



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING**

**Thursday, July 6, 2023 - 8:30 A.M.
Cone Room**

AGENDA

- 1. HR Reports**
 - Vacant and Posted Vacant Position Listings
 - Workers Compensation Expense Report
- 2. Approval of Minutes**
 - May 31, 2023
- 3. Old Business**
- 4. Adjournment**

Next Meeting – Wednesday, September 6, 2023, at 8:30 AM in the Cone Room

Town of Greenwich

Vacant Position Listing - July 2023

Department and Job Description	Grade	Vacancy Date	Comments
600 BOE - Administration			
Administrative Assistant - School @ GHS/Nursing	G-B	1/20/2023	Transfer Posted as Administrative Staff Assistant II
Administrative Assistant - School (10 months - GHS)	G-B	6/1/2023	Transfer List to Department 6/27/23
Contracts Coordinator BOE	G-B	1/13/2023	Start Date 7/3/23 (Formerly School Activity Fund Clerk)
Public Health School Nurse @ EMS	PHN-01	6/20/2023	List to Department 5/22/23
Media Assistant (10 months) @ Parkway	G-E	6/20/2023	Transfer Posted
Finance Manager, BOE	L-B	6/16/2023	List to Department 6/22/23
640 BOE - Operation of Plants			
Assistant Director of Facilities	L-B	5/1/2023	Posted (Formerly Project Manager)
Lead Custodian @ WMS	T-10	7/1/2023	Transfer Posted
196 Commission on Aging			
Senior Center Administrator	L-D	2/1/2023	Start Date 7/31/23
205 Fire Department			
Firefighter	F-01	6/4/2023	Conditional Offer Pending; Tentative Start Date 8/21/23
380 Fleet			
Heavy Duty Vehicle Mechanic	T-12	5/1/2021	Posted as Automotive Mechanic T-10; Performance Exam 7/7/23
701 Greenwich Library			
Library Clerk	G-E	1/1/2023	List to Department 11/3/22
Library Clerk	G-E	5/29/2023	List to Department 11/3/22
Library Technical Assistant	G-C	6/19/2023	Start Date 7/31/23
Library Manager - Info Services	L-B	2/19/2023	List to Department 6/27/23
Librarian III	L-C	4/16/2023	Job Description Under Review
Branch Librarian	L-C	6/21/2023	Posted
502 Human Services			
Human Services Provider I	L-F	4/24/2023	List to Department 5/8/23
134 I.T.			
Business Systems Support Specialist	L-F	4/1/2023	Start Date 7/10/23

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
140 Law			
Assistant Town Attorney	AT3	4/1/2023	Conditional Offer Pending
450 Nathaniel Witherell			
Director of Financial Operations	MC-8	1/1/2023	Start Date 7/17/23
Admissions Representative	L-F	4/24/2022	Posted (Formerly Marketing Coordinator)
Medical Billing Specialist	L-F	7/29/2022	List to Department 3/24/23
Associate Director of Nursing	H-2	8/1/2022	Job Description Under Review/To be Re-Posted
Certified Nursing Assistant	TNW	9/1/2022	Conditional Offer Pending
Certified Nursing Assistant	TNW	10/1/2022	Re-posted
Certified Nursing Assistant	TNW	1/13/2023	Re-posted
Certified Nursing Assistant	TNW	1/17/2023	Re-posted
Housekeeper	NT2	12/2/2022	Conditional Offer Pending
Cook	NT6	6/5/2023	List to Department 6/23/23
LPN/Staff Nurse	N2F	4/1/2023	List to Department 5/19/23
Director of Utilization - Clinical Outcomes and Rehabilitative Services	H-02	5/18/2023	Job Description Under Review
822 Parks & Rec - Parks			
Park Gardener I	T-4	4/1/2023	Conditional Offer Pending
Park Gardener I	T-4	6/4/2023	List to Department 3/15/23
Park Gardener I	T-4	6/16/2023	List to Department 3/15/23
Park Gardener I	T-4	7/1/2023	List to Department 3/15/23
832/834 Parks & Rec - Marine			
Dockmaster	T-7	6/1/2022	Start Date 7/3/23
Warehouse Expeditor - MF&O	T-08	1/1/2023	List to Department 6/2/23
Marine Technician	T-12	1/1/2023	Posted (position converted from Painter)
829 Parks & Rec Trees			
Tree Climber	T-11	4/24/2023	Posted
171 Planning & Zoning			
P&Z Staff Assistant	G-D	5/19/2023	Start Date 7/24/23
212 Police - Dispatch			
Public Safety Dispatch Telecommunicator	G-D	6/13/2022	List to Department 5/8/23; Background Checks Underway
Public Safety Dispatch Telecommunicator	G-D	1/10/2023	List to Department 5/8/23; Background Checks Underway

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
217 Police - Patrol			
Police Officer	P-01	1/1/2023	Start Date 7/3/23
Police Officer	P-01	4/1/2023	Start Date 7/3/23
Police Officer	P-01	5/1/2023	Start Date 7/3/23
Police Officer	P-01	5/9/2023	Start Date 7/3/23
Police Officer	P-01	6/1/2023	Conditional Offer Pending
Police Officer	P-01	7/1/2023	Conditional Offer Pending
302 Public Works - Engineering			
Chief Engineer	L-A	4/1/2023	Posted (position converted from Senior Civil Engineer)
312 Public Works Streets and Bridges			
Laborer	T-4	4/28/2023	List to Department 1/12/23
Laborer	T-4	5/21/2023	List to Department 1/12/23
318 Public Works Highway Traffic Operation			
Civil Engineer I	L-E	1/9/2023	Posted
351 Public Works - Building Inspection			
Permit Coordinator	L-F	6/19/2023	Job Description Under Review
361 Public Works - Sewer Division			
Sewer Plant Operator II	T-12	4/1/2019	Re-posted
Wastewater Lab Technician	L-F	5/21/2023	List to Department 6/9/23
Sewer Plant Operator I	T-07	6/19/2023	Written Exam 7/5/23
Permit Coordinator	L-F	7/1/2023	Job Description Under Review
106 Purchasing			
Procurement Specialist	L-G	7/3/2023	Position Under Review
135 Tax Assessor			
Commercial Real Estate Appraiser	L-B	5/31/2023	Posted
Total Vacant Positions	60		

<u>Department and Job Description</u>	<u>Grade</u>	<u>Vacancy Date</u>	<u>Comments</u>
Upcoming Vacancies or Recruitments Underway			
BOE			
Supervisor School Health Nurses	L-A	8/1/2023	Job Description Under Review
Administrative Assistant - School (11 months - GHS)	G-B	8/1/2023	Transfer Posted
Information Systems Analyst BOE	L-E	8/31/2023	Posted
Finance			
Assistant to the Treasurer	L-D	7/17/2023	To be Posted
Fire Department			
Firefighter	F-01	8/1/2023	Conditional Offer Pending
Firefighter	F-01	8/1/2023	Conditional Offer Pending
Health			
Environmental Hygienist	G-A	9/1/2023	Posted
Tax Assessor			
Assessment Technician	G-B	7/31/2023	Posted

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2022-2023 @ May 24, 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	\$37,519.39		\$32,212.00		
32	February 8, 2023	\$143,688.06		\$32,212.00		
33	February 15, 2023	\$20,814.90		\$32,212.00		
34	February 22, 2023	\$9,725.59		\$32,212.00		
	sub-total	\$211,747.94	\$954,359.97	\$128,848.00	\$1,095,208.00	\$140,848.03

TOWN OF GREENWICH
WORKER'S COMPENSATION ANALYSIS
FY 2022-2023 @ May 24, 2023

35	March 1, 2023	\$17,834.95		\$32,212.00		
36	March 8, 2023	\$21,717.66		\$32,212.00		
37	March 15, 2023	\$33,032.04		\$32,212.00		
38	March 22, 2023	\$12,124.23		\$32,212.00		
39	March 29, 2023	\$20,148.84		\$32,212.00		
	OPEB Transfer	-\$190,561.37				
	sub-total	-\$85,703.65	\$868,656.32	\$161,060.00	\$1,256,268.00	\$387,611.68
40	April 5, 2023	\$18,713.27		\$32,212.00		
41	April 12, 2023	\$21,663.68		\$32,212.00		
42	April 19, 2023	\$7,424.06		\$32,212.00		
43	April 26, 2023	\$28,332.19		\$32,212.00		
	sub-total	\$76,133.20	\$944,789.52	\$128,848.00	\$1,385,116.00	\$440,326.48
44	May 3, 2023	\$26,585.62		\$32,212.00		
45	May 10, 2023	\$19,812.28		\$32,212.00		
46	May 17, 2023	\$11,021.02		\$32,212.00		
47	May 24, 2023	\$33,880.73		\$32,212.00		
48	May 31, 2023	\$26,261.60		\$32,212.00		
	sub-total	\$117,561.25	\$1,062,350.77	\$161,060.00	\$1,546,176.00	\$483,825.23
49	June 7, 2023	\$8,541.27		\$32,212.00		
50	June 14, 2023	\$37,028.29		\$32,212.00		
51	June 21, 2023	\$34,203.37		\$32,212.00		
52	June 28, 2023	\$16,524.21		\$32,188.00		
	OPEB Transfer	-\$54,371.48				
	sub-total	\$41,925.66	\$1,104,276.43	\$128,824.00	\$1,675,000.00	\$570,723.57

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES
Cone Room
Wednesday, May 31, 2023 – 8:30 A.M.**

Committee

Present: William Drake, Chair; Harry Fisher, Miriam Kreuzer

Staff: Alison Graham, Employee Benefits Manager; Erica Mahoney, Assistant Director of HR; Mary Pepe, Director of HR; Peter Mynarski, Comptroller; Michael Mason, Director of Labor Relations; Dr. Jonathan Budd, Chief Human Resources Officer, Greenwich Public Schools

BET: Leslie Moriarty, Dan Ozizmir, Leslie Tarkington

Committee Chair Mr. Drake called the meeting to order at 8:32 A.M.

1. HR Reports

- **Vacant and Posted Vacant Position Listings**

Ms. Pepe told the Committee that they have a couple of applicants for the Chief Financial Officer position at The Nathaniel Witherell (“TNW”) but they do not possess healthcare or nursing home backgrounds, which is difficult to find a candidate with. There will be two interviews, one with Mr. Mastronardi, Executive Director, and Louise Comeau, Assistant Director of Nursing.

There are four conditional offers pending for Police Officer positions and one conditional offer pending for Fire Department. The background checks on candidates for the dispatch positions are underway.

- **Workers Compensation Expense Report**

Mr. Mynarski gave the Workers Compensation Expense Report update. He reported that there is a \$435k surplus through May, with five weeks remaining in the current fiscal year.

- **Unemployment Report**

Mr. Mynarski presented this report, with overall positive trends and not much change.

2. Old Business

- **Human Resources Dept – Update on M&C Compensation Review and Benefits**

The M&C Benefits review kickoff meeting took place on May 23 for all M&C staff. The staff were asked to review their specific job description and send to HR with any changes made by the employee for review by HR. Ms. Pepe stated she expects the project to wrap up in September 2023. Meetings with the consultant are upon request by the employee

if they deem it necessary. Ms. Graham presented the enhancements to M&C staff benefits, effective July 1, 2023. The enhancements include an increase from 1 personal day to 3 personal days per fiscal year, an additional 5 vacation days accrued on a prorated basis, and eyeglass and contact lenses reimbursement up to \$500 each fiscal year. The project to implement these enhancements was led by Mr. Branyan, Mr. Mynarski, Ms. Pepe and Mr. Gieger, whom which the M&C staff are grateful to for these enhancements.

- **Board of Education – Status update on the hiring investigations**

Presented to the Committee by Dr. Budd, a brief update on each of the investigations into hiring practices. The CHRO interviewed 9 current or retired personnel. The outside law firm Day Pitney, hired by the Town, conducted interviews of 40 current staff members, no retirees, at the Board of Education, regarding teacher hiring across the board. Additional documents may be requested in the coming weeks by the Attorney General's office.

3. Approval of the May 2, 2023 Minutes

Upon a motion by Mr. Fisher, seconded by Mr. Drake, to approve the May 2, 2023 BET HR Committee Meeting Minutes. The Committee voted 3-0 (Mr. Selbst absent). Motion carried.

4. Adjournment

Upon a motion by Mr. Drake, seconded by Mr. Fisher, the Committee voted 3-0 to adjourn the meeting at 9:28 A.M.

Respectfully submitted,

Shira Davis, Recording Secretary

William Drake, HR Committee Chairman