



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING**

**Thursday, May 6, 2021 - 8:30 A.M.**

Join Zoom Webinar:

<https://greenwichct.zoom.us/j/87086284730?pwd=d25FdmUvUmQ1bkVMbGd4QXkzUmZrQT09>

Password: 3700484

Or iPhone:

One-tap: +16465189805,,87086284730#,1#,3700484#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 518 9805

Webinar ID: 870 8628 4730

Password: 3700484

**AGENDA**

1. One Digital Update on Health Care
2. HR Reports
  - Vacant and Posted Vacant Position Listings
  - Workers Compensation Expense Report
3. Update on Committee on Deferred Retirement Option Program (DROP) and Any Other Options
4. Town Hall – COVID19 Update
5. Board of Education – COVID 19 Update
6. HR Training Programs Update
7. Performance Reviews Update
8. Approval of Minutes
  - April 14, 2021
9. Adjournment

Next Meeting – Wednesday June 2, 2021, at 8:30 AM which will be either a virtual meeting or in-person meeting depending on the status of COVID19 and any COVID19 restrictions

*The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or demetria.nelson@greenwichct.org as soon as possible in advance of the event.*

Town of Greenwich

# **BET HR Committee Meeting**

**May 6, 2020**

# Agenda

Background  
State Partnership Update  
Financials  
RFP Background  
RFP Update  
RFP Next Steps  
Contract Provisions  
Q&A

## Background

- Partnership with Cigna and management of renewals
- Initial savings moving on to the State Partnership
- State Partnership consistent single digit renewals

## State Partnership Update

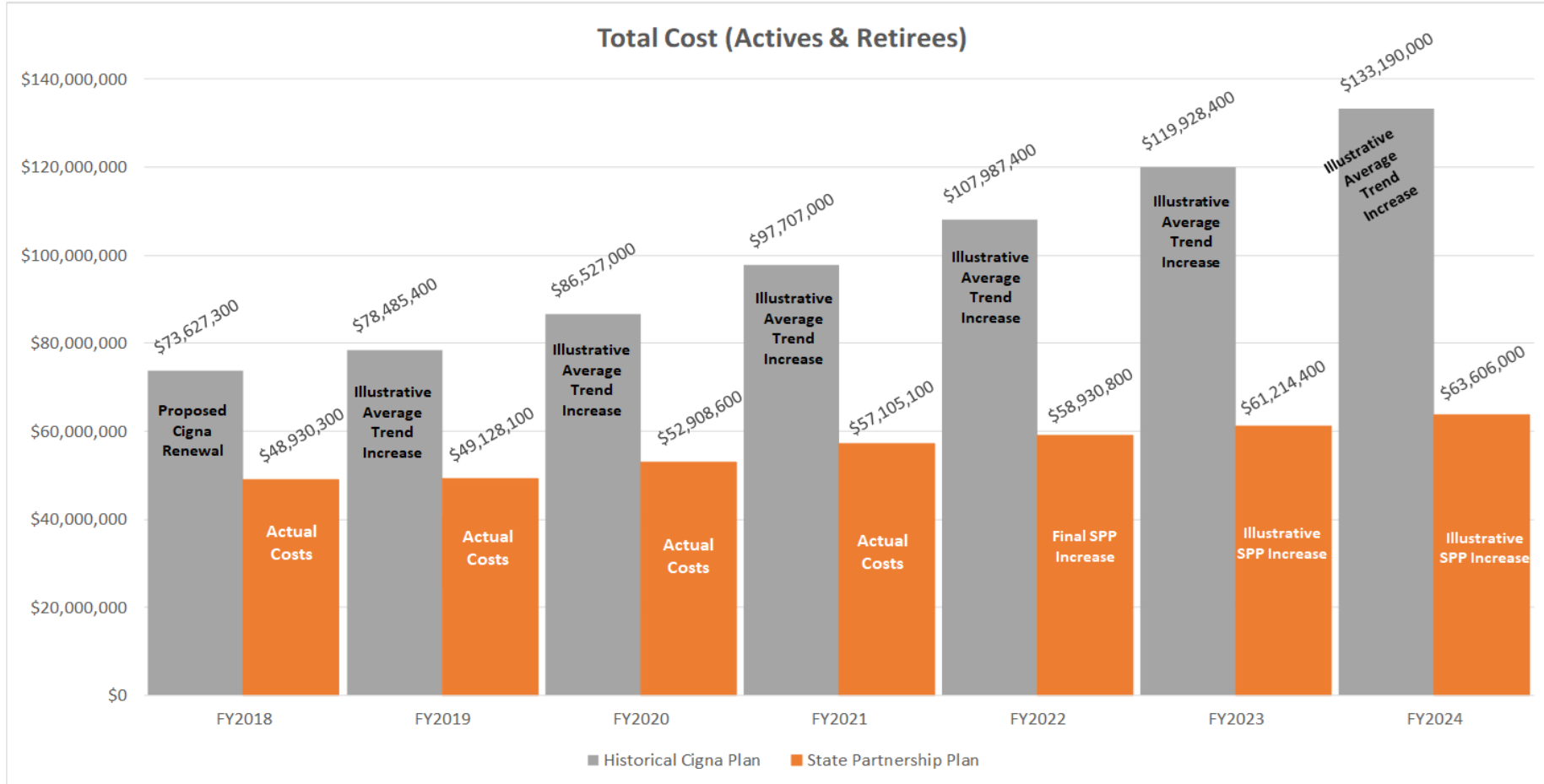
- State Partnership Plan 2.0
  - Total Enrolled Members: 59,500
  - Total Enrolled Groups: 142
    - Towns & Cities, Boards of Education, Housing Authorities, Health Districts, Fire Districts, Libraries, & Lake Authorities
  - **Total Lost Membership: 0 (including 7/1/21)**
    - Any groups who gave notice to the SPP for 7/1/21 later retracted
- HEP has become a national model for preventive healthcare
- New Health Programs
  - Livongo, Upswing Health, Health Navigator, etc.
  - New TotalCare DHMO for 7/1/21
  - New Medical Option for 7/1/22
    - Consolidated network plan & lower premiums= “Buy-down”

# History and Illustrative Projection of Cost

## Town of Greenwich

Town Sponsored Plan vs. State Partnership Plan

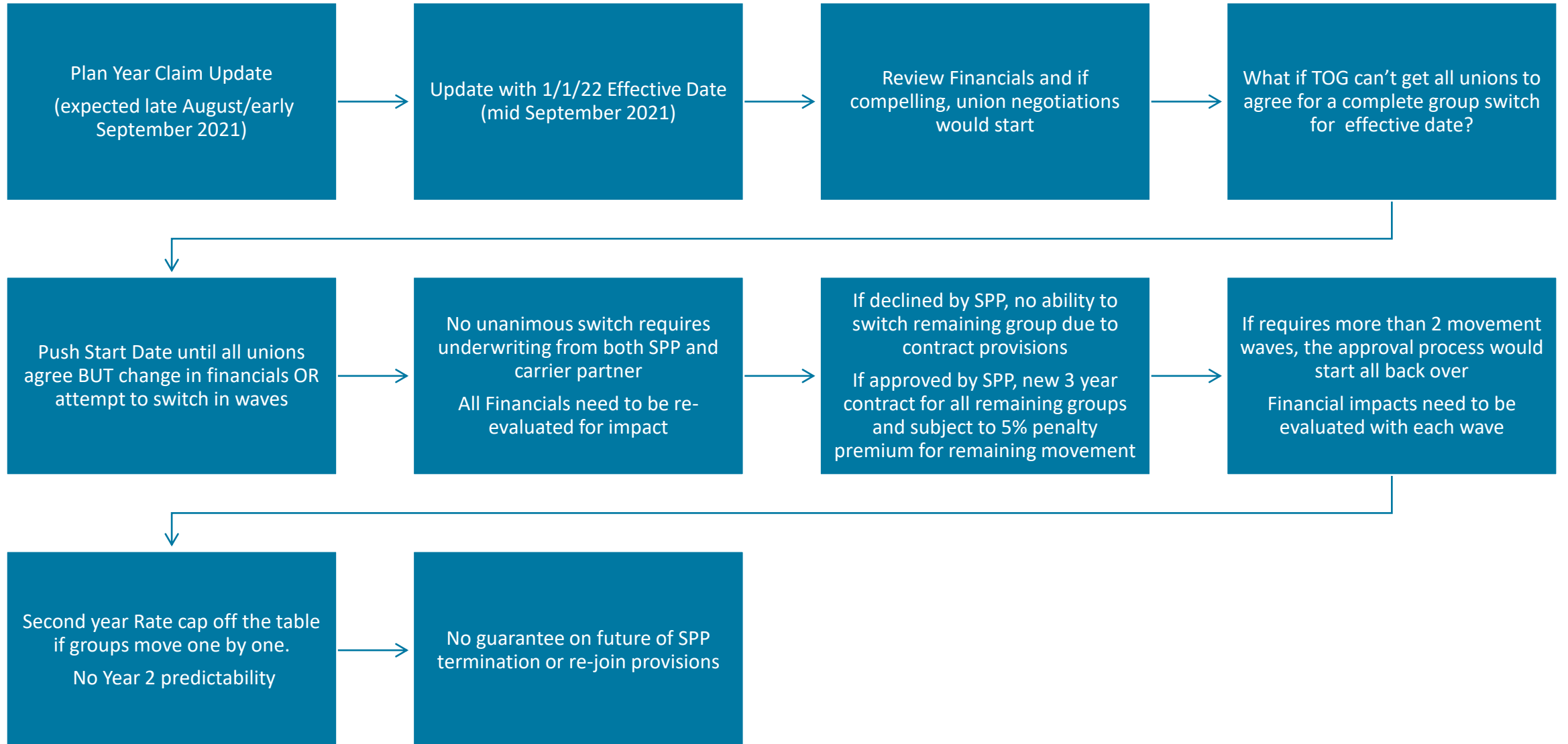
FY2018 - FY2024



## RFP Update

- Purpose of RFP- Market Check
- RFP preliminary date of 7/1/21 and being updated for 1/1/22
  - Active, Under 65 Retirees, Over 65 Retirees not eligible for Medicare, Over 65 retirees eligible for Medicare on a Medicare Advantage Plan, Dental & Vision
- Response Overview:
  - Carriers
  - Preliminary Proposals must be updated to provide an accurate financial analysis to TOG
  - Wellness & implementation funds or some combo of both
  - Bundling discounts
- Expected Results:
  - Competitiveness of alternative solution TBD when all plan year claims are completed, effective date is updated and underwriting assumptions have been refined

## Next Steps:





## Contract Provisions Considerations

- Collective bargaining agreement provision regarding claim analysis dates
- Collective bargaining agreement reopener language vs. unilateral rights
- Collective bargaining agreement provisions and the considerations moving on versus moving off State Partnership Plan
- Balancing financial assumptions of negotiations + State Partnership termination + carrier underwriting and financial assumptions

## Conclusions

- Historical Trend before SPP versus on SPP
- Opportunity to refine contract language
- Right partner, right long-term solution

## Questions?

- Q&A

## **ONEDIGITAL**

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**Town of Greenwich**

**Vacant Position Listing - May 2021**

<b>Department and Job Description</b>	<b>Grade</b>	<b>Vacant Since</b>	<b>Comments</b>
<b>105 First Selectman's Office</b>			
109025 Collective Bargaining Specialist	MC-8	1/15/2021	Posted
<b>130 Finance</b>			
130026 Internal Audit Manager	L-B	8/21/2019	Position eliminated in FY 21/22
<b>135 Tax Assessor</b>			
135002 Assistant Assessor	MC-7	12/2/2019	Position on hold
<b>140 Law Department</b>			
140002 Asst. Town Attorney 3	AT-3	3/1/2020	Position eliminated in FY 21/22
140010 Legal Assistant 1	G-D	4/1/2020	Position eliminated in FY 21/22
<b>201 Police General Services</b>			
201006 Director of General Services	MC-7	1/1/2021	Position eliminated in FY 21/22
<b>200 Police Department</b>			
217005 Police Officer	P-01	3/1/2021	Start Date 5/17/21
217005 Police Officer	P-01	3/1/2021	List to Department and Lateral Opportunity Posted for CT Certified Officers
217005 Police Officer	P-01	5/1/2021	List to Department and Lateral Opportunity Posted for CT Certified Officers
<b>20008 Parking Services</b>			
219006 Parking Facilities Technician	T-10	10/27/2019	Filled as Part-Time on trial basis (9/1/20)
<b>302 Public Works Engineering</b>			
302006 Engineering Technician	G-A	8/1/2020	Position under review
302007 Civil Engineer I	L-D	3/2/2021	List to Department 4/22/21
<b>312 Public Works Highway</b>			
312001 Highway Planning and Program Manager	L-C	12/28/2020	Job Description Under Review
312004 Highway Foreman	T-13	7/26/2020	Position cannot be filled at this time
312040 Laborer	T-04	3/1/2021	Conditional Offer Pending
<b>318 Public Works - Traffic Division</b>			
318011 Communications Specialist - DPW	L-E	7/25/2019	Conditional Offer Pending
<b>345 Public Works - BC&amp;M</b>			
345024 Building Maintenance Mechanic	T-8	6/1/2020	Transfer Posted (Formerly Lead Painter)

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacant Since</b>	<b>Comments</b>
345006	Building Maintenance Mechanic	T-8	12/14/2020	Conditional Offer Pending
<b>351 Building Inspection</b>				
351007	Building Inspector	G-A	4/19/2021	Posted
<b>361 Sewer Division</b>				
361010	Sewer Plant Operator 2	T-12	7/7/2017	Re-Posted
361010	Sewer Plant Operator 2	T-12	4/1/2019	Re-Posted
361019	Sewer Collection Repairperson	T-9	11/9/2020	Posted
361002	Process Control Manager	L-C	1/23/2018	Position cannot be filled at this time
<b>380 Fleet</b>				
380007	Heavy Duty Mechanic Technician	T-13	4/24/2021	Posted
<b>405 Health Department</b>				
405000	Health Department Operations Administrator	L-D	3/19/2021	Job Description Under Review
<b>Nathaniel Witherell</b>				
457001	Staff Nurse, LPN	TNW	9/21/2020	List to Department 3/10/21
457001	Staff Nurse, RN	H01	11/4/2020	Position being eliminated
460109	IT Support Specialist - NW	L-E	11/30/2020	List to Department 4/26/21
460038	Certified Nursing Assistant	N1	1/1/2021	Position Converting to Staff Nurse, LPN
460038	Certified Nursing Assistant	N1	1/1/2021	Position Converting to Staff Nurse, LPN
460038	Certified Nursing Assistant	N1	2/1/2021	Position being eliminated
457006	Food Service Worker	TNW	2/9/2021	List to Department 4/30/21
451008	Admissions Representative	L-E	2/12/2021	Position on Hold
455005	Building Maintenance Mechanic, NW	TNW	4/19/2021	Posted
<b>BOE - Administration</b>				
6010097	Media Assistant @ GHS	G-E	11/25/2019	Position on Hold
6010048	Media Assistant @ Central Middle School	G-E	1/6/2020	Position on Hold
6010051	PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold
6010098	Asst. to Deputy Superintendent @ Havemeyer	G-A	1/1/2020	Position on Hold
6010103	Accounting Clerk II @ Havemeyer	G-E	12/1/2020	Transfer Posted
6010030	Administrative Staff Assistant II @ ISD	G-D	1/22/2021	List to Department 3/30/21
<b>BOE - Operation of Plants</b>				
6020003	Custodian II @ Cos Cob School	T-07	3/5/2021	Transfer Posted

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacant Since</b>	<b>Comments</b>
6020023	Custodian II @ New Leb School	T-07	3/26/2021	Transfer Posted
6020040	Custodian II @ Central Middle School	T-07	4/1/2021	To be Transfer Posted
6020018	Head Custodian @ Cos Cob School	T-12	3/1/2021	List to Department 4/5/21; Start Date TBD
6020002	Head Custodian @ Ham Ave School	T-12	5/1/2021	List to Department 4/5/21
6010091	School Health Services Clerk	G-F	12/7/2020	Written Exam 4/28/21
6010000	School Health Nurse I @ GHS	PHN1	7/20/2020	Conditional Offer Pending
<b>BOE - Food Services</b>				
6080099	Food Services Manager K-8	L-E	10/1/2019	Position eliminated in FY 21/22
6010098	Food Service Manager - GHS	L-E	8/1/2020	Position eliminated in FY 21/22
<b>822 Parks &amp; Rec</b>				
833002	Island Caretaker	T-07	12/2/2020	Conditional Offer Pending
833004	Park Gardener 1	T-04	4/25/2021	Awaiting request to fill
<b>701 Greenwich Library</b>				
701104	Library Clerk	G-E	12/25/2020	List to Department 4/30/21
701003	Librarian III	L-C	2/1/2021	Awaiting request to fill
<b>Total Vacant Positions</b>		<b>53</b>		
<b>Upcoming Vacancies or Recruitments Underway</b>				
<b>BOE</b>				
	School Health Nurse I @ ISD	PHN1	7/1/2021	To be transfer posted
<b>NW</b>				
	Building Maintenance Mechanic, NW	TNW	6/1/2021	Awaiting Request to Fill
	Food Service Worker	TNW	6/1/2021	Awaiting Request to Fill
<b>Fire</b>				
	Fire Lieutenant	F-03	6/1/2021	List to Department 3/29/21
<b>Police</b>				
	Deputy Chief	MC-8	6/1/2021	Posted
	Police Officer	P01	6/1/2021	List to Department

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 20-21 - @ April 30, 2021**

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 1, 2020	\$10,221.57		\$36,057.00		
2	July 8, 2020	\$24,117.24		\$36,057.00		
3	July 15, 2020	\$16,369.54		\$36,057.00		
4	July 22, 2020	\$40,147.49		\$36,057.00		
5	July 29, 2020	\$25,409.12		\$36,057.00		
	sub-total	\$116,264.96	\$116,264.96	\$180,285.00	\$180,285.00	\$64,020.04
6	August 5, 2020	\$58,402.00		\$36,057.00		
7	August 12, 2020	\$93,352.34		\$36,057.00		
8	August 19, 2020	\$22,243.69		\$36,057.00		
9	August 26, 2020	\$56,251.40		\$36,057.00		
	sub-total	\$230,249.43	\$346,514.39	\$144,228.00	\$324,513.00	-\$22,001.39
10	September 2, 2020	\$36,330.65		\$36,057.00		
11	September 9, 2020	\$0.00		\$36,057.00		
12	September 16, 2020	\$0.00		\$36,057.00		
13	September 23, 2020	\$301,533.00		\$36,057.00		
14	September 30, 2020	\$70,418.18		\$36,057.00		
	OPEB Transfer	-\$352,166.22				
	sub-total	\$56,115.61	\$402,630.00	\$180,285.00	\$504,798.00	\$102,168.00
15	October 7, 2020	\$11,418.92		\$36,057.00		
16	October 16, 2020	\$38,447.39		\$36,057.00		
17	October 23, 2020	\$1,480.11		\$36,057.00		
18	October 30, 2020	\$33,061.84		\$36,057.00		
	sub-total	\$84,408.26	\$487,038.26	\$144,228.00	\$649,026.00	\$161,987.74
19	November 4, 2020	\$9,901.55		\$36,057.00		
20	November 11, 2020	\$20,684.59		\$36,057.00		
21	November 18, 2020	\$16,641.20		\$36,057.00		
22	November 25, 2020	\$47,666.91		\$36,057.00		
	sub-total	\$94,894.25	\$581,932.51	\$144,228.00	\$793,254.00	\$211,321.49
23	December 2, 2020	\$9,967.74		\$36,057.00		
24	December 9, 2020	\$2,435.30		\$36,057.00		
25	December 16, 2020	\$18,884.72		\$36,057.00		
26	December 23, 2020	\$62,039.45		\$36,057.00		
27	December 30, 2020	\$32,921.06		\$36,057.00		
	OPEB Transfer	-\$51,911.74				
	sub-total	\$74,336.53	\$656,269.04	\$180,285.00	\$973,539.00	\$317,269.96
28	January 6, 2021	\$45,052.89		\$36,057.00		
29	January 13, 2021	\$12,766.27		\$36,057.00		
30	January 20, 2021	\$21,755.89		\$36,057.00		
31	January 27, 2021	\$9,695.12		\$36,057.00		
	sub-total	\$89,270.17	\$745,539.21	\$144,228.00	\$1,117,767.00	\$372,227.79
32	February 3, 2021	\$30,982.13		\$36,057.00		
33	February 10, 2021	\$70,558.11		\$36,057.00		
34	February 17, 2021	\$30,861.05		\$36,057.00		
35	February 24, 2021	\$82,514.07		\$36,057.00		
	sub-total	\$214,915.36	\$960,454.57	\$144,228.00	\$1,261,995.00	\$301,540.43



**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 20-21 - @ April 30, 2021**

36	March 3, 2021	\$45,800.18		\$36,057.00		
37	March 10, 2021	\$53,156.37		\$36,057.00		
38	March 17, 2021	\$43,042.54		\$36,057.00		
39	March 24, 2021	\$36,832.93		\$36,057.00		
40	March 31, 2021	\$37,967.40		\$36,057.00		
	OPEB Transfer	-\$50,210.67				
	sub-total	\$166,588.75	\$1,127,043.32	\$180,285.00	\$1,442,280.00	\$315,236.68
41	April 7, 2021	\$13,118.33		\$36,057.00		
42	April 14, 2021	\$36,713.75		\$36,057.00		
43	April 21, 2021	\$76,849.24		\$36,057.00		
44	April 28, 2021	\$44,325.13		\$36,057.00		
	sub-total	\$171,006.45	\$1,298,049.77	\$144,228.00	\$1,586,508.00	\$288,458.23
45	May 5, 2021	\$36,057.00		\$36,057.00		
46	May 12, 2021	\$36,057.00		\$36,057.00		
47	May 19, 2021	\$36,057.00		\$36,057.00		
48	May 26, 2021	\$36,057.00		\$36,057.00		
	sub-total	\$144,228.00	\$1,442,277.77	\$144,228.00	\$1,730,736.00	\$288,458.23
49	June 2, 2021	\$36,057.00		\$36,057.00		
50	June 9, 2021	\$36,057.00		\$36,057.00		
51	June 16, 2021	\$36,057.00		\$36,057.00		
52	June 23, 2021	\$36,057.00		\$36,057.00		
53	June 30, 2021	\$0.00		\$36.00		
	OPEB Transfer	\$0.00				
	sub-total	\$144,228.00	\$1,586,505.77	\$144,264.00	\$1,875,000.00	\$288,494.23

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

**HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES**

Wednesday, April 14, 2021  
Virtual Webinar Meeting

Committee

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

Staff: Mary Pepe, Director, Human Resources Department (Dept); Peter Mynarski, Comptroller

Board: Michael Mason, BET Chairman; Andy Duus, Leslie Moriarty, Leslie L. Tarkington

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

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

**HR Reports**

- **Vacancy Report – Town and BOE**

Ms. Pepe highlighted items from the HR Department's Vacancy report:

- **Nursing staff** - The Nathaniel Witherell staffing reorganization continues: 3 RN positions and 1 Patient Care Coordinator position were eliminated; Job descriptions for some positions are being revised; some positions will remain vacant, and some part time positions can be filled by recalling fulltime people who had been laid off.
- **Collective Bargaining Specialist** – This position has posted.
- **General Services Police Department** – No final decision has been made as to whether the position will continue to be filled by a civilian or whether the responsibilities will remain in General Services supervised by a Police Captain.
- **Deputy Chief Police (Parking Services)** – Due to an upcoming June 1 retirement of an administrative/operations Deputy Chief, the job description will be reviewed.
- **Media Center Assistants GPS** – Previous year vacant positions were not filled but the positions are being reconsidered and will likely be posted for the new school year.

- **Unemployment Report**

State Unemployment reports have been received through December 31, 2020. Although the volume and cost of unemployed is ahead of previous year, furloughed or seasonal employees and COVID-19 conditions exemptions account for most of the unemployment costs. It was explained to Committee members that Federal COVID19

monies are not physically reimbursed to the town but instead are issued as a credit for 50% of the unemployment expenses; the American Recovery Plan will provide reimbursement credits of 75% starting on April 19 through September 5, 2021.

- **CIRMA Report**

The mid-year report and comparison to the Town's peer group (Norwalk, Danbury, Westport, Manchester) shows Greenwich average cost trending lower than peers. Greenwich is classified as Low Frequency and Low Severity insurance client. Strains and sprains and Lost Time incidents are followed by the First Selectman's Safety Council, the Safety Analyst. Recently the Teamsters' contract requested that money be put aside for safety training and equipment. Extending Safety and Harassment Training to members of the Town's volunteer Boards and Commissions was discussed and the question will be discussed further with the Town Law Department.

- **Workers' Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund spending was uneventful currently with a \$317,000 surplus for the past 41 weeks. The Fund is trending well with the potential of a substantial surplus at year-end. Mr. Mynarski commented that Workers' Compensation cost also included indemnification used as a cash incentive when an injured employee achieves maximum medical improvement. He credits the HR Department's Safety Analyst initiative with increased awareness and implementing measures that produce the Workers' Compensation surplus.

### **Discussion of Deferred Retirement Option Program (DROP) and potential formation of an HR sub committee to consider the issue**

The BET Investment Advisory Committee (IAC) had discussed the benefit of a pension obligation bond to reduce liability. Both private and public (Municipal) entities are exploring pension obligation options. The Committee concurred on forming a Working Group to report back to the full BET with recommendations on the range of options. The Working Group structure will include several public workshops, and consultation with experts to prepared recommendations to the BET within a three month timeframe for its June meeting. Ms. Kreuzer and Mr. Drake were proposed as the HR Committee representatives and Mr. Duus and Mr. Weisbrod were proposed to represent the IAC on the Retirement Options Working Group.

### **Town Hall – COVID-19 Update**

Ms. Pepe updated the Committee on the continuation of Town protocols for Town Hall Walk-ins, Conference Room utilization, and employee home/on site rotation scheduling to maintain full-service on site. Currently Conference Rooms are solely for internal use and maximum capacity limits are posted. Vaccinations are mandated for TNW employees whereas Town Hall employees, while not mandated to receive vaccinations, are offered appointments through the Health Department. Religious and ADA exemptions are accommodated. The Office of the First Selectman is in the process of revising the Town's COVID-19 Policy and Ms. Pepe will advise the Committee on when it will be circulated.

### **Board of Education – COVID-19 Update**

Ms. Williams reported that GPS employees are primarily working on-site. Exceptions have been

made and some students are still remote learners. No appreciable uptick in remote learning has been noticed post vacation holidays. School nurses are onsite to monitor student and staff health needs or recommend isolation or Quarantine if deemed necessary.

### **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 March 10, 2021, the Committee voted 4-0-0. Motion carried.

### **Items for future discussion**

Committee members suggested the following topics for future discussion:

- Digital One to make its annual health benefit competitive review at May's meeting.
- RFP for a new medical benefit consultant.
- 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 10:07 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, May 6, 2021 at 8:30 A.M.