

PERSONNEL COMMITTEE MEETING

September 3, 2008 – 2:30 p.m.

PRESENT: Chairman Peck; Supervisors A. Johnson, Lucia, Richardson, Rowland, Rowland, Wood; Thompson; David Wickerham, Co. Administrator; Bill Baker, Jack Kalinkewicz, Personnel; Sue Lent, Self-Insurance; Ann Marie French, The Saratogian

Chairman Peck called the meeting to order.

Mr. Lucia moved to approve the minutes of the August 6th meeting. Mr. Wood seconded. Unanimous.

Mrs. Lent reviewed the Self-Insurance Pool Report for the period 1/1/08 through 8/31/08 and for the same time period last year for comparison. She said the cases for the month are down by 17; cases for the year down by 35; expenses through July up by \$183,372; expenses through August up by \$30,699; year-to-date expenses up by \$214,072. Chairman Peck asked how we were compared to budget. Mrs. Lent said we are fine, but we will have a lot of surgical claims.

Mr. Kalinkewicz requested approval of changes to the County's Policy and Procedure Manual, and he reviewed an outline of these proposed changes:

- Chapter 1, Section J – Safety And Accident Reporting Procedure
- Chapter 2, Section J – New Sale Of County Personal Property
- Chapter 2, Section K – New Departmental Cash Reporting Policy
- Chapter 3, Section I – Salary Grade
- Chapter 3, Section T – Employment And Annual Employment Physical Procedures
- Chapter 4, Section M – Vacation Carry-Over

Copies of the revised sheets were distributed to the Committee.

Mr. Thompson said for the Sale of County Personal Property, does that include the bikes that the Sheriff's Department has. Mr. Wickerham said yes. Auction is the fairest way, and we have done a lot with e-bay. Mr. Thompson asked what e-bay charges, and Mr. Wickerham stated it is a fee per transaction, but so far, the results have been positive. Every time we have any excess property, we would be able to say how we disposed of it

and what we got for it, he said. He stated if it does not sell, we will throw it away. We do not give anything away, he said. Mr. Richardson said there is always somebody some place that could use things. Chairman Peck said then you would probably go before the Board to request a resolution in order to give something away.

Mr. Lucia moved to approve the changes to the Saratoga County Policy and Procedure Manual as presented. Mr. Richardson seconded. Unanimous.

Mr. Rowland moved to adjourn to executive session to discussion personnel and litigation. Mr. Richardson seconded. Unanimous.

Respectfully submitted,

Elaine M. Sodemann