkington

Harry Fisher filled in as Acting Chairman and called the meeting to order at 8:40 A.M.

1. Update on the Management and Confidential (M&C) Compensation Study

Ms. Pepe told the Committee that the M&C Compensation Study was almost complete. She expected it to be completed in a week to 10 days. At that point, the draft report would be reviewed by Town Administrator Ben Branyan, Comptroller Peter Mynarski, HR Committee Members Harry Fisher and Miriam Kreuzer, and herself. It was reported that the consultant is in receipt of all updated job descriptions.

Dr. Budd informed the Committee that the BOE would now like to participate in the study. He reported that initial delays were related to adjustments to the seven-member BOE Cabinet. This prompted a discussion about potential increased costs to complete the study. It was decided to proceed with the consultant sticking to the original scope, that included discussions with the BOE Cabinet.

One of the substantive changes at the BOE was the conversion of a Financial Reporting and Analysis Specialist to an M&C position; BOE Budget Management Director. An extended discussion ensued about whether this organizational change needed to come to the HR Committee at a future date for approvals. It was decided that the proper documentation required for organizational changes, in this case, would be prepared and forwarded to the HR Committee.

2. HR Reports

• **Vacant and Posted Vacant Position Listings**

- Ms. Pepe and Ms. Mahoney updated the Committee on current vacancies and posted positions. Dr. Budd told the Committee that there is only 1 and ½ vacancies to date in the teacher hiring process for the new school year. Mr. Mynarski gave an update on the status of the vacant Assistant to the Treasurer position, stating it is expected that the position will be filled on September 25, 2023.

- **Workers Compensation Expense Report**

- Mr. Mynarski gave an update on workers compensation claims to date. He stated that we are at breakeven through August and pointed out that the Town was at the same point last year and ended the year with a \$500 thousand plus surplus. Ms. Pepe added that lost time from workers compensation claims is down substantially to date.

- **Unemployment Report**

- Ms. Pepe gave the Committee an update on Unemployment Claims to date and stated we are down about \$150,000 in the cost of claims, compared to last year at this time.

3. New Business

Ms. Pepe told the Committee that OneDigital, the Healthcare Consultant, will be coming to the HR Committee next month for their annual healthcare update and presentation.

4. Approval of Minutes

- **July 6, 2023 Minutes**

Upon a motion by Mr. Selbst, seconded by Mr. Fisher, the Committee voted 4-0-0 to approve the July 6, 2023 BET HR Committee Regular Meeting minutes.

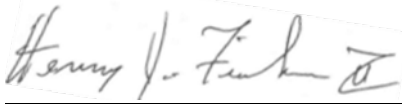
5. Adjournment

Upon a motion by Mr. Selbst, seconded by Mr. Fisher, to adjourn the meeting at 9:29 A.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,



Peter Mynarski, Recording Secretary



Harry Fisher, HR Acting Committee Chairman