1. BET HR Comm. Meeting Agenda
   Documents:
   
   BET_HR_COMM_MEETING_AGENDA_11-12-19.PDF

2. SUB TO APP BET HR Comm. Meeting Minutes
   Documents:
   
   SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_11-12-19.PDF

3. APPROVED BET HR Comm. Meeting Minutes
   Documents:
   
   APPROVED_BET_HR_COMM_MTG_MINUTES_11-12-19.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, November 12, 2019

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

AGENDA

1. Approval of BET HR Committee Meeting Minutes of October 15, 2019

2. HR Reports:
   • Vacancy Report
   • Workers’ Compensation Expense Report

3. Old Business:
   • Discussion of Labor Relations position

4. New Business:
   • Other

5. Adjournment

Next Meeting – Tuesday, December 10, 2019 at 3:00 PM in the Cone Room
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
Human Resources Committee
Minutes - November 12, 2019
Cone Room

Committee
Present: Anthony Turner, Chairman; William Drake, Karen Fassuliotis, Elizabeth K. Krumeich

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

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

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 Mr. Drake, the Committee voted 4-0-0 to approve the Minutes of the Regular Meeting of the Human Resources Committee held on October 15, 2019. Motion carried.

2. **HR Reports**
   - **Vacancy Report**
     The Chairman asked Director Pepe about the status of several positions on the Town Vacant Position Listing Report.

     **Internal Auditor:** Director Pepe explained that changes had been made to the job description of the Internal Auditor, and that applications had been received and were being reviewed.

     **Executive Director, The Nathaniel Witherell:** Ms. Pepe noted that, according to the executive search firm engaged to assist with filling the Executive Director position, the salary scale for the position was posing an issue because the salary grade was pursuant to the Town of Greenwich salary grades and not necessarily that of an executive director of a skilled nursing facility as a stand-alone entity. If the skilled nursing facility was a separate entity, the salary scale would be higher than the salary and benefits offered by the Town of Greenwich. A pay increase is under discussion by TNW Board of Directors and the Office of the First Selectman.

     *The Chairman suggested that if there were no objection, the item under Old Business, the Labor Relations Director position, would be brought forward for discussion as part of the Vacancy Report."

     **Labor Relations Director:** Director Pepe explained that the job description for the Labor Relations Director position was modeled on the Retirement Administrator position; it would be supervisory and operational in nature and would report to the HR Director. The Committee discussed the Labor Relations position as referenced in the Town Charter under Article 15 Selectmen, Section 217A(a)(ii) which reads in
pertinent part as follows: “the employment function of the Director of Human Resources shall exclude the negotiation and administration of collective bargaining agreements.” The Committee members raised concerns about the intention to have the Labor Relations Director report to the Human Resources Director which was not supported by the provisions of the Town Charter and proposed an organization chart under which the position would report directly to the First Selectman with a dotted line to the Director of Human Resources. Director Pepe commented that the Town Charter language is unclear on the structure of the job and no candidate has yet been identified with the requisite skills to be brought forward for an interview. It was decided that the Committee would direct its recommendations to the incoming First Selectman for consideration of the position’s reporting structure and whether a Town Charter change is advisable.

- **Workers’ Compensation Report**
  The Comptroller reported that as of October 2019, the fourth month of the fiscal year, a surplus of $273,160 was available based on the level of claims received.

**3. Old Business**

- **BOE – LIUNA Agreement**
  The Committee was advised by Ms. Pepe that the Greenwich Board of Education has entered into an Agreement with the Public Service Employees Local, 136, of Laborers International Union of North America AFL-CIO (LIUNA) representing the Professional Assistants and Security Personnel. The collective bargaining agreement is retroactive to July 1, 2019, and will be presented to the Representative Town Meeting for approval.

**4. New Business**

There was no new business.

**5. Adjournment**

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0-0 to adjourn the meeting at 3:44 P.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, December 10, 2019, at 3:00 P.M. in the Cone Room.

Respectfully submitted,

_________________________________________
Catherine Sidor, Recording Secretary

_________________________________________
Anthony Turner, Chairman, HR Committee
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 Mr. Drake, the Committee voted 4-0-0 to approve the Minutes of the Regular Meeting of the Human Resources Committee held on October 15, 2019. Motion carried.

2. HR Reports
   - Vacancy Report
     The Chairman asked Director Pepe about the status of several positions on the Town Vacant Position Listing Report.

     Internal Auditor: Director Pepe explained that changes had been made to the job description of the Internal Auditor, and that applications had been received and were being reviewed.

     Executive Director, The Nathaniel Witherell: Ms. Pepe noted that, according to the executive search firm engaged to assist with filling the Executive Director position, the salary scale for the position was posing an issue because the salary grade was pursuant to the Town of Greenwich salary grades and not necessarily that of an executive director of a skilled nursing facility as a stand-alone entity. If the skilled nursing facility was a separate entity, the salary scale would be higher than the salary and benefits offered by the Town of Greenwich. A pay increase is under discussion by TNW Board of Directors and the Office of the First Selectman.

     The Chairman suggested that if there were no objection, the item under Old Business, the Labor Relations Director position, would be brought forward for discussion as part of the Vacancy Report.

     Labor Relations Director: Director Pepe explained that the job description for the Labor Relations Director position was modeled on the Retirement Administrator position; it would be supervisory and operational in nature and would report to the HR Director. The Committee discussed the Labor Relations position as referenced in the Town Charter under Article 15 Selectmen, Section 217A(a)(ii) which reads in
pertinent part as follows: "the employment function of the Director of Human Resources shall exclude the negotiation and administration of collective bargaining agreements." The Committee members raised concerns about the intention to have the Labor Relations Director report to the Human Resources Director which was not supported by the provisions of the Town Charter and proposed an organization chart under which the position would report directly to the First Selectman with a dotted line to the Director of Human Resources. Director Pepe commented that the Town Charter language is unclear on the structure of the job and no candidate has yet been identified with the requisite skills to be brought forward for an interview. It was decided that the Committee would direct its recommendations to the incoming First Selectman for consideration of the position’s reporting structure and whether a Town Charter change is advisable.

- **Workers’ Compensation Report**
  The Comptroller reported that as of October 2019, the fourth month of the fiscal year, a surplus of $273,160 was available based on the level of claims received.

3. **Old Business**

- **BOE – LIUNA Agreement**
  The Committee was advised by Ms. Pepe that the Greenwich Board of Education has entered into an Agreement with the Public Service Employees Local, 136, of Laborers International Union of North America AFL-CIO (LIUNA) representing the Professional Assistants and Security Personnel. The collective bargaining agreement is retroactive to July 1, 2019, and will be presented to the Representative Town Meeting for approval.

4. **New Business**

  There was no new business.

5. **Adjournment**

  Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0-0 to adjourn the meeting at 3:44 P.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, December 10, 2019, at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

[Signature]

Anthony Turner, Chairman, HR Committee

Acting Chair, HR Committee