

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING HUMAN RESOURCES COMMITTEE  
MINUTES Town Hall Meeting Room

Tuesday, February 22, 2018

Committee

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

Staff: Caroline Baisley, Director, Department of Health; Dr. Alan Barry, Director, Department of Human Services; Lauren Elliott, Assessor; Erica Mahoney, Assistant Director, Human Resources; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resources; Patricia M.P. Sesto, Director, Inland Wetlands and Watercourse Agency; Joseph Siciliano, Director, Parks & Recreation

Board: Jill Oberlander, Chair; Leslie Moriarty, Jeffrey Ramer

IWWA: Bill Galvin

The meeting was called to order at 3:42 P.M.

**1. HR Department: Safety Analyst**

Upon a motion by Ms. Krumeich, seconded by Mr. Turner, the Committee voted 3-1-0 to recommend to the BET a Safety Analyst position in the Human Resources Department. Motion carried (Opposed: Fassuliotis).

**2. Department of Health: Public Health Coordinator**

Mr. Turner made a motion, seconded by Ms. Krumeich, to recommend to the BET the addition of a part-time Public Health Emergency Coordinator in the Department of Health.

Ms. Baisley explained that a Public Health Coordinator position would assist the Town in its readiness to address public health emergencies such as the influenza epidemic or the Ebola scare. The prior Coordinator had prepared the Plan for Ebola, but now there was no one on staff to address public health emergency issues should there be a Town-wide public health emergency; the Director would have to carry out the responsibilities. Ms. Baisley conceded that the Board of Health had decided not to request the Coordinator position in its budget request to the First Selectman for FY18-19 because twice the Board of Health (BOH) had been denied the position in the Department of Health's budget. Ms. Baisley understood that the BOH would have to decide whether or not to submit the request for the position at a later date.

Committee comments: Ms. Fassuliotis noted that this motion was not in legal order because the appointing authority had not formally requested the addition of this position.

Mr. Turner withdrew the motion; Ms. Krumeich concurred with the withdrawal of the motion.

### **3. Assessor: Statistician**

The Assessor requested the Committee restore the Statistician position to the Assessor's Office. Ms. Elliott explained that currently there was an Assessor Data Collector position (GMEA) which would be vacated in about three months. The Assessor would like to replace this position with a Statistician position (LIUNA) with a revised job description, and thereby correct an error in the Table of Organization.

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0-0 to restore the Assessor Statistician position (LIUNA) as a full-time position in the Table of Organization for the Assessor's Office. Motion carried.

### **4. Economic Development Officer**

The Chairman postponed action on this item.

### **5. Conservation/IWWA: Environmental Affairs Director**

Ms. Sesto described how, if she were appointed the new Director of Environmental Affairs, she would envision the combination of the Conservation Commission (Commission) Director position and Director of Inland Wetlands and Watercourses Agency position. Based on her past experience with municipalities that had an Environmental Affairs Director position responsibility for both Conservation Commission (Commission) and Inland Wetlands and Watercourses Agency (IWWA or Agency) matters, Ms. Sesto was confident that one director overseeing both departments would work. Although an Operation Plan and job description were currently being developed jointly by the Commission and the Agency and Ms. Sesto believed that while the IWWA was sufficiently staffed, she also stated that sufficient focus and time would be given to Conservation issues, including grantsmanship. Ms. Sesto envisioned reassigning some administrative staff to Conservation matters as situations required and the Director balancing time between the two areas.

Committee comments: Mr. Turner raised a concern about Town planning to protect water resources, encourage use of clean energy, continue to seek initiatives to support sustainability, and other related Conservation issues in the absence of a dedicated Conservation Commission Director. Ms. Fassuliotis felt that the cross-fertilization between the two areas would benefit the Town and increase communications among the stakeholders. Mr. Drake noted that the combination of the position would lead to greater efficiencies (a goal of the BET) and referred to a letter to the Committee received from Mr. William Rutherford, Chairman of the Conservation Commission, in which Mr. Rutherford stated that they would review the revised organizational structure in 6 to 12 months and determine whether or not the combination was effective.

IWWA comment: Mr. Galvin, a current member of the IWWA, stated that the operations for both departments would continue as is and that leadership in the environmental area would be represented by one position rather than two. The Commission and the Agency would continue to be responsible for their respective areas; they would not be combined.

Upon a motion by Ms. Krumeich, seconded by Mr. Turner, the Committee voted 2-2-0 to restore the Conservation Commission Director and Inland Wetlands and Watercourses Agency Director positions to the Table of

Organization for the Town in FY18-19 with the same grade, salary and benefits for each position as reflected in the FY17-18 Budget, subject to FY18-19 M&C compensation pool adjustments. Motion failed (Opposed: Drake; Fassuliotis).

#### **6. Department of Human Services: Case Manager**

Dr. Barry advised the Committee that a Case Manager position had been moved from part-time to full-time in FY17-18. There were two part-time Case Managers and one submitted her resignation. The other wanted a full-time position. Both employees spoke Spanish and, with the approval of the Human Resources Director and Town Administrator, Dr. Barry retained the bi-lingual Case Manager in a full-time position and reduced the total FTE for the Department of Human Services by .42 FTE for a cost savings of two part-time positions.

Upon a motion by Ms. Fassuliotis, seconded by Mr. Drake, the Committee voted 4-0-0 to accept the addition of the full-time Social Services Provider 2 position in the Department of Human Services.

Committee comments: Ms. Fassuliotis requested that Dr. Barry ensure that all future departmental headcount changes come before the Committee prior to such changes taking effect.

#### **1. Adjournment**

On motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee unanimously voted to adjourn at 4:40 p.m.

**SUBJECT TO APPROVAL**

The next regular Human Resources Committee meeting is scheduled for Thursday, March 8, 2018, at 3:00 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

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Elizabeth K. Krumeich, Recording Secretary

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Anthony Turner, HR Committee Chairman