

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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Wednesday, January 13, 2021
Virtual Webinar

Committee

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

Staff: Erica Mahoney, Ass't Director, Human Resources Dept (HR) ;Peter Mynarski, Comptroller

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

BOE/GPS: Sean O'Keefe, Chief Operating Officer, Greenwich Public Schools (GPS); Dan Watson, Director of School Facilities, GPS; Regina Williams, Ass't Director Human Resources, GPS

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:32 A.M. She proposed that a new Item would be added to the Agenda.

Upon a motion by Ms. Fassuliotis, seconded by Ms. Kreuzer, to add a discussion of M&C Employee Compensation FY2022 to the Agenda and for the Chair to notify the BOE of the Committee's inclusion of this item in the February meeting agenda. The Committee voted 4-0-0. Motion carried.

HR Reports

• **Vacancy Report – Town and BOE**

Ms. Mahoney, Ass't HR Director, highlighted items from the HR Department's written report:

- Fire Fighters - Fire Department - Conditional Offer pending for 5 new recruits replacing retirees
- Director of General Services – Police Department – Current Director, Greg Hannigan, submitted his resignation as of January 1, 2021. The Job Description is under review by Chief Heavey and Ms. Pepe
- Process Control Manager – Sewer Division – The position has been vacant since January 23, 2018. A Committee member questioned the delay and the Committee was reminded that because there is a pending arbitration by the employee that was terminated due to a criminal matter, the position must remain open until the arbitration is decided. Ms. Mahoney will contact the Town Law Department to learn which attorney is handling the arbitration.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to recommend that the Chair urge the First Selectman and the HR Director to open a

dialogue with LIUNA to find an expeditious path forward to complete the Grievance Process so that the vacancy can be filled, the Committee voted 4-0-0. Motion carried.

- Building Inspector – Public Works BC&M – The position is posted due to a retirement on January 1, 2021
- Nathaniel Witherell staffing analysis is underway
 - RN retirement with position conversion to LPN
 - Medical Records Specialist & Supervisor – The job description has been updated
 - Certified Nursing Assistant – The position is posted due to a retirement
 - Second Certified Nursing Assistant – The position is posted due to a retirement
- BOE Positions – The BOE has 6 unfilled positions which are currently on hold or due to retirements
 - Media Assistant – 2 positions have been placed on hold
 - PPS Data Specialist (Grant Funded) – has been placed on hold
 - Staff Ass't to Deputy Superintendent – has been placed on hold
 - IT Support Technician – 2 positions – The job titles and job descriptions have been updated
 - School Health Clerk – The job title and job descriptions have been updated and the position has expanded responsibilities. The position was filled through a promotion.

- **Monthly Health Insurance Update**

One Digital, outsourced Benefits consultant, and Town Benefits Manager, Allison Graham, will be invited to attend February HR Committee meeting to give a presentation on Town benefits.

- **Workers Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund spending was uneventful currently with a \$290,000 surplus for the past 27 weeks. The Fund is trending well with the potential of a \$600,000 surplus at yearend.

- **M&C Compensation**

The HR Department was asked to provide comparable towns' compensation information and a list of current compensation of M&C employees and elected officials to begin the discussion at the February meeting.

COVID Updates

The report was deferred due to the unavailability of Ms. Pepe.

Items for future discussion

Committee members made suggestions on the following topics for discussion:

- **BOE**
 - Review Table of Organization
 - Update of the hiring status of the requested two new custodians
 - Discussion of plans for additional personnel that may impact the BOE budget
 - Discussion of the teacher staffing model and BOE procedures for changing the staffing model
 - Policies and circumstances for determining class sizes
 - Threshold for determining reduction of teachers resulting from reduction of student population
 - Update on BOE Strategic Plan, unsubscribed programs, and implementation of Special Ed consultant initiatives
 - HR Committee Chair and Budget Committee Chair will discuss appropriate division of tasks concerning both Committees

- **TOWN**
 - Discussion of elected officials' salaries;
 - a breakout of 901 and 902 benefits and workers compensation charges. Although Mr. Mynarski remarked that the information would be included in his Fixed Charges budget presentation, he offered adding specific lines or presenting the presentation that is given to the Budget Committee for the HR Committee;
 - Presentations requested from additional departments: Public Works; Commission on Aging; Building & Construction Maintenance CIP staffing; Parks & Recreation staffing models for waterfront and outdoor facilities; Fire Department; and discussion of possible departmental mergers

Approval of BET HR Committee Meeting Minutes

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to approve the Regular BET Human Resources Committee Meeting Minutes of the September 15, 2020, the Committee voted 4-0-0. Motion carried.

Upon a motion by Ms. Krumeich, seconded by Ms. Kreuzer, to approve the Regular BET Human Resources Committee Meeting Minutes of the October 14, 2020, the Committee voted 4-0-0. Motion carried .

Approval of the Minutes of the Regular Meeting of the BET Human Resources Committee of November 9, 2020 and December 15, 2020 were deferred until the February 17, 2021 Virtual Meeting.

Adjournment

Upon a motion by Ms. Kreuzer, seconded by Mr. Drake, the Committee voted 4-0-0 to adjourn the meeting at 9:17 A.M. Motion carried.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, February 17, 2021 at 8:30 A.M.

SUBJECT TO APPROVAL