

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Wednesday, February 17, 2021
Virtual Webinar

Committee

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

Staff: Lauren Elliott, Assessor; Roland Gieger, Director, Budget & Systems Director,
Finance Department (Fin); Allison Graham, Employee Benefits Manager,
Human Resources Dept (HR); James Heavey, Chief, Police Dept; Brian M.
Kelly, Coordinator, Volunteer Firefighter Recruitment & Retention; Thomas
Lenart, Deputy Chief of Training, Fire Department; Erica Mahoney, Ass't
Director, HR; William McCormick, Business Services Manager, Public Works;
Joseph McHugh, Chief, Fire Dept; Peter Mynarski, Comptroller, Fin; Mary
Pepe, Director, HR

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

Selectmen: Fred Camillo, First Selectman

BOE/GPS: Shamain Johnson, Director, Human Resources Department (HR), Greenwich
Public School (GPS); Regina Williams, Ass't Director, HR, GPS

RTM: Irene Dietrich, (D-8), Health & Human Services; Lucia Jansen, (D-7), Chair,
Budget Overview Committee; Richard Neuman, (D-11), Chair Town Services;
Danyal Ozizmir, (D-5), Chair, Labor Contracts, Vice Chair BOC

Public: David Chass, Vice President, Round Hill Volunteer Fire Dept; Alissa
Cornelius; Sebastian Dostmann, Cos Cob Fire Police Patrol

1. Assessor's Office – Reduction in Head-count

The Assessor provided the rationale for reduction of one position in the Assessor's Office. Due to COVID-19-related changes in the Department and greater technical support, the Assessor found that more clients were serviced on-line, and not relying on the U.S. Postal Services. The reduction in Staff would be a \$56,000 reduction in salaries and benefits. The Assessor anticipates a reduction of \$13,000 due to less time by part-time staff covering the service window at the front of the office. The Assessor expects to need an estimated \$35,000 during July 2021 for temporary assistance during tax payment season. The Assessor does not intend to request a reinstatement of this position in the FY21-22 Operating Budget.

2. **Office of the First Selectman –Economic Development Position**

The discussion of this item was deferred to the February 24, 2021, meeting. The First Selectman and/or the Town Administrator will be requested to attend the February 24, 2021, meeting.

3. **Fire Department –Reorganization and Table of Organization**

Fire Chief McHugh and Assistant Chief Koczak described the Department's need for an additional Assistant Chief of Administration to differentiate between administrative and operational responsibilities. Chief McHugh anticipates that the additional Assistant Chief would assist in the implementation of the Matrix Study recommendations and the Strategic Plan that will be completed by a consultant. The Department was also seeking the reinstatement of the Volunteer Recruitment and Retention Coordinator, which had been removed in the First Selectman's proposed operating budget. The addition would increase the Table of Organization (TOO) of the Fire Department by one from the previous budget. They suggested that the Volunteer Coordinator might be reinstated for a one-year trial period. When asked whether there had been consideration of reducing the number of career firefighters to maintain the same number of positions in the Department, the Chief explained that he believed that doing so would result in greater overtime and cost to the Town.

4. **Police Department –Reorganization and Table of Organization**

Police Chief Heavey commented that there is a current head-count of 154 in the Police Department; a budget increase for FY21–22 would be 1.3% despite a 2.4% increase in wages. Staffing was reduced by 3 and additional retirements by the end of FY20-21 are anticipated. Chief Heavey explained that the Department was facing challenges to strengthen the Police accountability to the community pursuant to the newly-enacted Connecticut Act Concerning Police Accountability. The Department is retrofitting dashboard cameras (necessitating rotating vehicles temporarily out of service); providing body cam training; and executing the objectives of the strategic plan in a timely manner.

5. **Board of Education – Enrollment, Instructional Head-count, Custodians, Table of Organization**

Human Resources Director Johnson and Assistant Director Williams projected an enrollment of 8,849 students for the school year commencing in September 2021 (as compared to 8,698 as of 9/16/20). The instructional head-count would be projected in mid-March 2021 once on-site and remote learners' numbers could be better determined. The reduction of one administrative position in Central Office staffing was noted and other Staff were moved from the Central Office to on-site school locations. Concern about an achievement lag due to the COVID-19 pandemic will be assessed through student testing and will be a factor in calculating the ratio of teachers to students, which is currently 1 to 16 on average. The Superintendent of Schools, Dr. Toni Jones, expects to end certain programs after her next cabinet meeting. The BOE TOO has been reduced by 10.5 full-time equivalent positions (FTE) primarily due to declining enrollment. The Committee was told that the current projection for the 2021–22 School Year is increasing enrollment.

6. The Nathaniel Witherell –Reorganization and Reduction in Headcount

Director Pepe reported that there would be an overall reduction of 6 nursing staff, with a net loss of 4 because two new nurses will be hired. Reorganization of Registered Nurses (RN), Certified Nursing Assistant (CNA) and Licensed Practical Nurse (LPN) staff scheduling is necessitating changes under discussion with LIUNA and Teamsters unions. The RNs would be covering two units at night rather than one. TNW Board and Executive Director view the changes as moving to a standard staffing model.

7. Management and Confidential Employees and Elected Official Compensation

Director Pepe presented the Committee with peer communities' salary increases for management-level employees that ranged from 1% - 2.5%. The Committee briefly discussed the multi-tiered performance structure voted on by this Committee in the past and utilized by supervisors for employee performance reviews and salary decisions. It was confirmed that MC employees did not receive a salary increase for FY20-21 due to the decision by the First Selectman reflecting the economic effects of the COVID-19 pandemic. The BET FY20-21 Operating Budget, as approved by the RTM, contains the undistributed 2% salary increase. The voted 1% increase in the employee healthcare contribution had also not been applied to Management and Confidential employees (M&Cs) in FY20-21 due to the First Selectman's decision not to increase the healthcare premiums for the M&Cs due to the effects of COVID-19 pandemic.

The Committee agreed that the five Elected Officials salaries (First Selectman; Selectwoman; Select-person; Tax Collector; and Town Clerk) will be discussed and voted on at the February 24, 2021, meeting.

The Economic Development position within the Office of the First Selectman was also postponed to the next Committee meeting.

Adjournment

Upon a motion made by Mr. Drake, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to adjourn the meeting at 10:34 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, February 24, 2021 at 8:30 A.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair