

1. BET HR Comm. Webinar Agenda_1-13-2021

Documents:

[BET HR COMM WEBINAR AGENDA_1-13-2021.PDF](#)

2. BET HR Comm. Webinar Package

Documents:

[BET HR COMM WEBINAR PACKAGE_1-13-2021.PDF](#)

3. SUB_TO_APP_BET HR Comm. Meeting Minutes_01-13-2021

Documents:

[SUB_TO_APP_BET HR COMM MEETING MINUTES_01-13-2021.PDF](#)



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

**HUMAN RESOURCES COMMITTEE MEETING
Wednesday, January 13, 2021
8:30 A.M.
Virtual Meeting**

Please click the link below to join the webinar:

<https://greenwichct.zoom.us/j/86160088974?pwd=K2JidG9yWWRITDFvWnFqQ3daam9Udz09>

Password: 7149528

Or iPhone one-tap:

US: +16465189805,,86160088974#,,1#,7149528#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 518 9805

Webinar ID: 861 6008 8974

Password: 7149528

AGENDA

1. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
2. COVID19 Update
 - Town
 - Board of Education
3. Items for future discussion
 - Review of proposed new positions in the FY21 budget

4. Approval of BET Human Resources Minutes:

- September 15, 2020
- October 14, 2020
- November 9, 2020
- December 15, 2020

7. Adjournment

Next Meeting - Wednesday, February 17, 2021 at 8:30 A.M. Virtual Meeting



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

**HUMAN RESOURCES COMMITTEE MEETING
Wednesday, January 13, 2021
8:30 A.M.
Virtual Meeting**

Please click the link below to join the webinar:

<https://greenwichct.zoom.us/j/86160088974?pwd=K2JidG9yWWRITDFvWnFqQ3daam9Udz09>

Password: 7149528

Or iPhone one-tap:

US: +16465189805,,86160088974#,,1#,7149528#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 518 9805

Webinar ID: 861 6008 8974

Password: 7149528

AGENDA

1. HR Reports
 - Vacant and Posted Position Listing
 - Monthly Health Insurance Update
 - Workers' Compensation Expense Report
2. COVID19 Update
 - Town
 - Board of Education
3. Items for future discussion
 - Review of proposed new positions in the FY21 budget

4. Approval of BET Human Resources Minutes:

- September 15, 2020
- October 14, 2020
- November 9, 2020
- December 15, 2020

7. Adjournment

Next Meeting - Wednesday, February 17, 2021 at 8:30 A.M. Virtual Meeting

Town of Greenwich

Vacant Position Listing - January 2021

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacant Since</u>	<u>Comments</u>
109 Human Resources			
109022 HRIS Administrator	L-C	7/18/2019	Consultant temporarily overseeing functions; Posted
130 Finance			
130026 Internal Audit Manager	L-B	8/21/2019	Position on hold
135 Tax Assessor			
135002 Assistant Assessor	M&C	12/2/2019	Position on hold
140 Law Department			
140002 Asst. Town Attorney 3	AT-3	3/1/2020	Position on hold
140010 Legal Assistant 1	G-D	4/1/2020	Position on hold
201 Police General Services			
201006 Director of General Services	MC-7	1/1/2021	Position Under Review
20008 Parking Services			
219006 Parking Facilities Technician	T-10	10/27/2019	Filled as Part-Time on trial basis (9/1/20)
302 Public Works Engineering			
302006 Engineering Technician	G-A	8/1/2020	Position under review
312 Public Works Highway			
312001 Highway Planning and Program Manager		12/28/2020	To be Posted
312000 Highway Asset Engineer	L-E	11/13/2020	List to Department 12/16/20
312004 Highway Foreman	T-13	7/26/2020	Position cannot be filled at this time
318 Public Works - Traffic Division			
318011 Traffic Ops Coordinator	G-B	7/25/2019	Position Under Review
345 Public Works - BC&M			
345024 Lead Painter	T-9	6/1/2020	Awaiting Request to Fill
345006 Building Maintenance Mechanic	T-8	12/14/2020	List to Department 1/5/21
345007 Carpenter	T-8	12/14/2020	Posted
351 Building Inspection			
351020 Building Inspection/DPW Staff Assistant	G-D	12/8/2019	Start Date 1/11/2021
351007 Building Inspector	G-A	1/1/2021	Posted
361 Sewer Division			

Department and Job Description		Grade	Vacant Since	Comments
361010	Sewer Plant Operator 2	T-12	7/7/2017	Re-Posted
361010	Sewer Plant Operator 2	T-12	4/1/2019	Re-Posted
361019	Sewer Collection Repairperson	T-9	11/9/2020	Posted
361002	Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
380 Fleet				
380007	Heavy Duty Mechanic Technician	T-13	7/1/2020	Re-Posted
405 Health Department				
415003	Public Health Nurse 1	HDN	6/1/2020	Start Date 1/11/21
425001	Laboratory Director	L-C	7/1/2020	List to Department 7/24/20
450 Nathaniel Witherell Nursing				
457001	Staff Nurse, LPN	TNW	9/21/2020	List to Department 1/5/21
457001	Staff Nurse, RN	H01	11/4/2020	Awaiting Request to Fill
460109	Medical Records Specialist & Supervisor	L-E	11/30/2020	Job Description Being Updated
460038	Certified Nursing Assistant	N1	1/1/2021	To be Posted
460038	Certified Nursing Assistant	N1	1/1/2021	To be Posted
502 Human Services				
502003	Human Services Provider I (Bilingual Spanish)	L-F	10/19/2020	List to Department 1/7/2021
BOE - Administration				
6010097	Media Assistant @ GHS	G-E	11/25/2019	Position on Hold
6010048	Media Assistant @ Central Middle School	G-E	1/6/2020	Position on Hold
6010051	PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
6010098	Asst. to Deputy Superintendent @ Havemeyer	G-A	1/1/2020	Position on Hold
6010052	IT Support Technician @ Eastern Middle School	G-C	7/1/2020	List to the Department 12/10/20
6010006	IT Support Technician @ Glenville Elem School	G-C	1/4/2020	Transfer Posted
6010049	Administrative Assistant - School @ GHS Cantor House	G-B	12/14/2020	Start date 1/11/21
6010103	Accounting Clerk I @ Havemeyer	G-E	12/1/2020	Position under review
BOE - Operation of Plants				
6020074	Building Maintenance Mechanic	T-08	7/22/2019	List to Department 9/3/20
6060003	School Health Nurse I @ New Leb	N11	7/1/2020	List to Department 1/5/21

Department and Job Description		Grade	Vacant Since	Comments
6010091	School Health Finance Clerk	G-F	12/7/2020	Written Exam 1/7/21
BOE - Food Services				
6080099	Food Services Manager K-8	L-E	10/1/2019	Position on Hold
6010098	Food Service Manager - GHS	L-E	8/1/2020	Position on Hold
822 Parks & Rec				
822015	Park Gardener I	T-4	3/1/2020	Conditional Offer Pending
822002	Park Foreman	T-13	10/1/2020	List to Department 12/16/20
833002	Island Caretaker	T-07	6/1/2020	List to Department 1/4/21
833002	Island Caretaker	T-07	12/2/2020	List to Department 1/4/21
701 Greenwich Library				
701104	Library Clerk	G-E	12/25/2020	Awaiting Request to Fill
902 Fire Training				
202001	Deputy Chief of Training	F05	12/1/2020	Written Exam 1/22/21; Oral Exam 2/9/21
905 Fire Department				
205018	Fire Fighter	F-01	4/1/2020	Conditional Offer Pending
205018	Fire Fighter	F-01	10/1/2020	Conditional Offer Pending
205018	Fire Fighter	F-01	10/1/2020	Conditional Offer Pending
205018	Fire Fighter	F-01	12/24/2020	Conditional Offer Pending
Total Vacant Positions		52		
Upcoming Vacancies or Recruitments Underway				
NW				
	Certified Nursing Assistant	N1	2/1/2021	To be Posted
Fire				
	Fire Lieutenant	F-02	N/A	Written Exam 3/22/21; Oral Exam 3/26/21

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 20-21 - @ December 31,2020

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 1, 2020	\$10,221.57		\$36,057.00		
2	July 8, 2020	\$24,117.24		\$36,057.00		
3	July 15, 2020	\$16,369.54		\$36,057.00		
4	July 22, 2020	\$40,147.49		\$36,057.00		
5	July 29, 2020	\$25,409.12		\$36,057.00		
	sub-total	\$116,264.96	\$116,264.96	\$180,285.00	\$180,285.00	\$64,020.04
6	August 5, 2020	\$58,402.00		\$36,057.00		
7	August 12, 2020	\$93,352.34		\$36,057.00		
8	August 19, 2020	\$22,243.69		\$36,057.00		
9	August 26, 2020	\$56,251.40		\$36,057.00		
	sub-total	\$230,249.43	\$346,514.39	\$144,228.00	\$324,513.00	-\$22,001.39
10	September 2, 2020	\$36,330.65		\$36,057.00		
11	September 9, 2020	\$0.00		\$36,057.00		
12	September 16, 2020	\$0.00		\$36,057.00		
13	September 23, 2020	\$301,533.00		\$36,057.00		
14	September 30, 2020	\$70,418.18		\$36,057.00		
	OPEB Transfer	-\$352,166.22				
	sub-total	\$56,115.61	\$402,630.00	\$180,285.00	\$504,798.00	\$102,168.00
15	October 7, 2020	\$11,418.92		\$36,057.00		
16	October 16, 2020	\$38,447.39		\$36,057.00		
17	October 23, 2020	\$1,480.11		\$36,057.00		
18	October 30, 2020	\$33,061.84		\$36,057.00		
	sub-total	\$84,408.26	\$487,038.26	\$144,228.00	\$649,026.00	\$161,987.74
19	November 4, 2020	\$9,901.55		\$36,057.00		
20	November 11, 2020	\$20,684.59		\$36,057.00		
21	November 18, 2020	\$16,641.20		\$36,057.00		
22	November 25, 2020	\$47,666.91		\$36,057.00		
	sub-total	\$94,894.25	\$581,932.51	\$144,228.00	\$793,254.00	\$211,321.49
23	December 2, 2020	\$9,967.74		\$36,057.00		
24	December 9, 2020	\$2,435.30		\$36,057.00		
25	December 16, 2020	\$18,884.72		\$36,057.00		
26	December 23, 2020	\$62,039.45		\$36,057.00		
27	December 30, 2020	\$32,921.06		\$36,057.00		
	OPEB Transfer	-\$31,657.98				
	sub-total	\$94,590.29	\$676,522.80	\$180,285.00	\$973,539.00	\$297,016.20

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

REGULAR MEETING HUMAN RESOURCES COMMITTEE MINUTES

Tuesday, September 15, 2020

Virtual Webinar

Committee

Present: Karen Fassuliotis, Committee Chair; Debra Hess, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Caroline Baisley, Director, Health Department; Erica Mahoney, Ass't Director, Human Resources Department; Peter Mynarski, Comptroller; Demetria Nelson, Commissioner, Human Services Department Mary Pepe, Director, Human Resources Department

Board: Michael Mason, BET Chairman; Andy Duus, Laura Erickson, Leslie Moriarty

RTM: Irene Dietrich, (D-8), Health & Human Services; Danyal Ozizmir, (D-5), Budget Overview Committee Vice Chair; Labor Contracts Committee Chair

Guests: Robert Carangelo, Esq., Chairman, Greenwich Board of Health

The Committee Chairman called the meeting to order at 8:30 A.M. Ms. Fassuliotis remarked that a presentation by the Board of Education (BOE), scheduled in Item Number 2 (Board of Education: Enrollment; Staffing; Substitute staffing) be postponed until the Committee's October meeting. A member of the Committee requested that the BOE provide answers to certain questions which should then be sent in writing to Committee members as soon as possible and prior to the October meeting.

HR Reports

• **Vacancy Report**

- Commissioner of Human Services - Director Pepe reported filling the Commissioner of Human Services and introduced Ms. Demetria Nelson, who was attending her first Human Resources Committee meeting.
- Parks & Recreation Assistant Director - The new Parks & Recreation's Assistant Director vacancy was also filled.
- Assistant Fire Chief - Interviews for a new Assistant Fire Chief are underway.
- Senior Business Analyst - Ms. Pepe noted that due to a promotion, the Senior Business Analyst position is vacant and has been posted in the Office of the First Selectman.
- Assistant to the Comptroller - The future vacancy of the Assistant to the Comptroller position in the Finance Department will be temporarily covered by the Finance Department team following the retirement of the current Assistant.
- New Staff during COVID-19 pandemic - The Committee asked Ms. Pepe to review the process for hiring new staff during the pandemic, and additional job description details for the Traffic Coordinator and Health Department nursing vacancies.

• **Workers' Compensation Claims**

Mr. Mynarski projected an anticipated workers' compensation surplus of \$12,204.13 through September 30, 2020. COVID19 has resulted in a decrease in claims filed by the Education Department as there was no in-class teaching in the spring. Ms. Pepe noted that there were several COVID19 related workers' compensation claims filed by members of the Fire Department, but the filings did not result in any claims. These "exposure to" claims were made out of an abundance of caution by members of the Fire Department who thought they may have been in contact with COVID-positive individuals in the line of work. Mr. Mynarski was asked to forward a report of workers' compensation high-value claims to the Committee. Mr. Mynarski noted that the Safety Analyst process and the First Selectman's Safety Committee deserved credit for the reduction of Workers' Compensation Claims.

Old Business

- **Greenwich Police Department Table of Organization**
 - **Deputy Chief Position** – The Committee was reminded that in July, the Police Commissioner, Fred Camillo, presented a reorganization plan for the Police Department. The reorganization was to include an addition of one Deputy Chief. The current complement of three Captains would remain but one Captain would not be filled resulting in a net neutral financial impact. The question arose as to whether the Budget Resolutions adopted by the BET and the RTM requires BET approval from the BET prior to the reorganization taking place. The position of the Police Commissioner and the HR Director was that approval was not needed because there was no financial impact. There was a potential impact to the town's pension obligations, however, which would meet the criteria of the Budget Resolutions, requiring approval from the BET.

The Chair reported that after the July meeting of this Committee, the question of BET authority to approve changes in a Department's Table of Organization ("TOO") was discussed by the HR Committee Chair with the Law Department (Town Attorney and Assistant Town Attorney Aamina Ahmad), HR Director, the Chair of the BET and the Minority Caucus Chair of the BET to clarify the authority and approval process by the BET. The Town Attorney advised that the BET authority was derived from the Budget Resolutions and approval should occur whenever there was a change resulting in some financial impact or any additions to the TOO (e.g., new positions, not vacant positions already in the TOO). In this instance, the addition of the Deputy Chief to the TOO of the Police Department, while appearing to be net-neutral financially, will have an impact on the pension obligations of the Town. Thus, the Town Attorney advised that it was clear that the Human Resources Committee, as well as the full BET, was required, pursuant to Budget Resolutions passed by the BET and the full RTM, to approve the revised TOO that adds a Deputy Chief to the Police Department.

The Committee reviewed the circumstances and considered one of two options: reversing the organizational change or approving the change retroactively to the date of the promotion, that is August 27, 2020. The Committee was informed that the Law Committee of the BET would be reviewing the language of the Budget Resolutions for FY21 to clarify when the approval of the BET HR Committee and full BET Committee will be required for changes to the TOO.

The Committee reviewed the circumstances and considered one of two options:

reversing the organizational change or approving the change retroactively to the date of the promotion August 27, 2020. The Committee was informed that the Law Committee of the BET would be reviewing the language of the Resolutions to clarify when BET HR Committee and full BET Committee was required for changes to the Table of Organization. Committee members urged the Law Committee to include the need for financial analysis to settle any perceived ambiguity to terms found in the Resolutions

Committee members were reluctant to approve the organizational changes retroactively but ultimately concurred that there was a perceived ambiguity in the language of the Budget Resolutions. The Committee felt that from a procedural standpoint it was important that the HR Committee ratify the promotions already in place.

Upon a motion by Ms. Hess, seconded by Ms. Krumeich, the Committee voted 4-0-0 to ratify the Police Department's new Table of Organization and recommend it to the BET as a Routine Application on its September Agenda. Motion carried.

- **Human Resources COVID-19 update**

- **Health Department** –Director Baisley reported that the Town has had 992 COVID-19 cases, of which 8 were still active. The Health Department has 24 hours to respond to contact tracing received from the State so the Health Department has been operating seven days a week. The Health Department established a COVID-19 Coordinator in Greenwich public and private schools and activated the Town's Medical Reserve Corps to assist with COVID-19 contact tracing. HIPAA and privacy concerns are addressed in the Department's protocols. Ms. Baisley explained that details on the different COVID-19 testing available to residents has been posted on the Town website. Director Baisley noted that the COVID-19 policies are currently being reviewed by the Law Department and that she will be meeting to discuss any recommended changes in the near future. Ms. Baisley informed the Committee that overtime expenses that have been incurred due to COVID-19 are reimbursable by the State and by FEMA so she does not anticipate an interim appropriation for overtime expenses. Health Department clinics for Flu shots are scheduled for October and the "drive by" flu clinic format might become the model for any future COVID-19 vaccinations.
- **Human Services Department** – Ms. Demetria Nelson, Commissioner of Human Services, introduced herself to the Committee and reported that the Bank Program administered by the Human Services Department has been moved to the New Lebanon School. School personnel have been involved in setting the COVID-19 protocols for the program. The Commissioner also reported that there have been no reports of the virus among homemakers on site-visits. Caseworkers reported high demand for the Department's rental assistance and Neighbor-to-Neighbor food assistance. According to Ms. Nelson, despite a Community Development Block Grant ("CDBG") of \$50,000, 53% of the 20-21 Budget for rental assistance had been spent in the first two months of the fiscal year. However, there was some ability to transfer from other MOC codes (such as vocational educational activities, which has had limited utilization because of COVID19) to offer some relief. Daily Food deliveries to high risk clients are being done by Community Partners,

Transportation Association of Greenwich, or pickups from Neighbor-to-Neighbor. The number of requested food assistance has risen from 53 to 504 recipients during the pandemic.

- **Town** – no report was available because the HR Director was required to leave the meeting early.
- **Board of Education** – The Chair was asked to forward questions from the Committee to the Board of Education Human Resources Department in advance of the next meeting. Any answers received will be circulated to Committee members prior to the October meeting.

New Business

- **Labor Contracts**

The Committee deferred discussion of union collective bargaining agreements to the next meeting because Director Pepe needed to leave the meeting prior to discussion of the item. It was noted that the RTM Finance and Budget Overview Committees were reviewing current labor contracts to be presented to the full RTM at their September meeting. Mr. Emmet Hibson, Greenwich's Collective Bargaining Specialist, will be invited to the October meeting to update the Committee.

Approval of BET HR Committee Meeting Minutes

Approval of the Minutes of the regular meeting of the July 15, 2020 BET Human Resources Committee was deferred until the October 2020 meeting.

Adjournment

Upon a motion by Ms. Kreuzer, seconded by Ms. Hess, the Committee voted 4-0-0 to adjourn the meeting at 10:16 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, October 14, 2020 at 8:30 A.M. The Meeting will either be a virtual meeting or in the Cone Room, 2nd Floor, Town Hall.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Tuesday, October 14, 2020
Virtual Webinar

Committee

Present: Karen Fassuliotis, Committee Chair; Debra Hess, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Peter Mynarski, Comptroller; Demetria Nelson, Commissioner, Human Services Dept; Erica Mahoney, Ass't Director, Human Resources (HR) Dept; Mary Pepe, Director, HR Dept

Board: Michael Mason, Board of Estimate and Taxation (BET) Chairman; Andy Duus, Laura Erickson, Leslie Moriarty

BOE/GPS: Shamain Johnson, Director, HR, Greenwich Public Schools (GPS); Sean O'Keefe, Chief Operating Officer, GPS; Regina Williams, Ass't Director, HR, GPS

RTM: Lucia Jansen, (D-7), Representative Town Meeting (RTM) Budget Overview Committee, Chair; Danyal Ozizmir, (D-5), RTM Budget Overview Committee, Vice Chair; Labor Contracts Committee, Chair

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

HR Reports

• **Vacancy Report – Town and BOE**

Ms. Pepe, HR Director, highlighted items from the HR Department's written report:

- Assistant Fire Chief. A recommendation has been forwarded to Board of Selectmen for their approval
- Senior Business Analyst – Recruitment is ongoing.
- Executive Assistant to the Comptroller, Finance Department. A conditional offer has been made.
- Police Department Probationary Officer (Academy graduate). This position has been filled and the individual will be replacing a Police Officer who has retired.
- Health Department Environmental and Laboratory Director. Candidates being interviewed.
- Health Department Dental Hygienist. Recruitment is ongoing
- Human Services Program Director. An individual has been offered the position and has accepted with a start date October 19, 2020; A Bi-lingual Provider to be posted to replace the individual who was promoted.

- **Unemployment Report - Town**

Ms. Pepe commented that CT State Unemployment Dept reports have not been received since May. Substitute teachers have been filling classroom position which may have future impact on Town Unemployment Claims. Ms. Pepe reminded the Committee that claims filed under COVID-19 as the reason for unemployment are 50% reimbursable from the State through December 31, 2020.

- **Unemployment Report - BOE**

Ms. Johnson, BOE HR Director, and Ms. Williams, BOE Ass't Director HR, informed the Committee that there were 47 teacher retirements and resignations since July 1, 2020 and 32 teachers on leave under the Family Medical Leave Act (FMLA). Unemployment claims for the BOE are expected to appear on the updated CT State Dept of Unemployment reports for June, July, August, and September that have not yet been received by the Town HR Dept.

- **Workers' Compensation Claims**

Mr. Mynarski directed the Committee's attention to a large claim that was settled in September. He noted that since the individual was no longer a Town employee, a settlement could be negotiated, which then resulted in the expense being transferred to the Other Post Employment Benefit (OPEB) Trust. He pointed out that the transfer to the OPEB Trust also reduced the future annual Town contribution to Worker's Compensation and will be reflected in the annual Audit. A surplus of \$93,333.06 remained in the Workers' Compensation account. Ms. Krumeich requested that the Committee be provided with a compilation of Workers Compensation settlements. Ms. Pepe and Mr. Mynarski indicated that they would provide the information after consulting with the attorney representing Connecticut Interlocal Risk Management Agency (CIRMA) on behalf of the Town to determine how any HIPPA-restricted information could be redacted.

Old Business

- **Human Resources COVID-19 update**

- **Town** – Ms. Pepe reported that the Town Hall was now open to “walk-in traffic” from 8 AM to 1 PM and the Town would be monitoring individuals to assure that COVID-19 protocols were being observed within the building. Town Hall would also be open from 1 PM to 4 PM by appointment only. Some employees have expressed concern about visitor compliance with COVID-19 protocols and have asked the HR Department for guidance with enforcing compliance protocols. Ms. Pepe commented that employees have been advised that they could request that their supervisor to speak with an individual to request adherence with COVID-19 protocols. Every Department has protocols in place to contact the police and a police vehicle is stationed in the public parking lot adjacent to Town Hall, should law enforcement intervention become necessary.

- **Board of Education** – Ms. Johnson reported that PPE and cleaning materials were in adequate supply. She also noted that in some schools, windowed administrative staff office space has been re-allocated to cohort classrooms. Both the staffing and environment planning tactics put in place by the School Administration appear to be working well, despite the number of students in the classroom being fluid. As parents and students reconsider their early remote-learning decisions. Faculty have been encouraged to use outdoor space when possible.
 - **Enrollment** There are currently 8,792 students enrolled in the school district, of which 1,472 were exclusively learning remotely. The largest remote-learning population were in the elementary schools.
 - **Staffing** – 52 teachers were working remotely, 32 qualified for ADA accommodations and 11 teachers were “new hires”.
 - **Substitute Staffing** - Both long-term and per diem substitutes are consistently being sought. Special Education and special programs such as music are a challenge to staff which makes recruitment a continuing process.

- **Labor Contracts Update**

Ms. Pepe reported that two unions (LIUNA and UPSEU) have ratified their labor contracts which have already been reviewed by the RTM Labor Contracts Committee. The GMEA contract has not yet been ratified, but is expected to be ratified once union members are able to meet. The collective bargaining agreement with the Firemen’s union is currently in arbitration. The labor contract with the Teamsters union will be going to arbitration.

New Business

- **Discussion and vote on BOE request to add 2 full time Custodians**

Mr. O’Keefe presented a justification for the request for two full-time custodians as a less expensive solution to mounting overtime costs due to additional COVID-19 cleaning processes, vacation, and sick leave. The Committee asked if there was any offset to account for the additional headcount and Mr. O’Keefe indicated that there would not be. The Committee requested that Mr. O’Keefe provide a breakdown of the salary and benefits of the new hires and analyze the anticipated cost savings as a result of these hires for discussion at the full BET meeting.

Upon a motion by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to recommend conditional approval of the BOE request for two new custodians as a Non-Routine Application subject to the receipt of a cost/benefit analysis. Motion carried.

Approval of BET HR Committee Meeting Minutes

Upon a motion made by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to accept the Minutes of the Regular Meeting of the HR Committee of July 15, 2020, subject to the amendment of scrivener errors. Motion carried.

Upon a motion made by Ms. Hess, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to accept the Minutes of the Regular Meeting of the HR Committee of September 15, 2020. Motion carried.

Adjournment

Upon a motion by Ms. Kreuzer, seconded by Ms. Hess, the Committee voted 4-0-0 to adjourn the meeting at 10:12 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Monday, November 9, 2020 at 8:30 A.M. The Meeting will either be a virtual meeting or in the Cone Room, 2nd Floor, Town Hall.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Monday, November 9, 2020
Virtual Webinar

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Erica Mahoney, Ass't Director, Human Resources (HR) Dept; Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

Board: Michael Mason, BET Chairman; Andy Duus, Leslie Moriarty, Leslie L. Tarkington,

BOE/GPS: Shamain Johnson, Director, HR, Greenwich Public Schools (GPS); Sean O'Keefe, Chief Operating Officer, GPS; Dan Watson, Director of Facilities, GPS; Regina Williams, Ass't Director, HR, GPS

RTM: Lucia Jansen, (D-7), Chair, Budget Overview Cmte (BOC); Danyal Ozizmir, (D-5), BOC, Vice Chair; Labor Contracts Committee, Chair

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:33 A.M. and welcomed Mr. Drake as a new member of the Committee

HR Reports

• **Vacancy Report – Town and BOE**

Director Pepe highlighted the following vacancies:

- Senior Business Analyst within the Office of the First Selectman has been hired and has a start date November 23, 2020
- Deputy Fire Chief Training will be an internal promotion to fill the vacancy
- Payroll Manager within the Human Resources Department will be filled due to the retirement of the current manager

BOE Assistant Director Williams stated that the Student Activity Department is staffed by one full-time manager and two clerical positions. She noted that all BOE positions were currently on hold except for an unfilled grant-funded Special Education position.

Old Business

- **Human Resources COVID-19 update**

- **Town** – Director Pepe reported that except for two furloughs, Town employees were either onsite or working at Town Hall and from home in a blended work schedule. To date, there has been no primary employee exposure to COVID-19, but several instances of secondary exposure required limited quarantine absence. Ms. Pepe reiterated that each Department Head determines who can work from home or must work from Town Hall (FMLA requests excepted). FEMA or State reimbursement was continuing with respect to COVID-related absences for possible reimbursement.
- **Board of Education** – Director Johnson reported that the student remote-learning population remained stable, that substitute teacher population was more fluid, and that some teacher requests for remote teaching had been accommodated by the Superintendent and her Cabinet and presented as information to the BOE. The Committee was assured that communication of teacher absences was improving but even if at short notice, instruction continued with the regular teacher's lesson plan by an ad hoc substitute.
- **Board of Education**

- **Request for 2 additional custodians**

Upon a motion by Ms. Fassuliotis, seconded by Ms. Kreuzer, to reconsider the previous vote on the addition of two custodians to the Board of Education table of organization, the Committee voted 4-0-0 to reconsider the item . Motion carried.

Mr. O'Keefe asked the HR Committee to reconsider the addition of two custodians to GPS staff based on the increase in square footage needing to be cleaned and the cost of overtime. The costs could be covered by the use of forecasted overtime and transportation savings found by the consolidation of School Bus routes. Mr. Watson commented that cleaning, disinfecting, emergencies, and coverage for sick and vacation leave justified the request.

The Committee suggested alternative options such as temporary help, part time help, lesser salary job titles and outsourcing. The question of 100% remote learning due to a resurgence of the virus was suggested, thinking there would be reduced cleaning needs. Ms. Pepe commented that she would approach the teamsters' union contract negotiations proposing a side agreement to allow the hiring of temporary custodians during the pandemic.

Mr. Mason encouraged the BOE to review the long-term impact of the request and consider alternatives options.

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to approve the BOE request to add two custodians to GPS staff, the Committee voted 2-2-0 (Opposed: Drake, Fassuliotis). Motion failed.

New Business

- **BOE Student Headcount and Faculty Requirements**

Assistant Director Johnson asked the Committee to defer the item until the December meeting when she and Dr. Jones could address the topic together.

- **Approval of BET HR Committee Meeting Minutes**

Vote on the Minutes of the October 14, 2020 Meeting is deferred until the December HR Committee Meeting.

Adjournment

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

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, December 15, 2020 at 8:30 A.M. The Meeting will either be a virtual meeting or in the Cone Room, 2nd Floor, Town Hall.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Tuesday, December 15, 2020
Virtual Webinar

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Erica Mahoney, Ass't Director, Human Resources (HR) Dept; Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept

Board: Michael Mason, BET Chairman; Andy Duus, Laura Erickson, Leslie Moriarty

Selectmen: Jill K. Oberlander, Select-person

BOE/GPS: Shamain Johnson, Director, HR, Greenwich Public Schools

Public: Suzanne Brown, Member, Nathaniel Witherell Board of Directors

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:32 A.M.

HR Reports

• **Vacancy Report – Town and BOE**

Ms. Pepe, HR Director, highlighted items from the HR Department's written report:

- Payroll Manager – HR Department – A conditional offer has been made
- Vacant Positions – Many positions have not been filled and require approval by the Town Administrator prior to posting
- Police & Fire positions are available and are due to turnover and retirements

The Committee asked Ms. Pepe to clarify New Hire orientation and learned that New Hires, after a period of learning position responsibilities during 5-day on-site work schedule, could join the Departmental blended off-site/on-site Rotation schedules.

BOE has customized new hire orientation for new hires as a function of job titles and tasks.

- **Unemployment Report – Town**

Town departmental unemployment overall for the first quarter of FY2020-2021 was almost 800% higher than same quarter previous year. Spikes occurred in both July and August whereas no unemployment was reported for HR, IT, Law, Health, Fleet, Planning & Zoning and Tax Assessors Departments.

- **Unemployment Report – BOE**

BOE unemployment overall for first quarter of FY2020-2021 mirrored Town unemployment of approximately 800% higher than same quarter previous year for Part- and Full-Time and Substitute Teaching positions. Currently BOE HR reports resignations and retirees cite COVID-19 and possible mandatory vaccinations issued during exit interviews.

- **Workers Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund spending was underbudget currently with a \$309,000 surplus to date. The Fund was trending well and might be a source for future transfers or interim appropriations.

Old Business

- **Human Resources COVID-19 update**

- **Town** – Director Pepe reported that both Primary and Secondary COVID-19 Exposure requests for Quarantine were subject to Departmental approval. The policy of Family Medical Leave Act (FMLA) was being monitored closely to determine if the Leave was documented, required due to intentional exposure or whether it should be charged against employee vacation or sick time benefits.
- **Board of Education** – Director Johnson reported that Current enrollment is 8,758 students of which 1,908 are full-time remote students. The application of sick leave and FMLA accommodation is well monitored because factors such as childcare and contact tracing Quarantine identification prompt frequent requests for remote work assignments. Ms. Johnson cited the challenging need to maintain a staff of 218 substitutes and 31 classroom monitors plus building substitutes.

- **Labor Contract Update**

Three labor contracts have been settled (LIUNA, GMEA and Public Service). The Fire Department contract continues in Arbitration with two negotiation sessions scheduled during December and January. Teamsters are planning on entering Arbitration for their labor negotiations and a meeting schedule is being developed.

Chair Remarks

Ms. Fassuliotis reminded Committee members that topics for discussion at upcoming HR Committee meetings will include BOE and Health Department headcounts, the HR Department “a cost of employment” presentation and consolidation of Departments.

Adjournment

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0-0 to adjourn the meeting at 9:25 A.M. Motion carried.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, January 13, 2021 at 8:30 A.M.

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Wednesday, January 13, 2021
Virtual Webinar

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer, Elizabeth K. Krumeich

Staff: Erica Mahoney, Ass't Director, Human Resources Dept (HR) ;Peter Mynarski, Comptroller

Board: Michael Mason, BET Chairman; Andy Duus, Laura Erickson, Leslie Moriarty

BOE/GPS: Sean O'Keefe, Chief Operating Officer, Greenwich Public Schools (GPS); Dan Watson, Director of School Facilities, GPS; Regina Williams, Ass't Director Human Resources, GPS

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:32 A.M. She proposed that a new Item would be added to the Agenda.

Upon a motion by Ms. Fassuliotis, seconded by Ms. Kreuzer, to add a discussion of M&C Employee Compensation FY2022 to the Agenda and for the Chair to notify the BOE of the Committee's inclusion of this item in the February meeting agenda. The Committee voted 4-0-0. Motion carried.

HR Reports

• **Vacancy Report – Town and BOE**

Ms. Mahoney, Ass't HR Director, highlighted items from the HR Department's written report:

- Fire Fighters - Fire Department - Conditional Offer pending for 5 new recruits replacing retirees
- Director of General Services – Police Department – Current Director, Greg Hannigan, submitted his resignation as of January 1, 2021. The Job Description is under review by Chief Heavey and Ms. Pepe
- Process Control Manager – Sewer Division – The position has been vacant since January 23, 2018. A Committee member questioned the delay and the Committee was reminded that because there is a pending arbitration by the employee that was terminated due to a criminal matter, the position must remain open until the arbitration is decided. Ms. Mahoney will contact the Town Law Department to learn which attorney is handling the arbitration.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to recommend that the Chair urge the First Selectman and the HR Director to open a

dialogue with LIUNA to find an expeditious path forward to complete the Grievance Process so that the vacancy can be filled, the Committee voted 4-0-0. Motion carried.

- Building Inspector – Public Works BC&M – The position is posted due to a retirement on January 1, 2021
- Nathaniel Witherell staffing analysis is underway
 - RN retirement with position conversion to LPN
 - Medical Records Specialist & Supervisor – The job description has been updated
 - Certified Nursing Assistant – The position is posted due to a retirement
 - Second Certified Nursing Assistant – The position is posted due to a retirement
- BOE Positions – The BOE has 6 unfilled positions which are currently on hold or due to retirements
 - Media Assistant – 2 positions have been placed on hold
 - PPS Data Specialist (Grant Funded) – has been placed on hold
 - Staff Ass't to Deputy Superintendent – has been placed on hold
 - IT Support Technician – 2 positions – The job titles and job descriptions have been updated
 - School Health Clerk – The job title and job descriptions have been updated and the position has expanded responsibilities. The position was filled through a promotion.

- **Monthly Health Insurance Update**

One Digital, outsourced Benefits consultant, and Town Benefits Manager, Allison Graham, will be invited to attend February HR Committee meeting to give a presentation on Town benefits.

- **Workers Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund spending was uneventful currently with a \$290,000 surplus for the past 27 weeks. The Fund is trending well with the potential of a \$600,000 surplus at yearend.

- **M&C Compensation**

The HR Department was asked to provide comparable towns' compensation information and a list of current compensation of M&C employees and elected officials to begin the discussion at the February meeting.

COVID Updates

The report was deferred due to the unavailability of Ms. Pepe.

Items for future discussion

Committee members made suggestions on the following topics for discussion:

- **BOE**
 - Review Table of Organization
 - Update of the hiring status of the requested two new custodians
 - Discussion of plans for additional personnel that may impact the BOE budget
 - Discussion of the teacher staffing model and BOE procedures for changing the staffing model
 - Policies and circumstances for determining class sizes
 - Threshold for determining reduction of teachers resulting from reduction of student population
 - Update on BOE Strategic Plan, unsubscribed programs, and implementation of Special Ed consultant initiatives
 - HR Committee Chair and Budget Committee Chair will discuss appropriate division of tasks concerning both Committees

- **TOWN**
 - Discussion of elected officials' salaries;
 - a breakout of 901 and 902 benefits and workers compensation charges. Although Mr. Mynarski remarked that the information would be included in his Fixed Charges budget presentation, he offered adding specific lines or presenting the presentation that is given to the Budget Committee for the HR Committee;
 - Presentations requested from additional departments: Public Works; Commission on Aging; Building & Construction Maintenance CIP staffing; Parks & Recreation staffing models for waterfront and outdoor facilities; Fire Department; and discussion of possible departmental mergers

Approval of BET HR Committee Meeting Minutes

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to approve the Regular BET Human Resources Committee Meeting Minutes of the September 15, 2020, the Committee voted 4-0-0. Motion carried.

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to approve the Regular BET Human Resources Committee Meeting Minutes of the October 14, 2020, the Committee voted 4-0-0. Motion carried .

Approval of the Minutes of the Regular Meeting of the BET Human Resources Committee of November 9, 2020 and December 15, 2020 were deferred until the February 17, 2021 Virtual Meeting.

Adjournment

Upon a motion by Ms. Kreuzer, seconded by Mr. Drake, the Committee voted 4-0-0 to adjourn the meeting at 9:17 A.M. Motion carried.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, February 17, 2021 at 8:30 A.M.

SUBJECT TO APPROVAL