1. BET HR Comm. Webinar Agenda_02-14-2022
   Documents:

   BET HR COMM MEETING AGENDA FEBRUARY 14 2022.PDF

1.1. SUB_TO_APP_BET HR Comm. Meeting Minutes_01-12-2022
   Documents:

   SUB_TO_APP_BET HR COMM MEETING MINUTES_01-12-2022.PDF
AGENDA

1. Discussion and vote on Registrar of Voters Salary Increases for FY23 and FY24

2. Discussion and vote on Management and Confidential pay increases for FY23 including base increase, additional percentage for high performance, and healthcare contribution

3. Discussion and vote on headcount changes in the Salary Schedules of the Budget Book:
   a. Planning and Zoning Board of Appeals - Zoning Enforcement Staff Assistant
   b. Planning and Zoning staff
   c. Town Clerk – one position
   d. Fire Department – four new positions
   e. Nathaniel Witherell – three new positions.
   f. Board of Education –16.5 Covid related in the Grants Fund and 5.9 positions in regular staffing.

4. Approval of minutes of meeting January 12, 2022

5. Adjournment
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR WEBINAR MEETING

Wednesday, January 12, 2022

Committee Present: William Drake, Committee Chair; Miriam Kreuzer, Dan Ozizmir, Stephen Selbst

Staff: Aamina Ahmad, Assistant Town Attorney, Law Department; Shira Davis, Executive Assistant, Finance Department; Katie DeLuca, Director, Planning & Zoning Department; Craig Jones, Information Technology Department; Erica Mahoney, Ass’t Director, Human Resources (HR Dept); Peter Mynarski, Comptroller; HR Dept; Mary Pepe, Director, HR Dept

BET: Nisha Arora, Leslie Moriarty, Jeffery S. Ramer, Leslie Tarkington

Committee Chairman Drake, called the meeting to order at 9:00 A.M., a delayed start time from scheduled 8:30 A.M. to resolve technical difficulties.

HR Reports

- Vacancy and Posted Vacant Position Listings

  Ms. Pepe commented that vacant positions were either on hold, in the process of being filled or will be filled shortly through recruitment or completion or interviews. She noted a new area in the Vacancy Report that anticipated positions to be filled due to announced or pending retirements. Committee members requested more information about the following positions:

  o **FOI Specialist** – Police Department: due to increased requests for Police Body-Cam evidence, the HR Department is developing a new job description prior to recruitment. The question was asked to clarify whether the intention was to have one new FOI Specialist in FY2022 and two additional Specialists in FY2023.

  o **Collective Bargaining Specialist** – It was explained that although the position remains on the Vacancy List, the position is currently being filled by a consultant.

- Workers’ Compensation Expense Report

  Mr. Mynarski explained the structure of the Town’s Workers’ Compensation program for the benefit of the HR Committee’s new members. He described the CIRMA (3rd party) claims protocols, the HR Department’s role and that of its Safety Analyst, and its ultimate information reporting for the Town’s Actuary, auditors and BET budgeting purposes. The Committee requested additional information about the number of future potential candidates for settlements.
New Business

- Request to reclassify a part-time GMEA position to a full-time GMEA position at the Planning & Zoning Department (P&Z)

Ms. DeLuca described the context behind her request as P&Z processes were becoming increasingly digitalized due to Customer Service and applications being submitted through online forms. She explained that the personnel change requested would be budget-neutral by deleting 2 part-time positions and one administrative position that would cover the new salary and benefit costs. Ms. Kreuzer volunteered to develop a new universal template to cover the complexity of salary, benefits, and pension changes for similar future situations.

Mr. Drake reviewed the mission and duty of the HR Committee as the responsibility of reviewing interim personnel changes when there was an impact on the Budget Book and the headcount number of total employees to make recommendations to the Budget Committee and then the BET.

Approval of BET HR Committee Meeting Minutes

No Meeting Minutes were presented for a vote of acceptance or approval.

Chairman’s Remarks

Mr. Drake remarked that the template was a very useful suggestion and thanked the Committee for a very productive meeting.

Adjournment

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

Respectfully submitted,

Catherine Sidor, Recording Secretary

William Drake, HR Committee Chairman

Next Meeting – Monday, February 14, 2022 at 8:30 A.M. which will be either a virtual meeting, hybrid or in-person in the meeting in the Cone Meeting Room depending on the status of COVID-19 and any COVID-19 instructions.