

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

Tuesday, July 10, 2018

Committee

Present: Anthony Turner, Karen Fassuliotis, Elizabeth K. Krumeich

Absent: William Drake

Staff: Michael Aurelia, Registrar of Voters (D); Cicile Brown, Performance and Compensation Manager; Fred De Caro, Registrar of Voters (R); Alison Graham, Employee Benefits Manager; Mary Hegarty, Assistant Registrar of Voters (D); Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resource Department

Board: Jill Oberlander, Chair; Michael Mason

BOE: Robert Stacy, Human Resource Director

Other: Joseph Huley, Candidate for Registrar of Voters (D)

The meeting was called to order at 3:06 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

Upon a motion made by Ms. Fassuliotis, seconded by Ms. Krumeich, the Committee voted 3-0-0 to approve the Minutes of BET Regular HR Meeting held on June 5, 2018. Motion carried.

2. HR Reports

- **Vacant and Posted Position Listings** - Ms. Pepe highlighted the hiring status of several positions: Retirement Board Administrator - conditional offer pending with a possible start date of July 30, 2018; Real Estate Appraiser - start date July 16, 2018; Assistant Assessor – expanded TOG panel for second interview. In response to questions from Committee members, Ms. Pepe provided additional information on vacant positions in the Parking Services and DPW Sewer Departments.
- **Completion of Union Employees Job Performance Reviews** – Ms. Pepe commented that Supervisors were characterizing more employees' performance reviews as "needs improvement", indicating that more employees were being made aware of benchmarks and being coached to reach higher performance standards. It was noted that several Departments and Appointing Authorities had not returned a significant number of a Reviews despite the year-end deadline, and the fact that the 2018-2019 forms have been sent to supervisors. The Committee expressed concern that the lack of reviews suggested lack of management interest in the quality of their employees' work and reflected on the

leadership of the Department head. Suggestions on how to improve response to completing the Performance Review process were discussed.

The Committee discussed the difference between compensation under collective bargaining agreements for Town employees in unions and management and confidential (M&C) position salary increases that, in most cases, were less than the cost of living increases negotiated in union contracts. The Finance Department, HR Department and this Committee concurred that the M&C salary increases were in compliance with the Budget Guidelines.

- **Workers' Compensation Expense Report** - Mr. Mynarski reported that after 52 weeks of FY2018, a surplus of \$561,000.00 existed. He commented that it reflected the impact of TOG's attention to employee safety and the benefit of the previous year's addition of a full-time Safety Analyst to the HR Department staff.

3. New Business

- **Stipend for Registrar of Voters for Primaries** – Mr. De Caro requested that the stipend for the Registrars of Voters (RoVs) for the March 18, 2018, Primary be authorized and paid by the Finance Department. Mr. De Caro urged the Committee to substitute the language from the 2014 and 2016 Resolution for the FY2019 text in order to ensure that each Registrar of Voters would receive a stipend in the event that a Primary was declared by the Town Clerk and held in the Town after January 1, 2019, regardless of whether the Primary was for only one political party or for both political parties. Ms. Hegarty concurred with comments by both Mr. Aurelia and Mr. de Carlo. Ms. Krumeich noted that the Law Committee had reviewed the request and, although no vote was taken, the Committee expressed that it was in favor of reverting to the 2014 and 2016 text, recognizing that the entire Registrar of Voters Office, including both Registrars of Voters were engaged in effective teamwork (of everyone in the RoV office) when a Primary was being held in the Town. In discussion, this HR Committee considered this rationale to support a recommendation to the BET and for seeking RTM approval of the proposed change.

Upon a motion made by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 3-0-0 to substitute the text from the 2014 and 2016 Resolutions in an amended Resolution to replace the text of the FY2019 Resolution. Motion carried.

4. CHRO Update

EXECUTIVE SESSION – Discussion of Pending Litigation

Mr. Turner called for an Executive Session to discuss pending litigation.

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 3-0-0 to enter Executive Session at 4:38 P.M. Motion carried.

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 3-0-0 to exit Executive Session at 4:56 P.M. Motion carried.

The Committee exited Executive Session at 4:56 P.M.

5. **Adjournment**

Upon motion made by Ms. Fassuliotis, seconded by Ms. Krumeich, the Committee voted 3-0-0 to adjourn the meeting at 4:57 P.M. Motion carried.

The next regular meeting of the Human Resources Committee is scheduled for Monday, September 17, 2018, at 3:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Anthony Turner, HR Committee Chairman

SUBJECT TO APPROVAL