

1. BET HR Comm. Meeting Agenda 07-13-2022

Documents:

[BET HR COMMITTEE MEETING AGENDA 07-13-2022.PDF](#)

2. BET HR Comm. Meeting Packet 07-13-2022

Documents:

[BET HR COMMITTEE MEETING PACKET 07-13-2022.PDF](#)



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

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING**

**Wednesday, July 13, 2022 - 8:30 A.M.  
Cone Room**

**AGENDA**

1. Request Form for Table of Organization & Budget Adjustments
2. Discussion with Jonathan Budd and David Eisenstein of Greenwich Public Schools
3. HR Reports
  - Vacant and Posted Vacant Position Listings
  - Workers Compensation Expense Report
4. Approval of Minutes
  - June 8, 2022
5. Adjournment

Next Meeting – Thursday, September 8, 2021, at 8:30 AM in the Cone Room.



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<p><b>NOTE: Please fill out form pursuant to "Resolutions Of Board of Estimate and Taxation and Representative Town Meeting on Proposed FY2022-2023 Budget. Additional Provisions" in Final Budget Book 2022-2023</b></p>	<p><b>Town Of Greenwich</b> <b>Request Form For Table of Organization &amp; Budget Adjustments</b></p>	<p><b>NOTE: ALL TOO CHANGES REGARDLESS OF JURISDICTION MUST BE REVIEWED BY HR AND OFS PRIOR TO COMING BEFORE BET COMMITTEES.</b></p>																								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;"><b>Department &amp; Division:</b></td> <td style="width:30%;">P&amp;Z</td> <td style="width:30%;"><b>FY Salary &amp; Benefits</b></td> <td style="width:5%;">22/23</td> </tr> <tr> <td><b>Dept Head</b></td> <td>Katie DeLuca</td> <td><b>Date Apprv'd. by HR</b></td> <td>1/15/2022</td> </tr> <tr> <td><b>Department Number</b></td> <td>171</td> <td><b>Date Apprv'd by OFS</b></td> <td>1/15/2022</td> </tr> <tr> <td><b>Action Requested:</b></td> <td>TOO Adjustment</td> <td><b>Date Apprv'd by Brd/Comm</b></td> <td>1/15/2022</td> </tr> <tr> <td><b>Department Budget Increase</b></td> <td>YES</td> <td><b>Confirmed w/Finance</b></td> <td>YES/NO</td> </tr> <tr> <td><b>Fixed Charges Increase</b></td> <td>YES</td> <td><b>In Subsequent Budget</b></td> <td>YES/NO/TBD</td> </tr> </table>			<b>Department &amp; Division:</b>	P&Z	<b>FY Salary &amp; Benefits</b>	22/23	<b>Dept Head</b>	Katie DeLuca	<b>Date Apprv'd. by HR</b>	1/15/2022	<b>Department Number</b>	171	<b>Date Apprv'd by OFS</b>	1/15/2022	<b>Action Requested:</b>	TOO Adjustment	<b>Date Apprv'd by Brd/Comm</b>	1/15/2022	<b>Department Budget Increase</b>	YES	<b>Confirmed w/Finance</b>	YES/NO	<b>Fixed Charges Increase</b>	YES	<b>In Subsequent Budget</b>	YES/NO/TBD
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<b>BUDGETARY IMPACT</b>																																																															
<p><b>Email this form as a PDF along with any supporting documentation (in PDF Format) - See "Justification of Request" section of template</b></p>	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Position</th> <th style="width:10%;">Union</th> <th style="width:5%;">Grade</th> <th style="width:5%;">FT/PT</th> <th style="width:10%;">Hourly Pay</th> <th style="width:10%;">Hours</th> <th style="width:15%;">Annual Salary</th> <th style="width:15%;">TOTAL BENEFITS<sup>(3),(4)</sup></th> <th style="width:10%;">TOTAL Cost to TOG<sup>(5)</sup></th> </tr> </thead> <tbody> <tr> <td colspan="9"><b>Current<sup>(1)</sup></b></td> </tr> <tr> <td>Asst to P&amp;Z Director</td> <td>GMEA</td> <td>A6</td> <td>FT</td> <td>50.13</td> <td>1820</td> <td>91,233.51</td> <td>40,005.89</td> <td>131,239.40</td> </tr> <tr> <td>Admin Staff Asst 2</td> <td>GMEA</td> <td>D7</td> <td>PT</td> <td>36.18</td> <td>1300</td> <td>47,031.53</td> <td>3,597.91</td> <td>50,629.44</td> </tr> <tr> <td>Admin Staff Asst 2</td> <td>GMEA</td> <td>D5</td> <td>PT</td> <td>33.50</td> <td>1300</td> <td>43,548.18</td> <td>3,331.44</td> <td>46,879.62</td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right;">4420</td> <td style="text-align: right;">181,813.22</td> <td style="text-align: right;">46,935.24</td> <td style="text-align: right;">228,748.46</td> </tr> </tbody> </table>								Position	Union	Grade	FT/PT	Hourly Pay	Hours	Annual Salary	TOTAL BENEFITS <sup>(3),(4)</sup>	TOTAL Cost to TOG <sup>(5)</sup>	<b>Current<sup>(1)</sup></b>									Asst to P&Z Director	GMEA	A6	FT	50.13	1820	91,233.51	40,005.89	131,239.40	Admin Staff Asst 2	GMEA	D7	PT	36.18	1300	47,031.53	3,597.91	50,629.44	Admin Staff Asst 2	GMEA	D5	PT	33.50	1300	43,548.18	3,331.44	46,879.62						4420	181,813.22	46,935.24	228,748.46	<p><b>PLEASE CONSULT WITH FINANCE DEPARTMENT ON APPROPRIATE COSTS FOR BARGAINING UNIT, AS WELL AS MAX HEALTHCARE FIGURE IN NOTES</b></p>
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**Template will be reviewed by BET HR & Budget Committees. Please contact Committee Chairs for meeting schedule and required attendance.**

TABLE OF ORGANIZATION IMPACT	JUSTIFICATION OF REQUEST																
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<b>Current</b>	7	2.85	9.85														
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**Assumptions/Notes:**

- 1) Salary and bargaining unit grade level data of most recent employee. Benefits data is average across employee bargaining unit for fiscal year specified
- 2) Salary data assumes bargaining unit grade level most likely to be filled. Benefits data is average across employee bargaining unit for fiscal year specified.
- 3) Full-time employee benefits such as Healthcare admin, Life Ins & AD&D, FICA, Sick&Vacation Payout, Eye Glass, 401K, WC, Unemployment, OPEB (Fire, Police & GEA Only) are percentage of salary based on bargaining unit average. DC & RHSA Costs are percent of salary. For part-time, FICA only based on a percentage of salary.
- 4) Max healthcare cost per employee (assuming family of 4+) for employee bargaining unit: **[PLEASE INCLUDE COST HERE]**
- 5) Total Cost = Annual Salary + Total Benefits

The following action was taken:			
BET Budget Committee Vote:	Chair:	Date:	
BET HR Committee Vote:	Chair:	Date:	

**Vacant Position Listing - July 2022**

<b><u>Department and Job Description</u></b>	<b><u>Grade</u></b>	<b><u>Vacancy Date</u></b>	<b><u>Comments</u></b>
<b>135 Assessor</b>			
Assistant Assessor	MC-7	12/2/2019	Posted as Statistician (L-D)
<b>600 BOE - Administration</b>			
PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
Administrative Assistant - General @ Havemeyer (Transportation & Security)	G-B	6/1/2022	Written Exam being scheduled
Administrative Assistant - School (Bilingual) @ GHS Front Office	G-B	8/1/2022	Written Exam 7/7/22
Executive Chef	L-E	7/2/2022	Posted
<b>640 BOE - Operation of Plants</b>			
HVAC Repair and Maintenance Mecha	T-11	4/18/2021	Performance Exam being scheduled
Building Maintenance Mechanic	T-8	4/1/2021	Waiting for BOE to confirm shift for posting
Head Custodian @ Old Greenwich	T-13	7/1/2022	Transfer Posted
Custodian II @ GHS	T-7	7/1/2022	Transfer Posted
Custodian II @ EMS	T-7	7/5/2022	Transfer Posted
<b>195 Commission on Aging</b>			
Administrative Assistant to the Director of the Comm. on Aging	G-B	6/1/2022	Start Date TBD
<b>173 Environmental Affairs</b>			
Senior Inland Wetlands Analyst	L-D	4/8/2022	Position under review
Assistant Wetlands Compliance Officer	L-G	6/27/2022	Posted
<b>130 Finance</b>			
Senior Accounting Supervisor	L-C	5/26/2022	Job Description Under Review
<b>205 Fire</b>			
Firefighter	F-01	7/1/2022	Conditional Offer Pending For August start date
<b>380 Fleet</b>			
Heavy Duty Vehicle Mechanic	T-12	5/1/2021	Re-Posted
<b>701 Greenwich Library</b>			
Library Clerk	G-E	12/24/2021	Awaiting Request to Fill
Library Clerk	G-E	6/3/2022	Awaiting Request to Fill
Library Technical Assistant	G-C	2/1/2022	Awaiting Request to Fill

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Librarian III (Music Librarian)	L-C	2/1/2021	List to Department 6/27/22; Department Interviewing
<b>405 Health Department</b>				
	Public Health Dental Hygienist (10 Month)	G-B	7/1/2022	List to Department 6/28/22
<b>502 Human Services</b>				
	Human Services Administrative Staff Assistant Bilingual Spanish	G-D	1/1/2022	Job Description Under Review
<b>134 IT</b>				
	Office Administrator - Information Technology	L-E	4/1/2022	List to Department 6/10/22; Department Interviewing
<b>174 Land Use</b>				
	Land Use Accounting Clerk	G-C	3/5/2022	List to Department 7/6/22
<b>450 Nathaniel Witherell</b>				
	Building Maintenance Mechanic, NW	TNW	4/19/2021	Conditional Offer Pending
	Building Maintenance Mechanic, NW	TNW	6/1/2021	Posted
	Staff Nurse, R.N.	H-5	9/3/2021	Position Under Review for an Acute Care Nurse
	Patient Care Coordinator	H-4	1/1/2022	Position Under Review
	Operations Manager - NW	L-C	4/24/2022	Job Description to be updated and re-posted
	Clinical Case Management Liaison	L-D	5/1/2022	Job Description to be updated and re-posted
	Cook II	TNW	6/1/2022	Conditional Offer Pending
	Assistant Director of Nursing (11:30 pm Shift)	H-3	6/1/2022	Posted
	Certified Nursing Assistant (7:30 am Shift)	TNW	7/1/2022	Posted
<b>822 Parks &amp; Rec - Parks</b>				
	Park Gardner Foreman	T-10	6/1/2022	List to Department 6/28/22
	Park Gardener II	T-7	5/23/2022	Awaiting Request to Fill
<b>829 Parks &amp; Rec - Trees</b>				
	Tree Climber	T-11	4/25/2022	Posted
	Tree Climber	T-11	6/5/2022	Posted
<b>832/834 Parks &amp; Rec - Marine</b>				
	Maintenance Mechanic II - Marine	T-8	3/3/2022	Posted

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Dockmaster	T-7	6/1/2022	Posted
<b>212 Police - Dispatch</b>				
	Public Safety Dispatch Telecommunicator	G-D	3/2/2022	Conditional Offer Pending
	Public Safety Dispatch Telecommunicator	G-D	4/1/2022	Conditional Offer Pending
	Public Safety Dispatch Telecommunicator	G-D	5/10/2022	List to Department 5/26/22; Department Interviewing
	Public Safety Dispatch Telecommunicator	G-D	6/13/2022	List to Department 5/26/22; Department Interviewing
<b>217 Police - Patrol</b>				
	Police Officer	P-01	11/1/2021	Conditional Offer Pending for August Start Date
	Police Officer	P-01	11/1/2021	Conditional Offer Pending for August Start Date
	Police Officer	P-01	12/20/2021	List to Department 12/10/21; Department Interviewing
	Police Officer	P-01	3/1/2022	List to Department 12/10/21; Department Interviewing
	Police Officer	P-01	2/6/2022	List to Department 12/10/21; Department Interviewing
<b>302 Public Works - Engineering</b>				
	Senior Civil Engineer	L-B	6/3/2022	Awaiting Request to Fill
<b>312 Public Works - Highway</b>				
	Civil Engineer - Highway Asset	L-E	3/28/2022	Posted
	Laborer	T-4	12/13/2021	List to Department 3/10/22
	Laborer	T-4	3/4/2022	List to Department 3/10/22
	Heavy Equipment Operator	T-12	2/25/2022	Posted
<b>345 Public Works - BC&amp;M</b>				
	Building Maintenance Mechanic	T-8	9/17/2021	List to Department 6/16/22
	Superintendent of BC&M	L-A	3/1/2022	Interim Appointed; Awaiting Request to Post
<b>361 Public Works - Sewer Division</b>				
	Sewer Plant Operator II	T-12	4/1/2019	List to Department 12/1/21
	Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
	Sewer Works Foreman	T-13	3/1/2022	Written Exam to be scheduled
<b>Total Vacant Positions</b>		<b>58</b>		
<b>Upcoming Vacancies or Recruitments Underway</b>				
<b>FIRE</b>				

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
	Firefighter	F-01	8/1/2022	Conditional Offer Pending For August start date
	Firefighter	F-01	8/1/2022	Conditional Offer Pending For August start date
	Firefighter	F-01	8/1/2022	Conditional Offer Pending For August start date
	Firefighter	F-01	8/1/2022	Conditional Offer Pending For August start date
<b>NW</b>				
	Associate Director of Nursing	H-2	8/1/2022	Posted
<b>Perrot</b>				
	Library Manager	L-B	9/1/2022	Job Description Under Review



**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 21-22 @ June 30, 2022**

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 7, 2021	\$15,635.87		\$34,135.00		
2	July 14, 2021	\$42,533.19		\$34,135.00		
3	July 21, 2021	\$40,065.39		\$34,135.00		
4	July 28, 2021	\$1,818.54		\$34,135.00		
	sub-total	\$100,052.99	\$100,052.99	\$136,540.00	\$136,540.00	\$36,487.01
5	August 4, 2021	\$17,455.81		\$34,135.00		
6	August 11, 2021	\$17,041.17		\$34,135.00		
7	August 18, 2021	\$30,881.58		\$34,135.00		
8	August 25, 2021	\$16,697.02		\$34,135.00		
	sub-total	\$82,075.58	\$182,128.57	\$136,540.00	\$273,080.00	\$90,951.43
9	September 1, 2021	\$41,263.00		\$34,135.00		
10	September 8, 2021	\$11,321.29		\$34,135.00		
11	September 15, 2021	\$129,896.72		\$34,135.00		
12	September 22, 2021	\$25,087.36		\$34,135.00		
13	September 29, 2021	\$27,741.34		\$34,135.00		
	OPEB Transfer	-\$61,080.37				
	sub-total	\$174,229.34	\$356,357.91	\$170,675.00	\$443,755.00	\$87,397.09
14	October 6, 2021	\$27,708.89		\$34,135.00		
15	October 13, 2021	\$25,583.48		\$34,135.00		
16	October 20, 2021	\$21,846.04		\$34,135.00		
17	October 27, 2021	\$29,065.60		\$34,135.00		
	sub-total	\$104,204.01	\$460,561.92	\$136,540.00	\$580,295.00	\$119,733.08
18	November 3, 2021	\$19,017.05		\$34,135.00		
19	November 10, 2021	\$36,091.10		\$34,135.00		
20	November 17, 2021	\$542,618.41		\$34,135.00		
21	November 24, 2021	\$22,193.37		\$34,135.00		
	sub-total	\$619,919.93	\$1,080,481.85	\$136,540.00	\$716,835.00	-\$363,646.85
22	December 1, 2021	\$9,258.65		\$34,135.00		
23	December 8, 2021	\$16,527.56		\$34,135.00		
24	December 15, 2021	\$15,442.95		\$34,135.00		
25	December 22, 2021	\$18,625.69		\$34,135.00		
26	December 29, 2021	\$30,147.30		\$34,135.00		
	OPEB Transfer	-\$580,955.05				
	sub-total	-\$490,952.90	\$589,528.95	\$170,675.00	\$887,510.00	\$297,981.05
27	January 5, 2022	\$35,589.51		\$34,135.00		
28	January 12, 2022	\$13,392.60		\$34,135.00		
29	January 19, 2022	\$14,397.58		\$34,135.00		
30	January 26, 2022	\$49,807.94		\$34,135.00		
	sub-total	\$113,187.63	\$702,716.58	\$136,540.00	\$1,024,050.00	\$321,333.42
31	February 2, 2022	\$25,341.59		\$34,135.00		
32	February 9, 2022	\$256,738.69		\$34,135.00		
33	February 16, 2022	\$39,248.36		\$34,135.00		
34	February 22, 2022	\$26,801.93		\$34,135.00		
	sub-total	\$348,130.57	\$1,050,847.15	\$136,540.00	\$1,160,590.00	\$109,742.85

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 21-22 @ June 30, 2022**

35	March 2, 2022	\$51,141.73		\$34,135.00		
36	March 9, 2022	\$90,948.53		\$34,135.00		
37	March 16, 2022	\$53,267.06		\$34,135.00		
38	March 23, 2022	\$35,334.47		\$34,135.00		
39	March 30, 2022	\$24,828.53		\$34,135.00		
	OPEB Transfer	-\$347,712.54				
	sub-total	-\$92,192.22	\$958,654.93	\$170,675.00	\$1,331,265.00	\$372,610.07
40	April 6, 2022	\$38,917.65		\$34,135.00		
41	April 13, 2022	\$34,350.86		\$34,135.00		
42	April 20, 2022	\$28,636.95		\$34,135.00		
43	April 27, 2022	\$24,725.14		\$34,135.00		
	sub-total	\$126,630.60	\$1,085,285.53	\$136,540.00	\$1,467,805.00	\$382,519.47
44	May 4, 2022	\$33,611.49		\$34,135.00		
45	May 11, 2022	\$30,334.18		\$34,135.00		
46	May 18, 2022	\$27,992.66		\$34,135.00		
47	May 25, 2022	\$55,895.16		\$34,135.00		
	sub-total	\$147,833.49	\$1,233,119.02	\$136,540.00	\$1,604,345.00	\$371,225.98
48	June 1, 2022	\$51,760.35		\$34,135.00		
49	June 8, 2022	\$28,748.14		\$34,135.00		
50	June 15, 2022	\$27,637.76		\$34,135.00		
51	June 22, 2022	\$22,757.72		\$34,135.00		
52	June 29, 2022	\$21,729.12		\$34,115.00		
	OPEB Transfer	-\$53,014.76				
	sub-total	\$99,618.33	\$1,332,737.35	\$170,655.00	\$1,775,000.00	\$442,262.65

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

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES  
Mazza Room**

Wednesday, June 8, 2022

Committee

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

Staff: Erica Mahoney, Assistant Human Resources Director, Peter Mynarski, Comptroller, Mary Pepe, Human Resources Director

BET: Leslie Tarkington

Committee Chairman Drake called the meeting to order at 8:30 A.M.

**HR Reports**

• **Vacancy and Posted Vacant Position Listings**

Ms. Pepe presented the Vacancy Position Listing and commented that matters are ongoing with nothing of significance to report. Ms. Pepe stated that hiring difficulties lie mostly with the Police Officer positions and focusing on attracting candidates for the applicant pool. She stated the listing of applicants is much smaller than previous years. Ms. Mahoney added that most of the vacancies are due to retirements in the Police Department. Mr. Mynarski offered that he had heard that applicants for the Police Officer positions have been offered the positions, become fully trained and then accept offers from other towns. Ms. Mahoney responded by saying that there has only been a couple that she was aware of, but Ms. Pepe offered that this is a trend that could worsen in the future. There was a discussion on whether these applicants went elsewhere due to defined benefit pensions being offered by other towns as opposed to the Town's offering of only a defined 401(k) contribution plan.

• **Unemployment Report**

The Unemployment Report was presented to the Committee which continued to show favorable trends and a decrease in unemployment filings. Mr. Mynarski commented that the report showed year-to-date costs equaling \$296,504. However, he added that the actual costs incurred through March 2022 was \$211,413. The difference being the costs being discounted through September 2021 with credits from the Covid relief funding. He also stated the extended benefits for unemployment claims has ended as of December 2021.

Regarding the pervious fiscal year, Mr. Mynarski stated that the gross costs for unemployment for the Town were \$666,739, but the actual costs discounted with Covid relief funding credits were \$296,913.

Mr. Mynarski responded to a question from Mr. Ozizmir about the 2023 unemployment budget, saying the budget was reduced by \$100,000; from \$500,000 to \$400,000.

- **Workers' Compensation Expense Report**

Mr. Mynarski presented the Workers' Compensation Expense Report and stated the claims are under budget and continue to be very favorable. He informed the Committee that through May 31, 2022, the projected surplus should be about \$400,000 with only one month left in the year.

Mr. Ozizmir asked about the term assault and what it meant relative to workers' compensation claims. Ms. Pepe responded by saying that those are claims associated with special education students that injure teachers, most of them are mostly minor injuries. She stressed that they are not meant to mean that employees are actually being assaulted.

### **New Business**

- **Table of Organization (TOO) Request Form**

This was presented by Ms. Kreuzer for introduction to the entire Committee and Human Resources Department for their input and review. Ms. Kreuzer told the Committee that she had received comments from Town Administrator Ben Branyan and BET member Karen Fassuliotis and incorporated them into the document. It was suggested to send the TOO Request Form to the Greenwich Public Schools (GPS) for input and the Committee wondered if it needed to go to the BET Budget Committee for review and discussion. The primary purpose of this form is to calculate headcount changes that go through the BET HR Committee and the BET for approval. The Committee questioned again if this form should go to the GPS for their input. As an alternative to sending it to the Greenwich Public Schools first, Mr. Selbst, in his capacity on the Law Committee, offered to bring this matter to the Town Attorney, to determine the authority the HR Committee has over GPS employee hiring matters.

Mr. Ozizmir proposed the Committee approve the form, supported by the other Committee members for approval.

Mr. Selbst made a motion, seconded by Mr. Drake, to approve the adapted form, with minor edits by Ms. Kreuzer. The item passed 4-0-0.

Under new business, Mr. Drake suggested two items for discussion. The first item came out of the BET Audit Committee, who met the day before. The question came out of an audit performed on the Human Resources Department regarding on boarding and off boarding employees and the potential costs of healthcare. The issue was exit conferences for employees leaving employment of the Town or the GPs. After an extended discussion, it was concluded that a simple questionnaire form should be developed for departing employees.

The second issue involved inviting GPS officials to the HR Committee meetings. It was noted that high-ranking GPS officials used to come on a routine basis.

**Approval of BET HR Committee Meeting Minutes**

Upon a motion by Mr. Selbst, seconded by Mr. Ozizmir the Committee voted 4-0-0 to approve the May 4, 2022 BET Human Resources Committee Regular Meeting Minutes.

**Adjournment**

Upon a motion by Ms. Kreuzer, seconded by Mr. Ozizmir, to adjourn the meeting at 9:43 A.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

\_\_\_\_\_  
Shira Davis, Recording Secretary

\_\_\_\_\_  
William Drake, HR Committee Chairman

SUBJECT TO APPROVAL