

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

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

Wednesday, March 10, 2021  
Virtual Meeting

Committee

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

Staff: Brian Koczak, Assistant Fire Chief, Fire Department; Erica Mahoney, Ass't Director, Human Resources Dept (HR); Mary Pepe, Director, HR Dept; Peter Mynarski, Comptroller

Board: Michael Mason, BET Chairman; Andy Duus, Leslie Moriarty, Jeff Ramer

BOE/GPS: Regina Williams, Ass't Director Human Resources, GPS

RTM: Irene Dietrich, (D-8), Health & Human Services; Dab Ozizmir, (D-5), BOC and LCC

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:33 A.M.

**HR Reports**

- **Vacancy Report – Town and BOE**

HR Director Pepe reviewed the Vacancy Report noting the number of positions “On Hold”, and where positions and Job Descriptions were under review. Specifically, she updated the Committee on the following listed positions:

- **HRIS** – Human Resources Department – final interviews being conducted
- **Highway Planning** – list to Department
- **Process Control Manager** – Sewer Division - Vacant since 1/23/2018. In discussion with the Union Representative, Ms. Pepe related that the former Process Control Manager did not want to incriminate himself by having the Grievance hearing before the Criminal Hearing. It was agreed that the Grievance Hearing could be held in six-months even if the Criminal Hearing is not completed by that time. The individual is receiving no compensation at this time and a new hire would be required to have a special certificate and license.
- **Nursing staff** Changes at The Nathaniel Witherell – meetings are underway to revise the facility’s new TOO to reflect staff changes
  - RN retirement with position conversion to LPN
  - Medical Records Specialist & Supervisor – Job Description updated
  - Certified Nursing Assistant – recruiting due to retirement
  - Second Certified Nursing Assistant – recruiting due to retirement
- **Collective Bargaining Specialist** – position to be posted in April

- **Workers Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund spending was uneventful currently with a \$334,000 surplus for the past 31 weeks. The Fund is trending well with the potential of a \$600,000 surplus at yearend. He credits the HR Department's Safety Analyst initiative, and Ms. Pepe credited the First Selectman's Safety Council and the town-wide Safety Council for implementing measures that produce the Workers' Compensation surplus.

### **Approval of BET HR Committee Meeting Minutes**

*Upon a motion by Ms. Krumeich, seconded by Mr. Drake, to approve the Regular BET Human Resources Committee Meeting Minutes of the February 17, 2021, the Committee voted 4-0-0. Motion carried .*

*Upon a motion by Ms. Krumeich, seconded by Mr. Drake, to approve the Regular BET Human Resources Committee Meeting Minutes of the February 24, 2021, the Committee voted 4-0-0. Motion carried .*

### **Items for future discussion**

Committee members suggested the following topics for future discussion:

- A discussion of key areas to establish a priority list
- Research peer communities to prepare a policy for Succession Planning
- Preparation of Social Media online Training and Social Media templates
- Presentations requested from additional departments: Public Works; Building & Construction Maintenance CIP staffing; Parks & Recreation staffing models for waterfront, outdoor facilities; Fire Department; and Possible Departmental mergers, and Commission on Aging

### **Adjournment**

*Upon a motion by Ms. Kreuzer, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 8:56 A.M. Motion carried.*

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Karen Fassuliotis, HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, April 14, 2021 at 8:30 A.M.