The Chairman called the meeting to order at 3:01 P.M. Mr. Turner welcomed the Committee and attendees.

1. Approval of BET HR Committee Meeting Minutes

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0-0 to approve the Minutes of BET Regular HR Meeting held on October 16, 2018. Motion carried.

2. HR Reports

- **Vacant and Posted Position Listings** - Director Pepe reviewed the vacant position listing and commented on the status of Police Department recruitment and the interview process for a Superintendent of Parks & Trees. The Committee expressed interest in the two phases of interviews for the Superintendent position and questioned whether a member of the Greenwich Tree Conservancy would be participating in the hiring process. The Committee members requested that Ms. Pepe encourage Mr. Siciliano, Director of Parks & Recreation, to take into consideration concerns raised by members of the Conservancy when selecting the new hire. Ms. Pepe advised that job descriptions were been modified for certain positions, including the Superintendent.

- **Union Performance Reviews** – Ms. Pepe commented that 895 of 1,148 Performance Reviews by the GMEA, LIUNA, Teamsters and UPSEU Unions had been completed to date totaling 78% completion. Director Pepe was requested to provide a comparison of FY2017 and FY2018 participation. Ms. Pepe noted the increase in completion of the process was due to the frequency of feedback documentation, including the establishment of a Performance Improvement Plan if an employee needed to address unsatisfactory job performance. The Committee questioned why some Departments had not begun the Performance Review process, and were advised that HR was following up with
supervisors, but that payroll raises were being paid to supervisors regardless of whether they had completed the Performance Appraisals for which they are responsible.

- **Workers' Compensation Expense Report** – The Comptroller reported that 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

- **Pupil Personnel Services (Special Education) Medicare Reimbursement Clerk** – This request had been withdrawn from the Agenda and will be requested at a later date.

- **Retirement Board Clerical Assistance** – Mr. Pellegrino requested that the Committee reconsider their October vote to defer the Retirement Board’s request for immediate clerical support to assist with the workflow created by the recordkeeping transition from TransAmerica to Empower, including calculating retro pay resulting from Firemen’s contract settlement, the backlog of needed retiree research and the flow of imminent retirees requesting assistance viewing entitlements. Mr. Pellegrino explained that the temporary employee would be leaving and that the Town Charter requires 2-person staffing for the Retirement Board. Members of the Committee suggested a number of alternatives ranging from software tutorials to educate employees, to benchmarking other municipalities’ pension delivery system and to researching TOG’s retiree population actuarially to staff according to the diminishing needs of defined benefit recipients. The vote was deferred.

- **Public Health Emergency Preparedness Coordinator** – Ms. Caroline Baisley, Director of Department of Health, will be invited to the December meeting to discuss the request for a part-time Public Health Emergency Preparedness Coordinator position.

- **CT Healthcare Partnership update on claims** – Ms. Pepe will provide an update on major claims under the CT Healthcare Partnership Plan at a subsequent meeting.

4. Adjournment

Mr. Drake made a motion, seconded by Ms. Krumeich, to adjourn the meeting at 4:13 P.M. The Committee voted 4-0-0 in favor of the Motion. Motion carried.

The next regular Human Resources Committee meeting is scheduled for Tuesday, December 11, 2018, at 3:00 P.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Anthony Turner, Chairman, HR Committee