



**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 subcommittee 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,



Catherine Sidor, Recording Secretary



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.