



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

Wednesday, June 2, 2021
Virtual Webinar Meeting

- Committee: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer, Elizabeth K. Krumeich
- Staff: Michael Mason, BET Chairman; Carmela Budkins, Town Clerk; Erica Mahoney, Ass't Director, Human Resources (HR) Department (Dept); Peter Mynarski, Comptroller; Mary Pepe, Director, HR Dept
- Board: Andy Duus, Laura Erickson, Leslie Moriarty, Jeffrey S. Ramer
- RTM: Molly Saleeby (D-8)

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:30 A.M.

Policy for Overpayment of Employees

The Committee received an update on the recent errors discovered which resulted in the overpayment of stipends for certain firefighters and other union employees. Director Pepe explained that two errors had been made during the payroll system automation to ADP in 2016 causing overpayment to a small number of employees. The errors occurred during the customization of Police, Fire and BOE teacher industry-specific payroll integration into the Town's ADP payroll system. The data difference in one instance was a union contract reduction in the number of hours necessary to attain overtime, which resulted in three months of additional salary. The second instance was duplication of stipend payments to firefighters. Remedies for payback of both overpayment instances were developed by the HR Committee and letters were sent to all the affected employees. The Committee commented that it appeared that the retro collective bargaining agreement implementation caused some of the payroll issues and suggested that Director Pepe look at the current process to see what could be improved to prevent this from happening again. Ms. Pepe indicated that she will bring a draft policy for overpayment of employees for the next HR meeting for review and comment.

Town Clerk request for additional Head Count: By a vote of 4-0-0 the order of Business was changed to allow the Town Clerk to present her request for an additional headcount.

The Town Clerk, Ms. Budkins, explained that her department had an urgency to add staff to enable her office to keep up with the volume of work. The increased volume of work is due to increased RTM duties, the increased volume of absentee ballots and number of state filings, primaries, and the approaching local fall election. The Committee asked if technology enhancements or additional automation have been considered. Ms. Budkins indicated that there is technology being used currently. A member of the Committee suggested that, with the exception of benefits, the position would be salary neutral for the upcoming fiscal year after having consolidated the two part time employee positions.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve a recommendation to the full BET of the addition of one full time position to the Town Clerk's staff based on the reduction of the two part time positions. The Committee voted 4-0-0. Motion carried.

HR Reports

- **Vacancy Report**

Ms. Mahoney highlighted the following items from the written HR Department's Vacancy report:

Town

- **Collective Bargaining Specialist** – Only three applicants have responded to the position and were considered not qualified. Two tracks are simultaneously being considered to fill the position: an RFP, or the possibility of leaving the position temporarily vacant while working with an outside Law Firm for negotiations and arbitration.
- **Deputy Chief Police** – An internal applicant was promoted to fill the position, creating a vacancy in a Captain position. It is to be filled by one of three Lieutenants as internal candidates through promotion.
- **Public Works Communication Specialist** – The Department is rewriting the job description to fill a vacant position with a candidate with a public relations background to work on community messaging through traditional and social media about Parking Services, road closures and new projects.
- **Fire Assistant Chief** – Three internal and one external candidates' applications are being reviewed with the first round of interviews scheduled for the coming week.

BOE

- **Custodial Positions** – Several positions are opening, and internal Custodial candidates are seeking to transfer to new schools. The BOE is eager to have the transferees in place so that schools are ready for September and custodians' vacations will have been taken during the summer.

- **Workers' Compensation Report**

Mr. Mynarski reported the Workers' Compensation Fund spending has a \$358 thousand surplus after 48 weeks. The Fund is trending well with the potential of a

substantial surplus at year-end. He reminded the Committee that the FY2022 budget for Workers' Compensation has been reduced by \$100,000.

- **Unemployment Report**

Ms. Mahoney commented that although there had been a spike in unemployment claims due to COVID-19, furloughs and loss of hours on second jobs were often the reason. During the peak of unemployment benefit applications, the State was delayed charging employers and the Finance Department assisted in applying the \$666 thousand of credit received from the State. In total, the Town was actually responsible for only \$239 thousand of unemployment costs after applying the credits.

Update on Deferred Retirement Option Program (DROP) and Any Other Options

Liaisons to the Pension Liability Special Project Team, Ms. Kreuzer and Mr. Drake, reported that Mr. Stump, the Town's external Actuary, had attended the previous meeting and has been asked to prepare graphic cost/impact schedules and recommendations on the four Retirement Program Options for the next meeting. Although the Committee has no firm deadline for concluding its work, it anticipates that it will be within 30-60 days.

COVID-19 Update

- **Town**

Ms. Mahoney updated the Committee on COVID protocols in Town Hall where masks are still required in common areas, subject to change of CDC instructions. Since the capacity of Conference Rooms are limited by social distancing, internal staff meeting can take place, but since the public must have the opportunity to attend BET and its Committee meetings, virtual and hybrid meetings will continue until further notice.

- **BOE**

No update available.

Approval of BET HR Committee Meeting Minutes

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the Minutes of the Regular BET Human Resources Committee Meetings held on January 13, 2021, April 14, 2021, and May 6, 2021, the Committee voted 4-0-0. Motion carried. .

Adjournment

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 9:56 A.M. Motion carried.

Respectfully submitted,



Catherine Sidor, Recording Secretary

Karen Fassuliotis

Karen Fassuliotis, HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, July 14, 2021, at 8:30 A.M.