Committee Chair, Ms. Fassuliotis, called the meeting to order at 8:33 A.M.

Mr. Drake made a motion, seconded by Ms. Krumeich, to change the Order of Business for **New Business: Request to Add Position**, to be the first item on the agenda. The Committee voted 4-0-0. Motion carried.

**New Business**

**BOE additional position** - Mr. O’Keefe requested the addition of an Executive Chief Chef position to BOE’s Food Services Department. He explained that funding currently existed in the Budget for the position and that it would provide an opportunity to expand food offerings and increase revenue. Ms. Johnson, Director of BOE Human Resources, remarked that findings of an internal audit noted the need for greater oversight in the School Lunch program, which this position would facilitate as it would provide support to Mr. Nanarello. A member of the Committee noted that despite headcount loss of 2 in the presentation of the School Lunch Fund 21-22 Budget, the salary line was up 2% - this was a disconnect that should have been caught.
by GPS Administration and the BET during the budget process. Mr. O'Keefe offered that in order to mitigate errors in FTE Organization Charts, the aggregate salary should be built from the bottom-up based on the FTEs in the organization charts. Mr. Nanarello explained that in the past, Food Services was staffed with a director and 2 managers due to the purchasing processed foods; going forward, the Executive Chief Chef would be responsible for training, supervision and recipe development with the objective of reducing food costs and labor to breakeven.

Mr. Drake made a motion, seconded by Ms. Krumeich, to approve the request to fill the vacant position and recommend it to the full BET as a 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.
  
  o **Assistant Fire Chief** – Conditional Offer extended, Board of Selectmen to confirm appointee
  o **Sewer Division Process Control Manager** – Progress made in union negotiations to move up arbitration on Position. Suggestion made to fill position with a consultant

  Vacancy report - BOE
  
  o **Assistant Director Human Resources** – Interviews underway

- **Workers’ Compensation Report**

  Mr. Mynarski reported at 13-weeks into the fiscal year, the Workers’ Compensation Fund was trending well. A recent settlement of $85,000 was made to a former employee through the OPEB Trust and no longer reflected in Workers’ Compensation calculations.

**Selectmen’s Safety Council Update**

Mr. Klemenz described his Safety Analyst responsibilities as oversight coordinating executive safety policies, goals, follow-up initiatives and new hire safety orientation. Velocity software is used as a database to inventory each Town department audit, track Workers Compensation Claims for investigation, develop a plan for corrective action and follow-up. Annual safety goals are developed, and a Report of Direct Causes is maintained. The BOE Director of Human Resources was asked to coordinate with the Risk Manager and Ms. Pepe to review BOE safety practices to update training for BOE employees.

**Review CIRMA Report for June 2021**

Item postponed until November HR Meeting Agenda.
Human Resources COVID-19 Status Update

- **Town** - Ms. Pepe remarked that currently there were no issues to report. Vaccinations were still not 100% however no requirement has been finalized for testing. Social distancing continues to be practiced throughout Town Hall.

- **Board of Education** – Ms. Johnson remarked that COVID testing is covered by insurance. She will follow-up to provide statistics on non-compliance and unpaid leave. Members of the Committee questioned whether there were adequate crossing guards as the Police have been filling in for absent crossing-guards. Crossing guards are assigned by the Police Traffic Division. It was suggested that BOE follow-up with the Police Traffic Division to coordinate coverage for crossing guard absences.

New Business

- **BOE Report on Status of Student Enrollment and the impact on sections** – Ms. Johnson reported that the same number of planned sections were required, however the size of classes has been reduced from 24 pupils to 17. Pre-school Review Team has suggested the additional of one more Pre-school class. The Committee requested a chart of enrollments by District to review enrollment trends in schools.

Approval of BET HR Committee Meeting Minutes

Ms. Krumeich made a motion, seconded by Ms. Fassuliotis, to approval of Minutes of July 12, 2021 and September 17, 2021 Regular BET Human Resources Committee Meetings and the Committee voted 3-0-0. (Early Departure: Drake) Motion carried.

Adjournment

Ms. Kreuzer made a motion, seconded by Ms. Krumeich, to adjourn the meeting at 9:38 A.M. 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 November 8, 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.