



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

Wednesday, January 12, 2022

Committee

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

Staff: Aamina Ahmad, Assistant Town Attorney, Law Department; Shira Davis, Executive Assistant, Finance Department; Katie DeLuca, Director, Planning & Zoning Department; Craig Jones, Information Technology Department; Erica Mahoney, Ass't Director, Human Resources (HR Dept); Peter Mynarski, Comptroller; HR Dept; Mary Pepe, Director, HR Dept.

BET: Nisha Arora, Leslie Moriarty, Jeffery S. Ramer, Leslie Tarkington

Committee Chairman Drake, called the meeting to order at 9:00 A.M., a delayed start time from scheduled 8:30 A.M. to resolve technical difficulties.

HR Reports

• **Vacancy and Posted Vacant Position Listings**

Ms. Pepe commented that vacant positions were either on hold, in the process of being filled or will be filled shortly through recruitment or completion or interviews. She noted a new area in the Vacancy Report that anticipated positions to be filled due to announced or pending retirements. Committee members requested more information about the following positions:

- **FOI Specialist** – Police Department: due to increased requests for Police Body-Cam evidence, the HR Department is developing a new job description prior to recruitment. The question was asked to clarify whether the intention was to have one new FOI Specialist in FY2022 and two additional Specialists in FY2023.
- **Collective Bargaining Specialist** – It was explained that although the position remains on the Vacancy List, the position is currently being filled by a consultant.

- **Workers' Compensation Expense Report**

Mr. Mynarski explained the structure of the Town's Workers' Compensation program for the benefit of the HR Committee's new members. He described the CIRMA (3rd party) claims protocols, the HR Department's role and that of its Safety Analyst, and its ultimate information reporting for the Town's Actuary, auditors and BET budgeting purposes. The Committee requested additional information about the number of future potential candidates for settlements.

New Business

- **Request to reclassify a part-time GMEA position to a full-time GMEA position at the Planning & Zoning Department (P&Z)**

Ms. DeLuca described the context behind her request as P&Z processes were becoming increasing digitalized due to Customer Service and applications being submitted through online forms. She explained that the personnel change requested would be budget-neutral by deleting 2 part-time positions and one administrative position that would cover the new salary and benefit costs. Ms. Kreuzer volunteered to develop a new universal template to cover the complexity of salary, benefits and pension changes for similar future situations.

Mr. Drake reviewed the mission and duty of the HR Committee as the responsibility of reviewing interim personnel changes when there was an impact on the Budget Book and the headcount number of total employees to make recommendations to the Budget Committee and then the BET.

Approval of BET HR Committee Meeting Minutes

No Meeting Minutes were presented for a vote of acceptance or approval.

Chairman's Remarks

Mr. Drake remarked that the template was a very useful suggestion and thanked the Committee for a very productive meeting.

Adjournment

Upon a motion by Mr. Ozizmir, seconded by Mr. Selbst, to adjourn the meeting at 10:16 A.M, the Committee voted 4-0-0. Motion carried.

Respectfully submitted,



Catherine Sidor, Recording Secretary



William Drake, HR Committee Chairman