



**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION**

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING MINUTES**

Mazza Room

Wednesday, June 8, 2022

Committee

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

Staff: Erica Mahoney, Assistant Human Resources Director, Peter Mynarski, Comptroller, Mary Pepe, Human Resources Director

BET: Leslie Tarkington

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

HR Reports

• **Vacancy and Posted Vacant Position Listings**

Ms. Pepe presented the Vacancy Position Listing and commented that matters are ongoing with nothing of significance to report. Ms. Pepe stated that hiring difficulties lie mostly with the Police Officer positions and focusing on attracting candidates for the applicant pool. She stated the listing of applicants is much smaller than previous years. Ms. Mahoney added that most of the vacancies are due to retirements in the Police Department. Mr. Mynarski offered that he had heard that applicants for the Police Officer positions have been offered the positions, become fully trained and then accept offers from other towns. Ms. Mahoney responded by saying that there has only been a couple that she was aware of, but Ms. Pepe offered that this is a trend that could worsen in the future. There was a discussion on whether these applicants went elsewhere due to defined benefit pensions being offered by other towns as opposed to the Town's offering of only a defined 401(k) contribution plan.

• **Unemployment Report**

The Unemployment Report was presented to the Committee which continued to show favorable trends and a decrease in unemployment filings. Mr. Mynarski commented that

the report showed year-to-date costs equaling \$296,504. However, he added that the actual costs incurred through March 2022 was \$211,413. The difference being the costs being discounted through September 2021 with credits from the Covid relief funding. He also stated the extended benefits for unemployment claims has ended as of December 2021.

Regarding the pervious fiscal year, Mr. Mynarski stated that the gross costs for unemployment for the Town were \$666,739, but the actual costs discounted with Covid relief funding credits were \$296,913.

Mr. Mynarski responded to a question from Mr. Ozizmir about the 2023 unemployment budget, saying the budget was reduced by \$100,000; from \$500,000 to \$400,000.

- **Workers' Compensation Expense Report**

Mr. Mynarski presented the Workers' Compensation Expense Report and stated the claims are under budget and continue to be very favorable. He informed the Committee that through May 31, 2022, the projected surplus should be about \$400,000 with only one month left in the year.

Mr. Ozizmir asked about the term assault and what it meant relative to workers' compensation claims. Ms. Pepe responded by saying that those are claims associated with special education students that injure teachers, most of them are mostly minor injuries. She stressed that they are not meant to mean that employees are actually being assaulted.

New Business

- **Table of Organization (TOO) Request Form**

This was presented by Ms. Kreuzer for introduction to the entire Committee and Human Resources Department for their input and review. Ms. Kreuzer told the Committee that she had received comments from Town Administrator Ben Branyan and BET member Karen Fassuliotis and incorporated them into the document. It was suggested to send the TOO Request Form to the Greenwich Public Schools (GPS) for input and the Committee wondered if it needed to go to the BET Budget Committee for review and discussion. The primary purpose of this form is to calculate headcount changes that go through the BET HR Committee and the BET for approval. The Committee questioned again if this form should go to the GPS for their input. As an alternative to sending it to the Greenwich Public Schools first, Mr. Selbst, in his capacity on the Law Committee, offered to bring this matter to the Town Attorney, to determine the authority the HR Committee has over GPS employee hiring matters.

Mr. Ozizmir proposed the Committee approve the form, supported by the other Committee members for approval.

Mr. Selbst made a motion, seconded by Mr. Drake, to approve the adapted form, with minor edits by Ms. Kreuzer. The item passed 4-0-0.

Under new business, Mr. Drake suggested two items for discussion. The first item came out of the BET Audit Committee, who met the day before. The question came out of an

audit performed on the Human Resources Department regarding on boarding and off boarding employees and the potential costs of healthcare. The issue was exit conferences for employees leaving employment of the Town or the GPs. After an extended discussion, it was concluded that a simple questionnaire form should be developed for departing employees.

The second issue involved inviting GPS officials to the HR Committee meetings. It was noted that high-ranking GPS officials used to come on a routine basis.

Approval of BET HR Committee Meeting Minutes

Upon a motion by Mr. Selbst, seconded by Mr. Ozizmir the Committee voted 4-0-0 to approve the May 4, 2022 BET Human Resources Committee Regular Meeting Minutes.

Adjournment

Upon a motion by Ms. Kreuzer, seconded by Mr. Ozizmir, to adjourn the meeting at 9:43 A.M., the Committee voted 4-0-0. Motion carried.

Respectfully submitted,



Shira Davis, Recording Secretary



William Drake, HR Committee Chairman