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

**HR Reports**

- **Vacancy and posted Vacant Position Listings**
  Ms. Pepe highlighted the following items from the written HR Department’s Vacancy Report.

  - **Police Officer Recruitment** – 8 candidates scheduled for written exam on 11/12/21. Ms. Pepe commented that significantly fewer applicants have applied (approximately 90 in 2021 vs. 150 in 2020), possibly due to focus on funding police departments. The change in benefits from a defined benefit plan to a defined contribution plan does not appear to be a deterrent.

  - **DPW Sewer Division Process Control Manager** – The position has been on hold due to the ongoing criminal proceedings and the grievance that was filed by the union. The town is pushing to complete arbitration in the upcoming months, rather than filling the position being contingent upon conclusion of criminal proceedings.

  - **Assistant Fire Chief** – The position has been filled with a start date of December 6, 2021.
- **Assistant to P&Z Director** – The job description for the position is being revised.
- **Municipal Agent for Elderly Persons** – The Chair circulated a description of the position that the First Selectman recently filled by appointing Lori Contadino, the current Director of the Commission on Aging, to carry out the duties. This position aligns with Director Contadino’s current responsibilities to seniors in the community. The HR Director noted that the position was statutorily required under Connecticut Statute Section 7-12b which was enacted in 1972.

- **Vacancy report - Board of Education**
  - **Assistant Director Human Resources** – Interviews are underway

- **Workers’ Compensation Report**

  Mr. Mynarski recognized Mr. Klemenz and Ms. Navarro for their diligence and support in the preparation of the Workers’ Compensation Report. He reported that at 17 weeks into the fiscal year the Workers’ Compensation Fund was trending well with a balance of $199,686. Settlements through the Other Post-Employment Benefits (OPEB) Trust for retired former employees that were receiving workers’ compensation continue to reduce Workers’ Compensation liability. Other components of the OPEB transfer into the Workers Compensation account are Police and Fire hypertension issues, pharmaceutical costs and survivor benefits.

**Review of CIRMA Report for June 2021**

Ms. Navarro provided a loss analysis summary prepared by the Connecticut Interlocal Risk Management Agency (CIRMA) categorizing claims according to frequency, severity and cost. The Committee reviewed findings by department asking questions about lost time, medical claims and incident only occurrences. Ms. Johnson commented that BOE safety training is part of the new hire orientation and expectations are reinforced through the BOE HR Department’s monthly newsletter. It was noted that the Town’s employees are typically reporting sprains and strains as incident only, whereas slips and falls generated the highest expenses. Ms. Navarro was asked if benchmarking information was available from other towns; the Committee learned that it is difficult to obtain benchmark information as this type of information is considered proprietary. Ms. Navarro was recognized for the Human Resources Department’s safety program initiatives.

**Human Resources Update**

- **Town** – Director Pepe advised that union contract settlements created payments in arrears of salary and stipends and payroll inefficiencies would benefit from standardization post settlements. The Leadership Institute is again offering training programs that have been well-received and is training its sixth class; Harassment Training has been completed; Police de-escalation training is in progress; and, a Pilot program, Human Resources 101, is being tested for format, size of groups and providers. It was suggested that the training budget should be expanded to enable HR 101 course presentations for department supervisors, as well as Town boards and commissions.

- **Board of Education** – Ms. Johnson explained that some specialized positions were difficult to fill. She reported that the BOE vaccination rate was 95.7% with the remaining
individuals pursuing health and religious exemptions. BOE HR Department is proactively seeking to increase diversity.

**New Business**

- **BOE Report on Status of Student Enrollment and the impact on sections** – Superintendent Jones gave an overview of student enrollment and the impact on class sections and new hires. Ms. Johnson reported that the total loss of students was 182 for the academic year. Superintendent Jones noted that the State of Connecticut had not provided birth data for the last two years, which is a key component in understanding future trends of enrollment. The Committee asked for follow-up on the number of students by grade who did not return; whether the Pre-K classes had reached their projected growth; and, if there had been a reduction in the number of teachers. The Committee requested a chart of enrollments by districts within the Town to review enrollment trends in schools. Superintendent Jones shared that the Administration was in the process of tracking each child who had left GPS to gain better insight.

**Approval of BET HR Committee Meeting Minutes**

Ms. Krumeich made a motion, seconded by Ms. Kreuzer, to postpone approval of Minutes of October 13, 2021 Regular BET Human Resources Committee Meeting and the Committee voted 4-0-0. Motion carried.

**Adjournment**

Ms. Kreuzer made a motion, seconded by Ms. Krumeich, to adjourn the meeting at 9:54 A.M. Motion carried.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Karen Fassuliotis, BET Chair and HR Committee Chair

Next Meeting of the BET Human Resources Committee is scheduled for December 14, 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.