1. BET HR Comm. Meeting Agenda
   Documents:
   
   BET_HR_COMM_MTG_AGENDA_12-11-18.PDF

2. REVISED BET HR Comm. Meeting Agenda
   Documents:
   
   REVISED_BET_HR_COMM_MTG_AGENDA_12-11-18.PDF

3. SUB TO APP BET HR Comm. Meeting Minutes
   Documents:
   
   SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_12-11-18.PDF

4. APPROVED BET HR Comm. Meeting Minutes
   Documents:
   
   APPROVED_BET_HR_COMM_MEETING_MINUTES_12-11-18.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, December 11, 2018
3:00 P.M.
Cone Room

AGENDA

1. Approval of BET HR Committee Meeting Minutes of November 13, 2018

2. HR Reports:
   - Unemployment Report
   - Vacant and Posted Position Listing
   - Worker Compensation Report

3. New Business:
   - Request for Additional Full-Time Retirement Board Administrative Position

4. Adjournment

Next Meeting – Tuesday, January 15, 2019 at 3:00 PM in the Cone Room
1. Approval of BET HR Committee Meeting Minutes of November 13, 2018

2. HR Reports:
   • Unemployment Report
   • Vacant and Posted Position Listing
   • Worker Compensation Report

3. New Business:
   • Request for Additional Full-Time Retirement Board Administrative Position
   • Tree Warden open position

4. Adjournment

   Next Meeting – Tuesday, January 15, 2019 at 3:00 PM in the Cone Room
The meeting was called to order at 3:03 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. **Approval of BET HR Committee Meeting Minutes**

   Upon a motion made by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0-0 to approve the Minutes of the regular meeting of the BET Human Resources Committee held on November 13, 2018. Motion carried.

2. **HR Reports**

   - **Unemployment Report** – Director Pepe reported that the Unemployment Report for the first quarter of FY2018-2019 overall showed more claimants but less costly claims than previous year. The Report reflected more seasonal and temporary claimants in the current year, primarily from Parks & Recreation and BOE positions. The Town employee claimants resulted from loss of personnel. Upon request, Ms. Pepe will provide follow-up information on claims by employees at The Nathaniel Witherell at the next meeting.

   - **Vacant and Posted Position Listings** - Director Pepe reviewed the vacant position listing, drawing attention to the Finance Department staffing moving toward full strength after several retirements in 2018, but anticipating an upcoming vacancy in the position of Treasurer during FY2019’s second quarter. Mr. Stacy was asked the status of the recruitment of a BOE Facilities Project Manager and he indicated that interviews had been
completed, finalists chosen, and a final decision would be made shortly. A January hire is anticipated upon satisfactory reference and recommendation checking.

- **Union Performance Reviews** – Ms. Pepe commented that more than 100 Performance Reviews have been received over the last month, moving the Performance Appraisals received to 85.9% vs. the previous month’s 78% completion.

- **Workers’ Compensation Expense Report** – The Comptroller reported no change in Workers’ Compensation claims but noted that it was premature to predict the amount of surplus or what could be cut during FY2020’s budget appropriation. Focusing on the number of BOE claims and their cost, Mr. Mynarski suggested asking Ms. Williams, BOE Assistant HR Director, about the claims at the next meeting. In the interim, the Comptroller commented that while the Safety Inspector provided behavior issue techniques during ADA Training, the employees’ Union encouraged reporting all incidents despite only 4 of 34 claims resulting in lost time.

3. **New Business**

- **Public Health Emergency Preparedness Coordinator position – Health Department** – Director Baisley reviewed the FY2019 State Grant funding received to fund the part-time Public Health Emergency Preparedness (PHEP) Coordinator position through June 30, 2019, and commented that a full year’s salary for FY2020, if the same amount of grant funding was received, would require TOG to supplement the position with $15,608. Ms. Baisley explained that a half of a part-time nurse position was not filled and would serve as an offset for the PHEP Coordinator position. Ms. Baisley agreed to provide benchmarking of the position in towns comparable to Greenwich to support the request for filling the position.

- **Retirement Board Administrative Position** – Director Pepe advised that, with regard to a full-time Retirement Board Administrative position, a requested opinion from the Town Attorney on Retirement Board authority, expected for the meeting, had not arrived, so the request was moved to the Committee’s next meeting without objection.

- **Tree Warden Position** – Director Siciliano explained that the job description had been updated with additional responsibilities to attract applicants with skills beyond that of an arborist. First Selectman Tesi also commented that the Superintendent-level position would have additional responsibilities for risk management in playgrounds, parks and throughout the Town. Director Sesto commented that there was a need for filling the position with a person actively engaged in the protection of the environment and qualified to assume the breadth of responsibilities in cooperation with other Town officials and community organizations focused on protecting the environment in the Town. Ms. Messina concurred with this position with respect to tree conservancy in the Town. An interviewing panel was recommended that would include a member of the RTM Parks & Recreation Committee, a member of the Parks & Recreation Board of Directors, Mr. Tesi and Ms. Seibert, Commissioner of Public Works.

The Chairman commented that the next meeting of this Committee would include a vote on the the PHEP Coordinator position; a vote to approve the Minutes of the November 13, 2018, meeting of the Committee; and a vote on the addition of a full-time administrative position for the Retirement Board.
4. **Adjournment**

Upon a motion of Ms. Fassuliotis, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 4:23 P.M. Motion carried.

The next regular meeting of the BET Human Resource Committee is scheduled for Tuesday, January 15, 2018, at 3:00 P.M. in the Cone Meeting Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Anthony Turner, Chairman, HR Committee

SUBJECT TO APPROVAL
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE MINUTES
Cone Meeting Room

Tuesday, December 11, 2018

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

Staff: Carolyn Baisley, Director, Department of Health; Deb Edwards, Business Manager, Department of Health; Erica Mahoney, Assistant Director, Human Resources Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resource Department; Patricia Sesto, Director, Environmental Affairs Department; Joseph Siciliano, Director, Parks & Recreation Department

Board: Jill K. Oberlander, Chair; Andreas Duus, Michael Mason

Selectmen: Peter Tesei, First Selectman

BOE: Robert Stacy, Director, BOE Human Resources

Guest: Mary Ann Ramos, Member, Board of Health; JoAnn Messina, Executive Director, Greenwich Tree Conservancy

The meeting was called to order at 3:03 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

Upon a motion made by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0-0 to approve the Minutes of the regular meeting of the BET Human Resources Committee held on November 13, 2018. Motion carried.

2. HR Reports

- **Unemployment Report** – Director Pepe reported that the Unemployment Report for the first quarter of FY2018-2019 overall showed more claimants but less costly claims than previous year. The Report reflected more seasonal and temporary claimants in the current year, primarily from Parks & Recreation and BOE positions. The Town employee claimants resulted from loss of personnel. Upon request, Ms. Pepe will provide follow-up information on claims by employees at The Nathaniel Witherell at the next meeting.

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completed, finalists chosen, and a final decision would be made shortly. A January hire is anticipated upon satisfactory reference and recommendation checking.

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### 3. New Business

- **Public Health Emergency Preparedness Coordinator position** – Health Department
  - Director Baisley reviewed the FY2019 State Grant funding received to fund the part-time Public Health Emergency Preparedness (PHEP) Coordinator position through June 30, 2019, and commented that a full year’s salary for FY2020, if the same amount of grant funding was received, would require TOG to supplement the position with $15,608. Ms. Baisley explained that a half of a part-time nurse position was not filled and would serve as an offset for the PHEP Coordinator position. Ms. Baisley agreed to provide benchmarking of the position in towns comparable to Greenwich to support the request for filling the position.

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The Chairman commented that the next meeting of this Committee would include a vote on the PHEP Coordinator position; a vote to approve the Minutes of the November 13, 2018, meeting of the Committee; and a vote on the addition of a full-time administrative position for the Retirement Board.

4. Adjournment

Upon a motion of Ms. Fassuliotis, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 4:23 P.M. Motion carried.

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Respectfully submitted,

Catherine Sidor, Recording Secretary

Anthony Turner, Chairman, HR Committee