



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

**HUMAN RESOURCES COMMITTEE
REGULAR MEETING**

Friday, September 17, 2021
Virtual Webinar Meeting

Committee

Present: Karen Fassuliotis, Committee Chair; William Drake, Miriam Kreuzer,
Elizabeth K. Krumeich

Staff: Katie DeLuca, Director of Planning & Zoning, Town Planner; Roland Gieger,
Budget & Systems Director, Finance Department (Dept); Erica Mahoney, Ass't
Director, Human Resources (HR) Dept; Peter Mynarski, Comptroller; Mary
Pepe, Director, HR Dept

Board: Laura Erickson, Harry Fisher, Leslie Moriarty, Jeffrey S. Ramer

BOE: Shamain Johnson, Director, Human Resources, Greenwich Public Schools

Guest: Michael S. Mason, Labor Relations Consultant

Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:36 A.M.

Planning & Zoning Department – FT position request

Ms. DeLuca submitted a revised Job Description for a FT Staff Assistant and requested that the HR Committee consider combining 2 PT Staff Assistant positions into one FT position. The justification for the mid-budget year request was the relocation of a long-term Staff Assistant. The newly revised position would provide project continuity and reduction in regular and OT hours, the salary savings due to the difference in outgoing /incoming salaries and reduction of headcount from 1.43 FTEs to 1.0 FTEs.

Upon a motion by Mr. Drake, seconded by Ms. Krumeich, to approve the request and recommend it to the full BET as a Non-Routine Application. The Committee voted 4-0-0. Motion carried.

HR Reports

- **Vacancy and posted Vacant Position Listings**

Ms. Pepe highlighted the following items from the written HR Department's Vacancy report - Town

- **Assistant Fire Chief** – Position reposted to attract broader response
- **Assistant Budget & Systems Manager** – Position filled
- **Sewer Division Sewer Plant Operator** – Position reposted to recruit candidates with specialized licensing

Vacancy report - BOE

- **Operation of Plants - Custodial staffing** – 2 offers pending, transfer request and 2 position repostings
- **Assistant Director Human Resources** – Interviews underway
- **Teachers** – COVID 19 Vaccination requirement by 9/27/21 – possible resignations or retirements potential

- **Unemployment**

Ms. Mahoney commented that CT state reimbursement for COVID-related unemployment report arrives 45-60 days in arrears. Mr. Mynarski noted that due to the increase of reimbursement percentage from 50% to 75% in March 2021, Greenwich has a state Dept. of Labor Unemployment credit of \$3,000. A Committee member asked that the change in credit percentage be footnoted on future HR Department reports.

- **Workers' Compensation Report**

Mr. Mynarski reported a 10-weeks into the fiscal year, the Workers' Compensation Fund was trending well. He credited the HR Department's Safety Analyst program and CRMA for reducing the Workers' Compensation payments from \$2.76 million to \$1.76 million.

Update from Committee Members on Deferred Retirement Option Program (DROP) and any other options

Mr. Drake remarked that the work of the Special Project Group has concluded and a 33-page report reviewing all potential remediation programs was unanimously approved by the Committee for submission to the BET. The 25% increase in the fiscal year-end value of the Retirement System portfolio reached the 80-90% funded range according to the Town Actuary making the need for any form liability decrease and/or asset increase less necessary and appealing. The Special Project Team recommended no action at the present time.

Update on Policy for Overpayment of Employees and overall status of repayments

The Overpayment Policy developed jointly with collaboration of the Human Resources and Finance Departments is in place. A letter from the First Selectman as Fire Commission will shortly be sent to the effective employees stating four repayment options. Ms. Pepe recommended that the Committee review the possible integration of the special Police, Fire and BOE teachers customized payroll programs into the ADP system to develop uniform protocols for the future. The

Committee discussed instituting a quarterly payroll report to be inserted into the Comptroller's BET meeting report in order to finetune recommendation for changes.

Update on M&C Reviews

The annual M&C and the 10-month BOE non-certified personnel reviews are completed.

Human Resources update on COVID-19 Status

- **Town** - Ms. Pepe remarked that staff at The Nathaniel Witherell was vaccinated and legal opinion has been sought for the BOE mandatory vaccination deadline. The First Selectman is considering weekly testing for unvaccinated staff however the cost and reporting hierarchy are still being investigated recognizing that if testing is a condition of employment, the Town would be responsible for cost and structuring a plan for testing.
- **Board of Education** – Ms. Johnson remarked that teacher vaccinations might be robust in October as a result of September's mandatory vaccination deadline. Recruiting for certified teachers continues to be competitive and is ongoing.

Approval of BET HR Committee Meeting Minutes

Approval of Minutes of July 12, 2021 Regular BET Human Resources Committee Meetings are deferred to the next meeting.

Executive Session - To Discuss Strategy on Upcoming Labor Negotiations

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, to enter Executive Session at 10:04 A.M. and the Committee voted 4-0-0. Motion carried.

Respectfully submitted,



Catherine Sidor, Recording Secretary



Karen Fassuliotis, BET Chair and HR Committee Chair

The next Regular Meeting of the BET Human Resources Committee is scheduled for Wednesday, October 13, 2021, at 8:30 A.M. The meeting will be either virtual, hybrid or in-person depending on the status of COVID-19 and any COVID-19 restrictions.