



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

**Monday, February 6, 2023 – 8:30 A.M.  
Cone Room**

**AGENDA**

1. Update on Greenwich Public Schools hiring practices investigations
2. HR Reports:
  - Vacant and Posted Vacant Position Listings
  - Workers Compensation Expense Report
  - Summary of OSHA review
3. Discussion and vote on Registrar of Voters Salary Increases for FY23 and FY24
4. Discussion and vote on Management and Confidential pay increases for FY23 including base increase, additional percentage for high performance, and healthcare contribution
5. Old Business
  - Request for Proposal (RFP) for a review of management and confidential salaries and benefits
6. New Business
  - Discussion and review of Salary Schedules (and changes if any) in proposed FY 2024 budget
7. Approval of Minutes
  - January 12, 2023
8. Adjournment

Next Meeting – Wednesday, February 15, 2023, at 9:00 A.M. in the Cone Room.

<b>Town of Greenwich</b>				
<b>Vacant Position Listing - February 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	
Accounting & Medicaid Clerk @ Havemeyer	G-C	11/10/2022	List to Department 1/23/22	
Cook II	GF-2	12/12/2022	List to Department 1/17/23	
Administrative Assistant - School @ GHS	G-B	12/12/2022	Start Date 2/21/23	
Human Resources Administrator	L-D	1/1/2023	Posted	
School Activity Fund Clerk	G-C	1/13/2023	Job Description Being Updated; To be posted	
Administrative Staff Assistant II @ GHS	G-D	1/18/2023	Posted	
Financial Reporting and Analysis Specialist	L-F	N/A	Grant Funded Position - Posted	
<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	Written Exam 2/3/2023	
Custodian II	T-7	12/19/2022	Written Exam 2/3/2023	
<b>196 Commission on Aging</b>				
Senior Center Program Specialist	L-F	12/1/2022	List to Department 10/21/22; Department Interviewing	
Senior Center Administrator	L-D	2/1/2023	Awaiting Request to Fill	
<b>205 Fire</b>				
Assistant Fire Chief	MC-8	12/1/2022	Department Interviewing	
Executive Assistant to Fire Chief	MC-5	1/1/2023	Conditional Offer Pending	
Firefighter	F-1	10/20/2022	Start Date 2/6/23	
Firefighter	F-1	12/1/2022	Start Date 2/6/23	
<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	
Library Technical Assistant	G-C	2/1/2023	List to Department 10/18/22	
Performing Arts Librarian	L-F/E	9/25/2022	Posted	
Children Services Librarian	L-F/E	2/6/2023	List to Department 2/1/23	
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	
Library Manager - Resources Management Division	L-B	2/17/2023	Job Description Being Updated; To be posted	

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<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 1/27/23
Public Health Educator	L-C	N/A	Grant Funded Position - Posted
<b>502 Human Services</b>			
Human Services Provider II	L-E	12/16/2022	List to Department 1/30/23
<b>450 Nathaniel Witherell</b>			
Director of Financial Operations	MC-8	1/1/2023	Awaiting Request to Fill
Business Services Coordinator (medical biller)	L-F	7/29/2022	Position under review
Associate Director of Nursing	H-2	8/1/2022	Job Description Under Review/To be Re-Posted
Clinical Case Manager	H-04	5/1/2022	Posted
Marketing Coordinator	L-D	4/24/2022	Posted
Administrative Assistant to the Nursing Director	G-B	1/1/2023	List to Department 1/18/23; Department Interviewing
Certified Nursing Assistant	TNW	7/22/2022	List to Department 10/10/22
Certified Nursing Assistant	TNW	10/1/2022	List to Department 10/10/22
Certified Nursing Assistant	TNW	9/1/2022	Transfer Posted
Certified Nursing Assistant	TNW	1/13/2023	Transfer Posted
Certified Nursing Assistant	TNW	1/17/2023	Transfer Posted
Housekeeper	NT2	9/30/2022	Re-posted
Housekeeper	NT2	12/2/2022	Re-posted
Cook II	NT5	12/31/2022	List to Department 1/26/23
Food Service Worker	NT1	12/16/2022	List to Department 1/13/23
Food Service Worker	NT1	1/1/2023	Position on hold
<b>822 Parks &amp; Rec - Parks</b>			
Park Gardener I	T-4	10/9/2022	Posted
Park Gardener I	T-4	11/11/2022	Posted
Park Gardener I	T-4	1/27/2023	Posted
Park Gardener I	T-4	2/1/2023	Posted
<b>829 Parks &amp; Rec - Trees</b>			
Tree Climber	T-11	9/20/2022	Start Date 2/6/23
<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	Start Date 2/13/23

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<b>171 Planning and Zoning</b>			
Deputy Director of Planning and Zoning	MC-8	1/1/2023	Department Interviewing
<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	Conditional Offer Pending
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>301 Public Works - Administration</b>			
Accounting Clerk II	G-C	2/1/2023	Posted
<b>302 Public Works - Engineering</b>			
Highway Asset Engineer	L-E	3/28/2022	Conditional Offer Pending
Civil Engineer - Traffic Asset	L-E	1/9/2023	Job Description Under Review
<b>312 Public Works - Highway</b>			
Laborer	T-4	10/1/2022	Conditional Offer Pending
Laborer	T-4	10/1/2022	Conditional Offer Pending
<b>345 Public Works - BC&amp;M</b>			
Carpenter	T-08	11/28/2002	Written Exam 2/6/23
<b>351 Public Works - Building Inspection</b>			
Electrical Inspector	G-A	1/16/2023	Posted
Building Official	L-A	2/1/2023	Job Description under review
<b>361 Public Works - Sewer Division</b>			
Process Control Manager	L-C	1/23/2018	Job Description Under Review/To be Posted
Sewer Plant Operator II	T-12	4/1/2019	Re-posted
Sewer Collection Repair Person	T-09	2/25/2022	Start Date 2/21/23
Maintenance Mechanic II - Sewer	T-08	10/23/2022	Re-posted
<b>Total Vacant Positions</b>	<b>77</b>		

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
<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>Law</b>			
Legal Assistant	G-C	2/21/2023	Position under review
<b>Police</b>			
Police Sergeant	P-02	3/31/2023	Written Exam 11/17/22; Oral Exam 2/6/23

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 2022-2023 @ February 1, 2023**

#	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
27	January 4, 2023	\$45,883.50		\$32,212.00		
28	January 11, 2023	-\$2,806.76		\$32,212.00		
29	January 18, 2023	\$35,290.75		\$32,212.00		
30	January 25, 2023	\$14,560.67		\$32,212.00		
	sub-total	\$92,928.16	\$742,612.03	\$128,848.00	\$966,360.00	\$223,747.97
31	February 1, 2023	\$32,212.00		\$32,212.00		
32	February 8, 2023	\$32,212.00		\$32,212.00		
33	February 15, 2023	\$32,212.00		\$32,212.00		
34	February 22, 2023	\$32,212.00		\$32,212.00		
	sub-total	\$128,848.00	\$871,460.03	\$128,848.00	\$1,095,208.00	\$223,747.97
35	March 1, 2023	\$32,212.00		\$32,212.00		

**TOWN OF GREENWICH**  
**WORKER'S COMPENSATION ANALYSIS**  
**FY 2022-2023 @ February 1, 2023**

36	March 8, 2023	\$32,212.00		\$32,212.00		
37	March 15, 2023	\$32,212.00		\$32,212.00		
38	March 22, 2023	\$32,212.00		\$32,212.00		
39	March 29, 2023	\$32,212.00		\$32,212.00		
	OPEB Transfer	-\$22,212.86				
	<i>sub-total</i>	\$138,847.14	\$1,010,307.17	\$161,060.00	\$1,256,268.00	\$245,960.83



# TOWN OF GREENWICH

Department of Human Resources

Mary L. Pepe, Director

## MEMORANDUM

**DATE:** February 2, 2023

**TO:** BET HR Committee

**FROM:** Mary L. Pepe, Director of Human Resources *mhp*

**CC:** Peter Mynarski, Comptroller

**SUBJECT:** M&C Salary Data

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Attached is the information you requested. Salary information from municipalities is broken down by Fairfield County, Westchester, and state of Connecticut. World at Work information is for the state of Connecticut. As you will see, we did not get responses from all municipalities and some have yet to determine salary increases. We will update as we receive additional information.

Also attached is the M&C Performance Evaluation Form and instructions for the process.

Please let me know if you have any questions.



<b>2023 Municipal Information for Salary Increase Budgets</b>	
<b>Fairfield County</b>	<b>FY 2023-2024</b>
Bethel	2.5%
Brookfield	2.3%
Danbury	TBD
Darien	Budgeting 2.75%
Fairfield	TBD
New Canaan	2.5%
Newtown	2.8%
Norwalk	Board has not voted yet - unions are getting 2.35%
Redding	2.5%
Ridgefield	2.75%
Stamford	TBD -anticipating 2.5%- 3 %
Stratford	TBD
Weston	TBD
Westport	TBD
Wilton	TBD
<b>Westchester County</b>	
Rye	3 % Elected officials are volunteers
Mamaroneck	TBD
Scarsdale	No response
Harrison	No response
New Rochelle	No response

**2023 Municipal Information for Salary Increase Budgets**

Connecticut	FY 2023-2024
Andover	3% Decision not Final
Avon	2.75%
Barkhamsted	TBD
Berlin	3.5% Our only non-union group is top managers and we've budgeted 3.5% for this upcoming fiscal year. Higher than normal but we're taking into consideration the current economy.
Bethany	TBD
Branford	2.25%
Cheshire	2.50%
Columbia	4.00%
Coventry	2.75%
Deep River	4.00%
East Haddam	2.50%
East Hampton	2.35%
East Windsor	TBD
Enfield	TBD : 3% in FY 23 23
Essex	2.75%
Franklin	2.70%
Griswold	2.50%
Guilford	2.50%
Harwinton	3.00%
Lisbon	2.75%
Litchfield	2.5% non- union employees follow supervisors' contract
Madison	2.50%
Mansfield	2.5% Setting aside merit-/tenure-based step increases for employees that are eligible for such, Mansfield will be administering a 2.5% "general wage increase" (COLA) effective July 1.
Meriden	2.25-2.5% 2.5% for non union department heads and 2.25% for non union employees.
Morris	2.50%
New London	TBD
New Milford	TBD
North Haven	2.50%
North Stonington	2.5% Our increase to non-union employees will match the percentage negotiated this past summer for our union employees. 2.5%
Sherman	3.00%
Stonington	2.8% Our non-union staff mirror our unions and we've been fortunate that all four unions aligned on COLAs with our most recent CBAs. Effective July 1, 2023, Stonington COLAs will be 2.8%.
Thomaston	2.50%
Thompson	2.25%
Torrington	TBD
Warren	TBD
Washington	TBD: Will do some sort of COLA adjustment. Last year was close to 7% based on CPI
Westbrook	3.25% Effective July 1, 2023, employees shall receive a 3.25% increase. Effective July 1, 2024, employees shall receive a 3% increase. Non-union typically receives the same increases and benefits
Willington	2.75% Willington will be budgeting 2.75% for non-union employees to stay in line with our CBA
Winchester	2.00%
Woodbury	TBD – our non-union employee's increases follow the union contracts, which are being negotiated for 7/1/2024.



## Town of Greenwich

### **MC Performance 2023 Evaluation Instructions**

1. The evaluator reviews the current job description with the employee, and chooses 5 key accountabilities from the essential features of the description. These 5 key accountabilities should then be input in the Key Accountability boxes of the Evaluation Form.
2. The evaluator reviews the list of role based competencies with the employee, chooses 3 related to the employee's position and records these under the Role Based Competency area of the Evaluation Form.
3. **The Key Accountabilities and Role Based Competencies should be discussed by the evaluator and the employee and agreed upon.**
4. The employee completes the self-assessment columns with a brief summary (no more than 2 to 3 sentences) for both the Key Accountability and Role Based Competencies.
5. Goals that were submitted for 2022-2023 should be entered in that section of the review. The employee then completes the self-assessment column based on the rating scale listed below the goal box.
6. Mutually agreed upon goals for 2023-2024 should be entered in the appropriate section on the form.
7. The completed review should then be given to the evaluator to complete their portion of the assessment and determine the rating for each item.
8. The evaluator conducts a face to face performance discussion with the employee. Please note that the employee has the right to add comments to the review.
9. The evaluation is finalized and signed.
10. All forms must be signed by both the employee and evaluator and forwarded to HR no later than June 30, 2023.



## Town of Greenwich MC 2023/2024 Performance Evaluation Goal Setting

### **Goal Setting Guidelines and Instructions for MC Employees**

Goals should be set through mutual agreement between employee and supervisor and each employee should have 3 goals established.

Goals may be carried forward from the previous year, revised, added or deleted during the review period as necessary.

For each goal, describe the end result and indicate quantity, quality, timeframe, percentages or other specific measures. Each goal should fit into and support the overall strategy of the Department.

Referring to the Department's Annual Report may be helpful as you develop goals.

The chart below will assist you in determining the type of goal established.

### **Types of Goals:**

- |                               |   |
|-------------------------------|---|
| <b>Job Description Goals:</b> | <b>Based on achievement of job duties<br/>e.g. financial, customer service, safety, or process<br/>improvement goals</b>        |
| <b>Project Goals:</b>         | <b>Based on achievement of project objectives<br/>Job description and project goals are "what" needs to be<br/>accomplished</b> |
| <b>Behavioral Goals:</b>      | <b>Based on certain behaviors that are to be accomplished<br/>continuously "How" things need to be accomplished</b>             |
| <b>Stretch Goals:</b>         | <b>Especially challenging to reach<br/>Used to expand knowledge, skills and abilities</b>                                       |



## Competencies

<b>Customer Management</b>	Demonstrates a comprehensive understanding of key constituents and customers in order to effectively anticipate and meet their needs and expectations. Communicates effectively through active listening, responsiveness, and on-going provision of information. Works with customers to mutually understand different perspectives and approaches and to develop alternative resolutions to problems.
<b>Collaboration</b>	Partners with others to achieve mutually beneficial outcomes. Shares information and resources. Promotes teamwork and builds relationships. Demonstrates an understanding and appreciation for diverse perspectives.
<b>Empathy</b>	Demonstrates understanding and awareness of and sensitivity to others.
<b>Individual Effectiveness</b>	Influences through personal skill and accomplishments. Develops solutions to address problems. Builds loyalty. Produces results. Carries out responsibilities efficiently, competently, expeditiously.
<b>Leadership</b>	Creates a shared vision and purpose. Links individual and organizational goals and values. Creates buy-in through use of a participative style. Fosters accountability while encouraging and recognizing individual and group creativity, productivity, and loyalty. Selects, develops and retains the appropriate talent for various positions.
<b>Integrity</b>	Acts in a fair, honest and ethical manner.
<b>Operational Resource Management</b>	Prioritizes effectively, focusing on efficiency, quality and timeliness. Ensures the use of resources to produce the best possible results. Develops and enforces clear standards of accountability in regard to fiscal prudence, performance, and meeting goals and objectives.
<b>Relationship Management</b>	Identifies opportunities and takes action to build and maintain strategic a network of key relationships. Understands how to persuade and influence to gain support and is able both to move others to his/her point of view as well as to acknowledge and accept the view of others.
<b>Strategic Planning</b>	Identifies plans to close the gap between future needs and current capabilities. Anticipates obstacles and opportunities and identifies risks. Develops scenarios and contingency plans to resolve problems and capitalize on opportunities. Engages key constituents and stakeholders in the process.



**Town of Greenwich  
MC Performance 2023 Evaluation Form**

**Employee Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Evaluator Name & Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

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**Rating Scale**

	<i>Definition</i>
<b>1 Exceeded Objective</b>	<b>Completed all job responsibilities with mastery and took initiative beyond assigned duties, demonstrated exemplary behavior in support of all key priorities, and exhibited required competencies with little effort; deserve special recognition relative to peers</b>
<b>2 Met Objective</b>	<b>Successfully completed 100% of job responsibilities, consistently demonstrated behavior in support of all key priorities, and consistently exhibited all of the selected competencies</b>
<b>3 Partially Met Objective</b>	<b>Completed less than 75% of all job responsibilities, sometimes demonstrated behavior in support of key priorities, and sometimes exhibited the selected competencies</b>
<b>4 Did not Meet Objective</b>	<b>Completed less than 50% of job responsibilities, rarely demonstrated behavior in support of key priorities, and rarely exhibited the selected competencies</b>



## Key Accountabilities

<i>List 5 Essential Functions as outlined in the Job Description</i>	<i>Self-Assessment</i>	<i>Evaluator Assessment</i>	<i>Evaluator Rating 1-4</i>

## Role-Based Competencies

<i>Select 2-3 competencies related to the employee's job responsibilities</i>	<i>Self-Assessment</i>	<i>Evaluator Assessment</i>	<i>Evaluator Rating 1-4</i>







## 2023 – 2024 Goals

Goal	Goal Type	Expected Completion Date

Please complete the above section by filling in goal information for the upcoming year. Provide a description of the goal, the type of goal (Job Description– Project – Behavioral – Stretch), and the expected completion date.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2022-2023 WorldatWork Salary Budget Survey**

<b>Connecticut</b>	<b>Actual 2022</b> 4.0	<b>Projected 2023</b> 4.1
Includes COLA, Merit and Promotional increase		
<b>Average Merit Increase</b>	<b>Actual 2022</b>	<b>Projected 2023</b>
All Employees	3.5	3.6
Refers to the overall average merit increases for participants of the survey. The survey has		
<b>By Type of Increase</b>	<b>Actual 2022</b>	<b>Projected 2023</b>
COLA	1.3	1.8
Looks at Consumer Price Index and General Cost of Living Increases for the US		
<b>By Empl Type</b>	<b>Actual 2022</b>	<b>Projected 2023</b>
Exempt Salaried	4.0	4.1
Officers/Executives	3.8	4.0
<b>By Nos. Of Employees Employed in Org.</b> (2,500 - 9,999)	<b>Actual 2022</b> 4.1	<b>Projected 2023</b> 4.3

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
HUMAN RESOURCES COMMITTEE  
REGULAR MEETING MINUTES  
Mazza Room  
Thursday, January 12, 2023 – 12:00 P.M.**

Committee

Present: William Drake, Chair; Miriam Kreuzer, Dan Ozizmir, Stephen Selbst

Staff: Alison Graham, Employee Benefits Manager; Erica Mahoney, Assistant Human Resources Director; Michael Mason, Head of Labor Relations; Mary Pepe, Human Resources Director

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

BET: Laura Erickson, Harry Fisher, Leslie Moriarty

Committee Chairman Drake called the meeting to order at 12:00 P.M.

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

Dr. Budd shared a handout with the Committee which showed more detail of the GEA positions and which positions are federal and state grant funded. He stated that 908.55 positions are FTE, while 806.85 are in their Operating budget. The original number would have been 806.95 so it is slightly lower than expected.

Ms. Pepe stated that she received one response to our RFP. Chairman Drake was asked to clarify the February meeting dates. Ms. Kreuzer confirmed the two HR Committee meetings in February are on February 6<sup>th</sup> at 8:30 A.M. and February 15<sup>th</sup> at 9:00 A.M. in the Cone Room. The February 6<sup>th</sup> meeting will be to discuss agenda items and the February 15<sup>th</sup> meeting will wrap up items from February 6<sup>th</sup> to be voted on.

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

Dr. Budd updated the Committee on two investigations currently in progress. One with the State of CT Attorney General's Office and the second with the Town. The State of CT Attorney General's Office requested extensive amounts of electronic documentation which the Board of Education will need more time to produce. The Town finalized retainer with a firm that will conduct the Town's investigation. There will be more updates given at the February 6<sup>th</sup> meeting.

**3. HR Reports**

- **Unemployment Report**

Ms. Pepe stated that being one quarter into the fiscal year for reporting, we've seen unemployment trending down compared to the previous year.

- **Vacancy and Posted Vacant Position Listings**

Recruitments under way for several roles including a second interview for the Assistant Fire Chief and interviewing for the Assistant to the Fire Chief position. The three previously vacant Department Head positions have been filled. Promotional exams for the Police Department are also being held.

- **Workers Compensation Expense Report**

Worker's Compensation claims are trending favorably. Ms. Pepe stated that OSHA was recently visiting various Town facilities over a one-month period. OSHA officials met with Human Resources to discuss their findings which presented some that will require the Town to pay fines in the range of \$25-30k. Human Resources is contesting some of the fines to either be cleared or fined amount be reduced. The HR Department will meet with OSHA again on January 24 with the final findings report. After this meeting, a final report of findings will be provided by Ms. Pepe to the BET and Comptroller.

#### **4. Approval of Minutes December 5, 2022 and November 9, 2022**

Upon a motion by Ms. Kreuzer, seconded by Mr. Drake, the Committee voted 2-0 to approve the December 5, 2022 BET HR Committee Regular Meeting minutes (Selbst and Ozizmir abstained).

Upon a motion by Mr. Ozizmir, seconded by Mr. Selbst, the Committee voted 3-0 to approve the November 9, 2022 BET HR Committee Regular Meeting minutes (Kreuzer abstained).

#### **5. Adjournment**

Upon a motion by Ms. Kreuzer, seconded by Mr. Ozizmir, to adjourn the meeting at 12:50 P.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,

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Shira Davis, Recording Secretary

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William Drake, HR Committee Chairman