

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING HUMAN RESOURCES COMMITTEE MINUTES
Cone Meeting Room

Monday, October 16, 2018

Committee

Present: Anthony Turner, Chairman; William Drake, Karen Fassuliotis, Elizabeth K. Krumeich

Staff: Ken Berkson, Retirement Board Administrator, Erica Mahoney, Assistant Director, HR Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resource Department

BET: Andreas Duus

BOE: Robert Stacy, Human Resource Director, Greenwich Public Schools

The meeting was called to order at 3:04 P.M.

Mr. Turner welcomed the HR Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

Upon a motion made by Ms. Fassuliotis, seconded by Ms. Krumeich, the Committee voted 4-0-0 to approve the Minutes of BET Regular HR Meeting held on September 17, 2018. Motion carried.

2. HR Reports

- **Vacant and Posted Position Listings** - Director Pepe reviewed the Vacant Position listings commenting that most open positions were in the process of either being filled or the Department was waiting for a request to fill an open position. Ms. Pepe noted that the job description for the BOE Project Manager had been revised to include municipal experience and an offer was in the process of being made to a candidate. Mr. Mynarski remarked that a Treasury Clerk position in the Finance Department had been filled by a part-time employee from the Tax Collector's Office to the full-time Finance Department position, creating an opening on the Tax Collector's Office staff; the remaining two open Finance Department positions are currently being filled by temporary employees.
- **Workers' Compensation Expense Report** – The Comptroller reported that the Workers' Compensation claims were trending well but that it was early in the fiscal year to predict the size of any potential future surplus.

3. New Business

- **Request to add an additional Retirement Board Administrative Position** – Ms. Pepe and Mr. Mynarski provided the background of Retirement Board staffing over the past six years and the rationale for the request to increase headcount immediately rather than at

the beginning of the next fiscal year. Citing current workload created by the scrubbing of data for the implementation of the new recordkeeping vendor, the volume of detail required for retirement settlements and the population of retirees with limited computer skills, it was explained that it was necessary to replace administrative support currently being provided by a temporary employee. The Comptroller, as a Trustee of the Retirement Board, advised that the new part-time position's compensation would be covered by the Retirement Board's budget.

Upon a motion made by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0-0 to defer filling the position until it could be benchmarked against other Connecticut towns and the Chair of the Retirement Board, Mr. Joseph Pellegrino, explained to the Committee why the position should be filled prior to the next budget cycle. Motion carried.

- **BOE Report on Status of Student Enrollment and the impact on class sections –**
Director of BOE Human Resources Stacy distributed a study of actual September 2018 Greenwich Public School elementary student enrollment and explained the dynamic process of enrollment projections that begins 15 months before students arrive on the first day of school in September. He commented that the BOE was considering ways to improve the estimation process of class enrollments for September 2019.

4. Adjournment

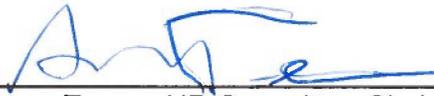
Upon a motion made by Ms. Fassuliotis, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 4:10 P.M. Motion carried.

The next regular Human Resource Committee meeting is scheduled for Tuesday, November 13, 2018, at 3:00 P.M. in the Cone Room.

Respectfully submitted,



Catherine Sidor, Recording Secretary



Anthony Turner, HR Committee Chairman