

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Wednesday, February 24, 2021
Virtual Webinar

Committee

- Present: Karen Fassuliotis, Committee Chair; William Drake; Miriam Kreuzer; Elizabeth K. Krumeich
- Staff: Roland Gieger, Director, Budget & Systems Director, Finance Department (Dept); Allison Graham, Employee Benefits Manager, Human Resources (HR) Dept; Brian M. Kelly, Coordinator, Volunteer Firefighter Recruitment & Retention; Brian Koczak, Assistant Chief, Fire Dept; Erica Mahoney, Assistant Director, HR Dept; Joseph McHugh, Chief, Fire Dept; Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept
- BET: Michael Mason, Chairman; Andy Duus; Laura Erickson; Leslie Moriarty
- Selectmen: Fred Camillo, First Selectman; Jill K. Oberlander, Select-person
- BOE/GPS: Regina Williams, Ass't Director, Human Resources, Greenwich Public School
- RTM: Phil Dodson, (D-8), Town Services; Lucia Jansen, (D-7), Chair, Budget Overview Committee (BOC); Danyal Ozizmir, (D-5), Chair, Labor. Contracts , Vice Chair BOC
- Public: David Chass, Vice President, Round Hill Volunteer Fire Dept

1. **HR Reports**

• **Vacancy Report**

Director Pepe reviewed the Vacancy Report noting the number of positions “On Hold” and therefore not posted, and when positions and job descriptions are under review. Director Pepe commented on a request made to a union to fill a closed position (due to a Grievance) by re-ordering the sequence of Grievance Hearing and attempting to resolve the legal matter with the union given the need to fill the position which must be a closed position (*i.e.*, not filled) during the Grievance process pursuant to provisions in the collective bargaining agreement with the union. Director Pepe also explained the reorganization of The Nathaniel Witherell’s Registered Nurses (RN), Licensed Practical Nurses (LPN) and Certified Nursing Assistants (CNA) staffing model.

• **Workers Compensation Expense Report**

The Comptroller reported that the Workers' Compensation Fund spending was uneventful with a current surplus of \$347,997.50 for the past 34 weeks. The Fund is trending well, and the Comptroller suggested that he would be recommending a cut of \$100,000 to the FY 21-22 budget. Mr. Mynarski cautioned that the Town was self-insured and indicated that if a catastrophic claim were made beyond the capacity of the Workers Compensation budget in the future, funds could be transferred from the Unemployment budget line, or a supplemental appropriation could be requested.

2. Office of the First Selectman –Economic Development position

The First Selectman commented that the current volunteer structure to recruit and retain businesses needed to be expanded. He reviewed the draft job description and discussed his expectations as to the needs of the Town government to promote economic development in the Town. Concern was expressed that the part-time position as a union position (without the authority to make decisions that an M&C position would be able to make) would not have the standing or contacts to influence decision-makers who might be attracted to the Town. The Committee discussed whether a high-ranking business leader might be recruited as a volunteer to discuss economic development with executives in C-Suites throughout the country which, combined with a lower level analyst position, could be more effective. Consulting with the Chamber of Commerce to see if they would have the resources, or possible consideration of a public-private partnership to take on the position were also discussed. The Committee expressed a need for clarity from the Office of the First Selectman before the BET's final vote on the BET Decision Day.

Upon a motion made by Ms. Krumeich, seconded by Mr. Drake, to approve the addition of a Part-Time Economic Development position to the Table of Organization of the Office of the First Selectman, the Committee voted 3-1-0 (Opposed: Fassuliotis). Motion carried.

3. Fire Department –Reorganization and Table of Organization

The Committee discussed the proposed reorganization of the Fire Department and that the addition of personnel to the Table of Organization (TOO)) is requested to assure, in part, that both the recently-issued Matrix Study's recommendations and the Strategic Plan being prepared by a consultant can be completed. Chief McHugh and Assistant Chief Koczak requested the retention of the Volunteer Coordinator position and stated that, in their view, the work that should be carried out by the Volunteer Coordinator should not be added to a new Assistant Chief's responsibilities; both positions are needed. First Selectman Camillo added support for the Chief's request to reinstate the Volunteer Coordinator despite his removal from the proposed FY21-22 Operating Budget. The Committee discussed with the Chief and Director Pepe whether a part-time or temporary position for the Volunteer Coordinator could be a suitable alternative for the next year.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to add an additional Assistant Chief of Administration to the Fire Department's Table of Organization, the Committee voted 3-1-0 (Opposed: Fassuliotis). Motion carried.

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to add a Part-Time Coordinator of Volunteers to the Fire Department's Table of Organization. Motion Withdrawn.

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to maintain a Full-Time Volunteer Coordinator position in the Fire Department's Table of Organization, the Committee voted 2-2-0 (Opposed: Drake, Fassuliotis). Motion Failed.

Those voting against the motion stated that the Budget Guidelines passed unanimously by the full BET intends that the department head-counts remain flat.

4a. Management & Confidential Employees (M&C) and Elected Officials Salaries

The Committee reviewed Human Resources Department benchmark information of Management and Confidential employees (M&C) salaries in peer communities and a 3-year analysis of Town M&C salaries. A discussion with members of the Department attempted to clarify the difference between the appropriations within FY20-21 Operating Budget versus actual payroll and healthcare contribution, decision-making process of awarding raises, and the performance review and bonus structure process. The Committee established that while the BET had voted for and appropriated a 2% M&C salary increase and a healthcare contribution increase from 10% to 11% in the FY20-21 Operating Budget, the First Selectman decided not to proceed with invoking either increases due to budgetary concerns arising from the COVID-19 pandemic.

Upon a motion made by Ms. Kreuzer, seconded by Ms. Krumeich, to recommend an increase in healthcare contribution from a budgeted 11% to 12% for FY21-22, the Committee voted 4-0-0. Motion carried.

It was clarified by one Committee member that the assumption was that this would mean an actual increase from 10% to 12% given the FY20-21 Operating Budget previously referenced.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to recommend to the Board of Estimate and Taxation an increase of the Management and Confidential employee salaries by 2% for FY21-22, the Committee voted 2-1-1 (Opposed Fassuliotis) (Abstained: Kreuzer). Motion carried.

Upon a motion made by Ms. Krumeich, seconded by Mr. Drake, to implement a performance plan for Management and Confidential employees (M&C) that states that if an M&C employee fails to perform at a satisfactory level then the employee's salary shall be increased by only 1.5%, the Committee voted 1-3-0 (Opposed: Drake, Fassuliotis, Kreuzer). Motion failed.

This motion assumed the budgeted salary increase of 2% as approved in the prior motion.

Mr. Drake made a motion to a 1.75% increase for Management and Confidential employees' salaries with an additional .25% to be allocated by supervisors according to all the subjective suitable performance criteria.

This motion required a withdrawal of the previously-voted motion for a 2% salary increase; that withdrawal was not supported by the Committee member who made the motion. No

vote taken.

Ms. Kreuzer made a motion, seconded by Ms. Fassuliotis, to recommend that compensation for Management and Confidential employees (M&C) be based on the following principles:

- Receive the increase in salary for consistently going beyond standard expectations and standing out as a performance leader and/or demonstrating performance in a special role or project. An M&C employee who meets either or both of these criteria and does so in an excellent manner will receive the increase
- An employee who does not meet expectations shall not be eligible for a salary increase

The Committee voted 2-1-1 (Opposed: Drake) (Abstained: Krumeich). Motion carried.

4b. Elected Officials Salaries

The Committee considered that newly-elected Town Officials would be sworn in and take their positions in December 2021 for the FY21-22 Operating Budget and continue for a 2-year term. The Elected Officials include the First Selectman, the Selectmen, the Tax Collector and the Town Clerk. The Committee confirmed that the First Selectman and the Selectmen received their salary increases of 2% in December 2019 and 1.5% in December 2020 as approved by the Board of Estimate and Taxation. In addition, the Town Clerk and the Tax Collector also received their salary increases of 2% in January 2020 and 1.5% in January 2021. The Committee took into consideration that Elected Officials did not voluntarily agree to receive a zero increase in salary in calendar year 2020 as proffered by other Town leaders. The Committee acknowledged that salary increases were not indicative of the individuals currently holding those positions but rather should be mindful of other unionized employee salary increases, as well as current CPI-U.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to increase Elected Officials' salaries by zero dollars (\$0) for the first year of the two-year term of such Officials pursuant to the FY21-22 Operating Budget and increase Elected Officials' salaries by 2% for the second year of the two-year term. No vote taken.

Ms. Krumeich made a motion to amend, seconded by Mr. Drake, to increase Elected Officials' salaries by 1% for the first year of the two-year term of such Officials pursuant to the FY21-22 Operating Budget, and increase Elected Officials' salaries by 2% for the second year of the two-year term. the Committee voted 2-2-0 (Opposed: Kreuzer, Fassuliotis). Motion failed.

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, to increase Elected Officials' salaries by zero dollars (\$0) for the first year of the two-year term of such Officials pursuant to the FY21-22 Operating Budget, and increase Elected Officials' salaries by 2% for the second year

of the two-year term, the Committee voted 2-1-1 (Opposed: Drake) (Abstained: Fassuliotis). Motion carried.

The salary increases for the Elected Officials (First Selectman, Selectmen, Tax Collector, and Town Clerk) reflected in the preceding vote will be calculated by the Budget Director.

Adjournment

Upon a motion made by Ms. Krumeich, seconded by Ms. Kreuzer, the Committee voted 4-0-0 to adjourn the meeting at 11:49 A.M. Motion carried.

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, March 10, 2021, at 8:30 A.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair