



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING**

**Thursday, January 12, 2022 - 12:00 P.M.  
Mazza Room**

**AGENDA**

1. Review the Responsibilities of this Committee in Relation to HR Matters in Public Schools, including TOO and Cabinet Positions
2. Update on Greenwich Public Schools hiring practices investigations
3. HR Reports
  - Unemployment Report
  - Vacant and Posted Vacant Position Listings
  - Workers Compensation Expense Report
4. New Business
  - None
5. Old Business
  - None
6. Approval of Minutes
  - December 5, 2022
7. Adjournment

Next Meeting – Monday, February 6, 2023, at 8:30 A.M. in the Cone Room.

**Unemployment Charges by Department  
Fiscal Year 22-23 vs 21-22  
As of September 2022**

**BOE**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$24,804				\$24,804
Fiscal Year 21-22	\$74,667				\$74,667
Increase/(Decrease)	(\$49,863)	\$0	\$0	\$0	(\$49,863)

**Administrative Services**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Commission on Aging**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Finance-BET**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Fire**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$71				\$71
Increase/(Decrease)	(\$71)	\$0	\$0	\$0	(\$71)

**First Selectman's Office**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Fleet Department**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Greenwich Library**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$2,844				\$2,844
Increase/(Decrease)	(\$2,844)	\$0	\$0	\$0	(\$2,844)

**Health Department**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Human Resources**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$1,060				\$1,060
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$1,060	\$0	\$0	\$0	\$1,060

**Human Services**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$2,848				\$2,848
Increase/(Decrease)	(\$2,848)	\$0	\$0	\$0	(\$2,848)

**Information Technology**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Law Department**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Nathaniel Witherell**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$10,918				\$10,918
Fiscal Year 21-22	\$28,096				\$28,096
Increase/(Decrease)	(\$17,178)	\$0	\$0	\$0	(\$17,178)

**Parking Services**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Parks & Recreation**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$11,446				\$11,446
Fiscal Year 21-22	\$12,579				\$12,579
Increase/(Decrease)	(\$1,133)	\$0	\$0	\$0	(\$1,133)

**Perrot Library**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$897				\$897
Increase/(Decrease)	(\$897)	\$0	\$0	\$0	(\$897)

**Planning and Zoning**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Police Department**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$3,647				\$3,647
Fiscal Year 21-22	\$7,254				\$7,254
Increase/(Decrease)	(\$3,607)	\$0	\$0	\$0	(\$3,607)

**Public Works**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$3,654				\$3,654
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$3,654	\$0	\$0	\$0	\$3,654

**Registrars Office**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Tax Assessor**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$1,710				\$1,710
Increase/(Decrease)	(\$1,710)	\$0	\$0	\$0	(\$1,710)

**Town Clerk**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$0				\$0
Fiscal Year 21-22	\$0				\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0

**Total - Town of Greenwich**

	<u>July/Aug/Sep</u>	<u>Oct/Nov/Dec</u>	<u>Jan/Feb/Mar</u>	<u>Apr/May/June</u>	<u>YTD</u>
Fiscal Year 22-23	\$55,529				\$55,529
Fiscal Year 21-22	\$130,966				\$130,966
Increase/(Decrease)	(\$75,437)	\$0	\$0	\$0	(\$75,437)

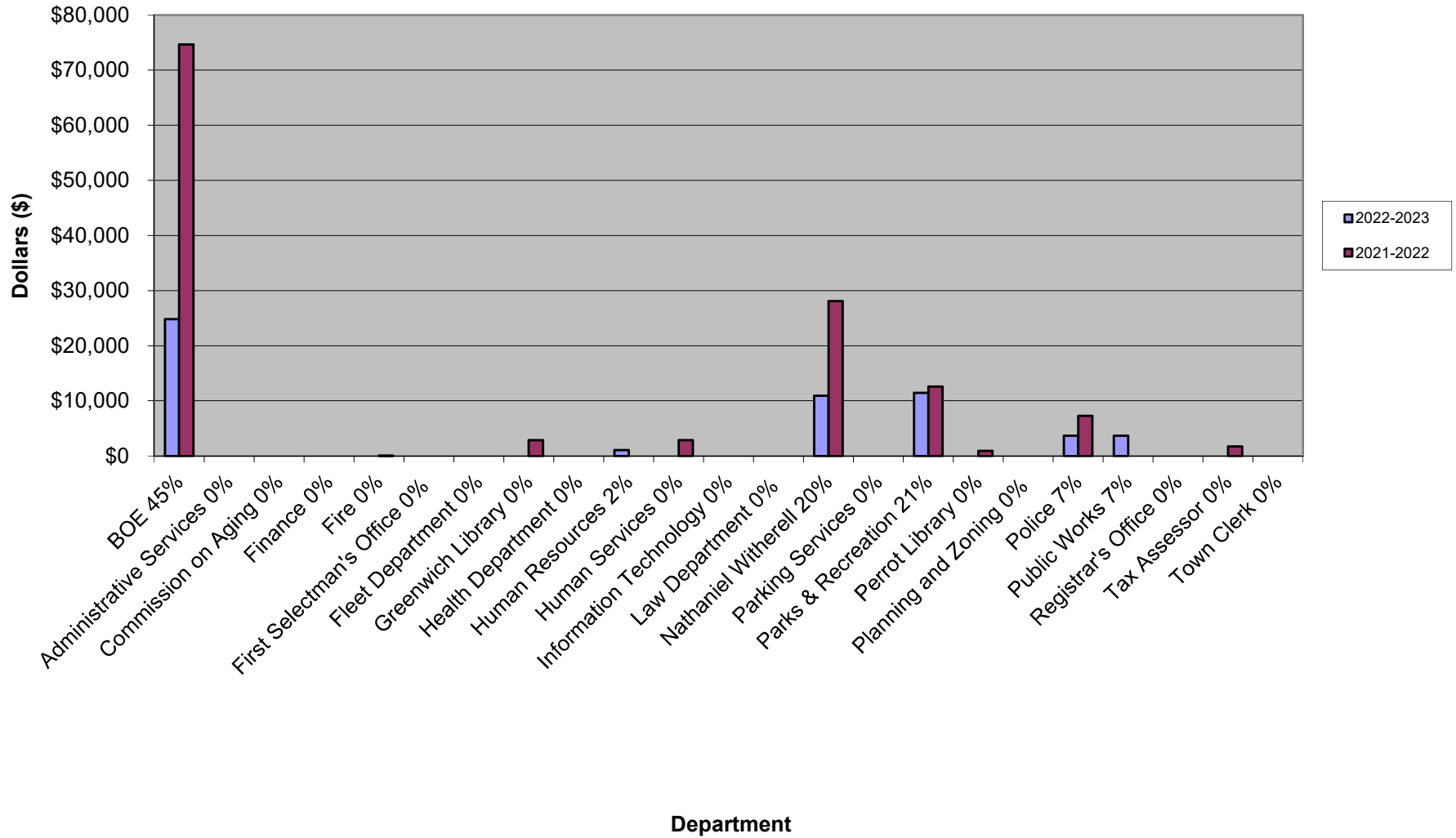
**Town of Greenwich  
Gross Unemployment Expense by Category**

<b>July 1, 2022 to September 30, 2022</b>						
<b>Total Costs To Date</b>						<b>Grand Total</b>
Location	# of claimants	Full-Time	Part -Time	Substitutes	Seasonal/ Temporary	(3 months' cost)
Board of Education	8	\$ 19,814.00	\$ -	\$ 4,344.00	\$ 646.00	\$ 24,804.00
Town	12	\$ 15,620.00	\$ 3,659.00		\$ 11,446.00	\$ 30,725.00
<b>Total</b>	<b>20</b>	<b>\$ 35,434.00</b>	<b>\$ 3,659.00</b>	<b>\$ 4,344.00</b>	<b>\$ 12,092.00</b>	<b>\$ 55,529.00</b>

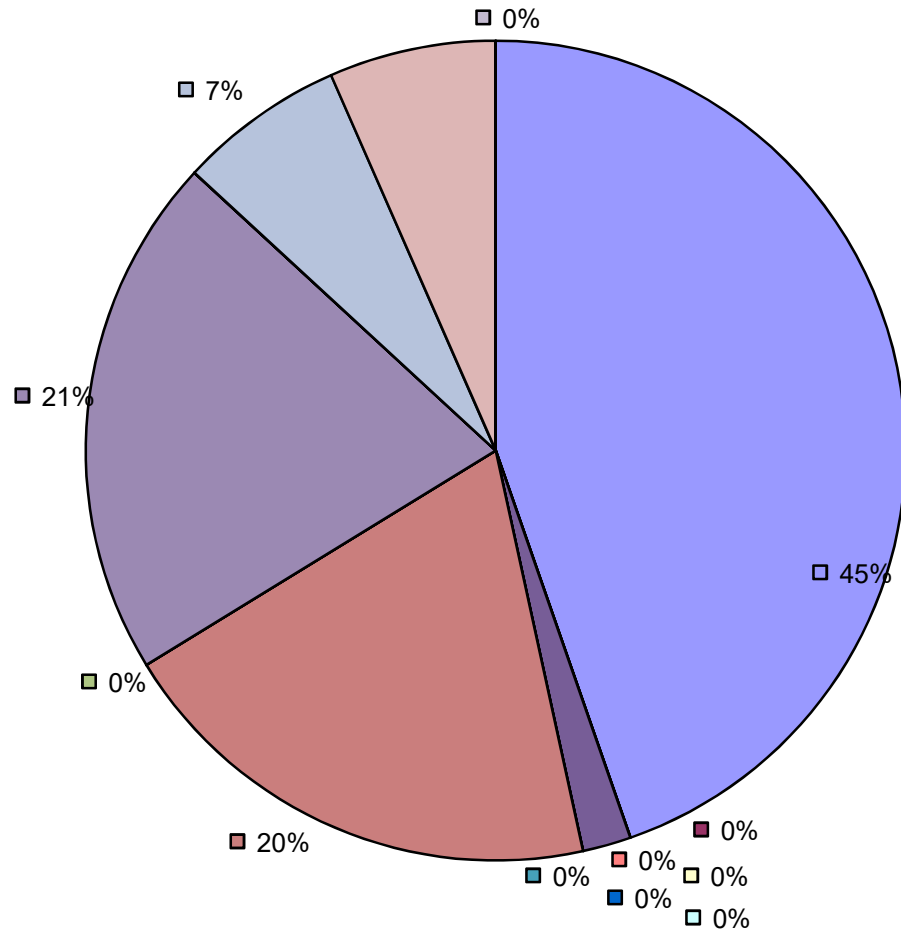
<b>July 1, 2021 to September 30, 2021</b>						
<b>Total Costs To Date</b>						<b>Grand Total</b>
Location	# of claimants	Full-Time	Part -Time	Substitutes	Seasonal/ Temporary	(3 months' cost)
Board of Education	40	\$ 45,394.00	\$ 11,456.00	\$ 16,339.00	\$ 1,478.00	\$ 74,667.00
Town	38	\$ 15,691.00	\$ 28,029.00		\$ 12,579.00	\$ 56,299.00
<b>Total</b>	<b>78</b>	<b>\$ 61,085.00</b>	<b>\$ 39,485.00</b>	<b>\$ 16,339.00</b>	<b>\$ 14,057.00</b>	<b>\$ 130,966.00</b>

<b>July 1, 2021 to June 30, 2022</b>						
<b>Total Costs To Date</b>						<b>Grand Total</b>
Location	# of claimants	Full-Time	Part -Time	Substitutes	Seasonal/ Temporary	(12 months' cost)
Board of Education	54	\$ 89,928.00	\$ 27,371.00	\$ 32,116.00	\$ 14,754.00	\$ 164,169.00
Town	67	\$ 72,035.00	\$ 43,759.00		\$ 55,607.00	\$ 171,401.00
<b>Total</b>	<b>121</b>	<b>\$ 161,963.00</b>	<b>\$ 71,130.00</b>	<b>\$ 32,116.00</b>	<b>\$ 70,361.00</b>	<b>\$ 335,570.00</b>

## Unemployment Comparison - 7/1/2022- 9/30/2022 through 7/1/2021-9/30/2021



### Unemployment Fiscal Year to Date through September 2022



- BOE 45%
- Commission on Aging 0%
- Fire 0%
- Fleet Department 0%
- Health Department 0%
- Human Services 0%
- Law Department 0%
- Parking Services 0%
- Perrot Library 0%
- Police 7%
- Registrar's Office 0%
- Town Clerk 0%
- Administrative Services 0%
- Finance 0%
- First Selectman's Office 0%
- Greenwich Library 0%
- Human Resources 2%
- Information Technology 0%
- Nathaniel Witherell 20%
- Parks & Recreation 21%
- Planning and Zoning 0%
- Public Works 7%
- Tax Assessor 0%

<b>Town of Greenwich</b>				
<b>Vacant Position Listing - January 2023</b>				
<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>	
<b>600 BOE - Administration</b>				
PPS Data Specialist @ Havemeyer	G-D	3/25/2019	Grant Funded Position on Hold	
Cook II	GF-2	12/12/2022	Posted	
Accounting & Medicaid Clerk @ Havemeyer	G-C	11/10/2022	Re-posted	
Administrative Assistant - School (GHS Student Activities)	G-B	12/12/2022	List to Department 12/22/22	
HR Specialist BOE	L-D	1/1/2023	Job Description Under Review	
<b>640 BOE - Operation of Plants</b>				
HVAC Repair and Maintenance Mechanic	T-11	4/18/2021	Performance exam being scheduled	
Custodian II	T-7	11/21/2022	Posted	
Custodian II	T-7	12/19/2022	Posted	
<b>196 Commission on Aging</b>				
Senior Center Program Specialist	L-F	12/1/2022	List to Department 10/21/22	
<b>205 Fire</b>				
Assistant Fire Chief	MC-8	12/1/2022	Posted; Department Interviewing	
Executive Assistant to Fire Chief	MC-5	1/1/2023	Posted; Department Interviewing	
Firefighter	F-1	10/20/2022	Conditional Offer Pending for February 2023 Fire Academy	
Firefighter	F-1	12/1/2022	Conditional Offer Pending for February 2023 Fire Academy	
<b>380 Fleet</b>				
Heavy Duty Vehicle Mechanic	T-12	5/1/2021	Re-posted	
<b>701 Greenwich Library</b>				
Library Clerk	G-E	12/24/2021	List to Department 11/3/22	
Library Clerk	G-E	6/3/2022	List to Department 11/3/22	
Library Clerk	G-E	1/1/2023	List to Department 11/3/22	
Librarian II (Performing Arts)	L-C	9/25/2022	Job Description Under Review	
Librarian I/II	L-F/E	11/21/2022	List to Department 11/22/22	
Library Innovation Lab Specialist	L-E	9/19/2022	Job Description Under Review; Temp filling in	
Deputy Director Greenwich Library	MC-8	1/1/2023	Posted; Department Interviewing	
<b>401 Health Department</b>				
Business Office Manager	L-F	12/2/2022	List to the Department 1/4/23	
Public Health Dental Hygienist (10 month position)	G-B	12/9/2022	List to Department 6/22/22	
Laboratory Technician	L-F	1/1/2023	List to the Department 1/5/23	



<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<b>502 Human Services</b>			
Human Services Provider II	L-E	12/16/2022	Posted
<b>450 Nathaniel Witherell</b>			
Director of Financial Operations	MC-8	1/1/2023	Awaiting Request to Fill
Business Services Coordinator	L-F	7/29/2022	Position on hold
Associate Director of Nursing	H-2	8/1/2022	Job Description Under Review/To be Re-Posted
Patient Care Coordinator	H-4	1/1/2022	Re-Hire in Process
Clinical Case Management Liaison	L-D	5/1/2022	Job Description Under Review
Administrative Assistant to the Nursing Director	G-B	1/1/2023	Written Exam 1/13/23; Computer Skills Test 1/18/23
Staff Nurse, R.N.	H-5	9/3/2021	Position Under Review for an Acute Care Nurse
Certified Nursing Assistant (3:30 pm shift)	TNW	7/22/2022	List to Department 10/10/22
Certified Nursing Assistant (3:30 pm shift)	TNW	10/1/2022	List to Department 10/10/22
Certified Nursing Assistant (7:30 am shift)	TNW	9/1/2022	Transfer Posted
Resident Relations Manager	L-C	4/24/2022	List to Department 9/13/22
Housekeeper	NT2	9/30/2022	Re-posted
Cook II	NT5	12/31/2022	Posted
Food Service Worker	NT1	12/16/2022	Posted
Food Service Worker	NT1	1/1/2023	Posted
<b>822 Parks &amp; Rec - Parks</b>			
Park Gardener I	T-4	10/9/2022	To be re-posted
Park Gardener I	T-4	11/11/2022	To be re-posted
<b>829 Parks &amp; Rec - Trees</b>			
Tree Climber	T-11	9/20/2022	Conditional Offer Pending
<b>832/834 Parks &amp; Rec - Marine</b>			
Dockmaster	T-7	6/1/2022	Conditional Offer Pending
Painter	T-08	1/1/2023	Awaiting Request to Fill
Warehouse Supervisor	T-08	1/1/2023	Awaiting Request to Fill
<b>710 Perrot</b>			
Adult Services Librarian I/II	L-E/F	9/5/2022	List to Department 12/7/23

<b>Department and Job Description</b>		<b>Grade</b>	<b>Vacancy Date</b>	<b>Comments</b>
<b>171 Planning and Zoning</b>				
	Deputy Director of Planning and Zoning	MC-8	1/1/2022	Posted
<b>212 Police - Dispatch</b>				
	Public Safety Dispatch Telecommunicator	G-D	6/13/2022	List to Department 12/16/22; Background Checks in Progress
	Public Safety Dispatch Telecommunicator	G-D	1/10/2023	List to Department 12/16/22; Background Checks in Progress
<b>217 Police - Patrol</b>				
	Police Officer	P-01	8/6/2022	Conditional Offer Pending
	Police Officer	P-01	9/25/2022	Conditional Offer Pending
	Police Officer	P-01	10/1/2022	Written Exam 1/28/23
	Police Officer	P-01	11/4/2022	Written Exam 1/28/23
	Police Officer	P-01	12/1/2022	Written Exam 1/28/23
	Police Officer	P-01	1/1/2023	Written Exam 1/28/23
<b>302 Public Works - Engineering</b>				
	Highway Asset Engineer	L-E	3/28/2022	Re-posted with updated Job Description
	Civil Engineer - Traffic Asset	L-E	1/9/2023	Awaiting Request to Fill
<b>312 Public Works - Highway</b>				
	Laborer	T-4	10/1/2022	Performance Exam 1/10/23 and 1/11/23
	Laborer	T-4	10/1/2022	Performance Exam 1/10/23 and 1/11/23
<b>345 Public Works - BC&amp;M</b>				
	Carpenter	T-08	11/28/2002	Posted
<b>361 Public Works - Sewer Division</b>				
	Sewer Plant Operator II	T-12	4/1/2019	Re-posted
	Process Control Manager	L-C	1/23/2018	Job Description Under Review/To be Posted
	Sewer Collection Repair Person	T-09	2/25/2022	List to Department
	Maintenance Mechanic 2 Sewer	T-08	10/23/2022	Written Exam being scheduled
<b>Total Vacant Positions</b>		<b>65</b>		
<b>Upcoming Vacancies or Recruitments Underway</b>				
<b>Fire</b>				
	Fire Lieutenant	F-02	N/A	Written Exam 3/22/23; Oral Exam 3/30/23
<b>Police</b>				
	Police Sergeant	P-02	N/A	Written Exam 11/17/22; Oral Exam 2/6/23

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<b>Greenwich Library</b>			
Library Technical Assistant	G-C	2/1/2023	Awaiting Request to Fill/List to Department 10/18/22
<b>Parks &amp; Rec</b>			
Operations Manager MFO (Marine)	L-C	2/1/2023	Awaiting Request to Fill
<b>Public Works</b>			
Electrical Inspector	G-A	1/16/2023	Posted
Building Official	L-A	2/1/2023	Awaiting Request to Fill
Accounting Clerk 2	G-C	2/1/2023	Transfer Posted
<b>Senior Center</b>			
Senior Center Administrator	L-D	2/1/2023	Awaiting Request to Fill

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 2022-2023 @ December 31, 2022**

#	PERIOD COVERED	MONTHLY	Y-T-D	BUDGET	Y-T-D	VARIANCE
1	July 6, 2022	\$62,365.24		\$32,212.00		
2	July 13, 2022	\$33,001.91		\$32,212.00		
3	July 20, 2022	\$27,037.82		\$32,212.00		
4	July 27, 2022	\$36,394.86		\$32,212.00		
	sub-total	\$158,799.83	\$158,799.83	\$128,848.00	\$128,848.00	-\$29,951.83
5	August 3, 2022	\$37,533.10		\$32,212.00		
6	August 10, 2022	\$39,760.31		\$32,212.00		
7	August 17, 2022	\$10,921.67		\$32,212.00		
8	August 24, 2022	\$24,354.20		\$32,212.00		
9	August 31, 2022	\$30,674.28		\$32,212.00		
	sub-total	\$143,243.56	\$302,043.39	\$161,060.00	\$289,908.00	-\$12,135.39
10	September 7, 2022	\$53,201.31		\$32,212.00		
11	September 14, 2022	\$14,411.44		\$32,212.00		
12	September 21, 2022	\$20,512.19		\$32,212.00		
13	September 28, 2022	\$18,435.96		\$32,212.00		
	OPEB Transfer	-\$72,426.08				
	sub-total	\$34,134.82	\$336,178.21	\$128,848.00	\$418,756.00	\$82,577.79
14	October 5, 2022	\$15,078.86		\$32,212.00		
15	October 12, 2022	\$24,147.28		\$32,212.00		
16	October 19, 2022	\$5,031.21		\$32,212.00		
17	October 26, 2022	\$38,999.42		\$32,212.00		
	sub-total	\$83,256.77	\$419,434.98	\$128,848.00	\$547,604.00	\$128,169.02
18	November 2, 2022	\$20,555.68		\$32,212.00		
19	November 9, 2022	\$10,129.71		\$32,212.00		
20	November 16, 2022	\$4,751.05		\$32,212.00		
21	November 23, 2022	\$23,752.95		\$32,212.00		
22	November 30, 2022	\$16,845.91		\$32,212.00		
	sub-total	\$76,035.30	\$495,470.28	\$161,060.00	\$708,664.00	\$213,193.72
23	December 7, 2022	\$25,716.83		\$32,212.00		
24	December 14, 2022	\$47,284.77		\$32,212.00		
25	December 21, 2022	\$51,769.06		\$32,212.00		
26	December 28, 2022	\$90,890.81		\$32,212.00		
	OPEB Transfer	-\$61,447.88				
	sub-total	\$154,213.59	\$649,683.87	\$128,848.00	\$837,512.00	\$187,828.13

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES  
Cone Room  
Monday, December 5, 2022 – 8:30 A.M.**

Committee

Present: William Drake, Committee Chair; Miriam Kreuzer

Absent: Dan Ozizmir (absent), Stephen Selbst (absent)

Staff: Erica Mahoney, Assistant Human Resources Director; Michael Mason, Head of Labor Relations; Peter Mynarski, Comptroller; Mary Pepe, Human Resources Director

BOE: Dr. Jonathan Budd, Greenwich Public Schools Chief Human Resources Officer

BET: Harry Fisher, Leslie Moriarty, Leslie Tarkington

RTM: Lucia Jansen, Chair, Budget Oversight Committee

Committee Chairman Drake called the meeting to order at 8:30i8 A.M.

**1. Review of the Responsibilities of this Committee in Relation to HR Matters in Public Schools, including TOO and Cabinet Positions**

Chairman Drake proposed this be moved to Old Business. The review is still in progress.

**2. Update from Public Schools on Hiring Practices Investigations**

Dr. Budd explained there are currently four external investigations in progress and the Commission on Human Rights and Opportunities (CHRO) has all of the data requested to date. The CHRO has expressed their satisfaction with the data provided to them. The Town's investigation may overlap with the external investigations in relation to the information requested. Ms. Kreuzer asked if the removed individual from Cos Cob School is still receiving a paycheck, to which Dr. Budd replied that no administrative staff member has been terminated over the past 6 months, but the individual has been removed from working in their position and been replaced by another Public School employee. Therefore, the individual being investigated is still receiving some type of pay. The Assistant Principal position was filled internally by a Special Education Coordinator at the same school, and that position was then backfilled.

**3. HR Reports**

- **Unemployment Report**

Ms. Pepe presented the Unemployment Report and stated the numbers are down from the previous year and trending the same. Parks & Recreation is lower due to headcount being lower with their seasonal staff done for the season. The Nathaniel Witherell also has lower headcount due to a round of layoffs.

- **Vacancy and Posted Vacant Position Listings**

Ms. Pepe stated that we've hired a new Director of Greenwich Library, Joseph Williams, who was formerly their Deputy Director. They are now looking to fill the Deputy Director position for the Greenwich Library. The Town Planner/Director of P&Z position has been filled by former Deputy Director, Patrick LaRow. Now the Deputy Director position is now in the process of being filled. The Nathaniel Witherell hired a new Director of Nursing, Louise Comeau. The Assistant Director of Environmental Affairs position has been filled internally by a staff member in that department. The Director of Environmental Affairs position is still vacant, and the Town is accepting applications. The Assistant Fire Chief position is posted, and the department is interviewing candidates. The Office of the First Selectman has filled the Executive Assistant position with the new hire to start later in the month.

- **Workers Compensation Expense Report**

Mr. Mynarski stated that we reimbursed CIRMA for Workers Compensation claims on a weekly basis and overall the claims are trending well. Ms. Pepe told the Committee that OSHA was recently in Town doing a review, she stated that the reviews are usually tens years apart but this one was slightly delayed by the COVID pandemic. Town officials had a final meeting last week. Once the final report from OSHA is provided to HR, it will be shared with the BET and Comptroller.

#### **4. New Business – CT Partnership Plan**

RTM Budget Overview Committee Chair Lucia Jansen brought concerns of four specific towns: Westport, Norwalk, Trumbull and Ridgefield, to the attention of the Committee due to their separation from the State Partnership Plan. Mr. Mynarski stated that he spoke to a town official from Trumbull who said that they did not leave the State Partnership Plan (SPP), but their Board of Education did leave it. It was suggested that the Town send out an RFP to determine where we stand with competitive insurance firms. The last RFP was two years ago. Ms. Jansen in speaking with Trumbull was told they managed to move eight bargaining units all at once. Ms. Pepe stated she is planning to do another RFP in 2023, and numbers will come to us in January for the SPP costs. Specifics for the insurance plans are different in each contract (unions). The plan which Trumbull BOE moved to was similar to the SPP. Ms. Jansen posed the question if the Town were to leave the SPP if we could return to it later. The answer was that it could be done. There was no language found to preclude the Town from returning to the SPP.

#### **5. Old Business - Request for Proposal (RFP) for a Review of Management and Confidential Salaries and Benefits**

The RFP is in progress with Purchasing Dept and awaiting insurance information from the Risk Manager.

## 6. Approval of Minutes November 9, 2022

No vote was taken due to a lack of quorum. These minutes will be taken up at the next meeting on January 12, 2023, of the BET Human Resources Committee.

## 7. Adjournment

Meeting ended at 9:30 A.M.

Respectfully submitted,

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Shira Davis, Recording Secretary

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William Drake, HR Committee Chairman

SUBJECT TO APPROVAL