

## PERSONNEL AND INSURANCE COMMITTEE MINUTES

JANUARY 5, 2011 – 3:00 P.M.

Present: Chairman A. Johnson; Supervisors Collyer, Daly, Rowland, Southworth, Wood, Hargrave, Sausville, Thompson and Barrett; Spencer Hellwig, Mgmt. Analyst; Jack Kalinkewicz, Personnel Director; Press.

Chairman A. Johnson called the meeting to order and welcomed all in attendance.

Mr. Johnson welcomed Mr. Collyer as a new member to the Personnel and Insurance Committee.

**On a motion made by Ms. Daly, seconded by Mr. Rowland the minutes of the December 21, 2010 meeting were approved unanimously.**

Mr. Johnson said last year Mr. Richardson was the Vice-Chairman of the Personnel and Insurance committee and he said he would like to reappoint him as Vice Chairman again this year.

Mr. Kalinkewicz distributed the monthly Self-Insurance Report to all committee members for their review. We are down in cases from the previous year and down approximately \$400,000 in terms of expenses for the previous year as well. The appropriate transfer will be made into the reserve at the end of the year. In 2011 there will be a change in the format as to how things are done.

Mr. Kalinkewicz has been speaking with members of the personnel subcommittee about the progress that is being made for the RFP for Self-Insurance and third party. It is anticipated that at next months meeting that recommendations will be presented to the committee, with regard to the savings or changes that will be associated with going to a third party.

Mr. Johnson said last month they authorized Mr. Kalinkewicz to go out with an RFP for the possibility of hiring a third party to run the self-insurance program.

Mr. Thompson asked if any money would be saved? Mr. Kalinkewicz said he is hoping so. He said there are a couple of ideas, one is that we should be changing the way we do business with Self-Insurance. The old system of very few managed care aspects of self-insurance would be changed into a more managed care program. By doing that, the savings alone should more than pay for any third party involvement.

Mr. Thompson asked if any RFP's had been received? Mr. Kalinkewicz said, yes, approximately five.

Mr. Johnson said the Personnel subcommittee from 2010 has met each month on several occasions, and made recommendations back to the Personnel Committee for approval during October, November and December. The current recommendations are based on the subcommittee's evaluation of the last group of retirement applications and recommendations of some of the reorganizations that will hopefully add to the county operation and efficiency, and also save money.

The subcommittee will establish a report summarizing everything that has happened since October with regard to the early retirement, giving a complete summary of the savings, the reorganizations that have gone through, the abolishment of positions and the appointments of various people. This report will be brought back to the full personnel committee at the February meeting.

Mr. Johnson is requesting approval of the changes that the subcommittee has recommended at the last meeting in December as follows;

### **General Services**

**Abolish: Director of General Services/ Contract Administrator**

**Create: Director of Purchasing – Grade 16**

**Abolish: Buyer ( If Buyer is promoted)**

### **Data Processing**

**Abolish: Assistant Director of Data Processing**

**Create: Director of Data Processing – Grade 18 ( no compensation change)**

### **DPW**

**Create: Deputy Commissioner of Public Works – Grade 21**

**Abolish: Deputy Commissioner of Highway – Grade 18**

**Create: 1 Engineering Technician**

### **Mental Health**

**Change Grade of Director of Mental Health from 24 to 21**

**Change Grade of Deputy Director of Mental Health from 21 to 19 (only if Deputy is promoted)**

### **JTPA**

**Name Change to WIA – Workforce Investment Act**

### **District Attorney**

**Amend Assistant D.A. no benefits from (1) to (2) no budget change**

**A motion was made by Mr. Rowland, seconded by Mr. Collyer to approve the subcommittee recommendations that were presented at the December 2010 Personnel and Insurance committee meeting. Unanimous.**

Mr. Rowland said with the Labor/Safety Management Committee that he has been involved with and chaired last year, one of the proposals three years ago was to establish an ID system for county employees so that we could identify who was an employee, visitor and guest in certain areas. Some of the points came specific to the Social Services Building and in the main complex. The Labor/Safety Management Committee has met and discussed it several times and has established that there is a piece of equipment that can be implemented and used. There is a target group of departments that would be accessed first. Mr. Hartman has worked on and has a list policies for the committee to review that can be added to the Policy and Procedures manual. The concept that has come out of the Labor/Safety Management Committee is to implement it in the supervisors, Clerk of the Board, County Administrator, Personnel and possibly the County Clerk's office.

Mr. Wood introduced at Monday's Organizational Meeting that the County Clerk's office is looking at the possibility of establishing a Veteran's program with an I.D. system where Veteran's could receive discounts at various vendors within the county

Mr. Rowland said there is a sample ID that they have approved as being sufficient. Input was received from various department heads with the Sheriff as the only department stating that they didn't need to go into an ID system, as they already have uniforms and badges.

Mr. Rowland said this idea has come out of the Labor/Safety Management Committee and we have walked it through in various spots and we think that we have a pretty good handle on how to get it started.

Mr. Thompson asked if this was a Safety Suggestion that was given an award? Mr. Rowland said, yes, three years ago.

Mr. Hartman said there was a caveat to that award stating that the committee was going to research and find out whether this was something that we could do and wanted to do in Saratoga County.

Mr. Rowland said the Labor/Safety Committee has worked on this for the past year and tried to get it to this point. We feel that we have the equipment, the software, and supplies. One of the questions is the Union acceptance of it and other departments accepting of it. The survey that was completed in October determined that the departments were interested in having this. Some departments, with the new technology, have thought about the possibility of doing something with attendance. The ID's do have a mag strip on the back of them, he said.

Mr. Thompson asked who would issue the ID's. Mr. Rowland said as part of the policy, the Personnel Department would be responsible for issuing and maintaining the County's Employee Identification Card Program.

Ms. Daly said it is an excellent idea, whenever you are involved in a working capacity with the public, that you are able to service the public to the best of your ability and give them the opportunity to recognize you as a public official or public employee. This needs to be an all or nothing policy, she said. To not do it would be a step backwards. People expect that when they go into a building they can find someone with a tag. Why shouldn't government offer the same level of services to properly identify yourself to the public at all times when in the public setting.

Ms. Daly said the policy needs to contain some reference to those who lose it. If you lose it, you pay for it.

Mr. Johnson asked that every supervisor be given a copy of the Employee Identification Card Program Policy for their review.

Mr. Rowland said that he has requested that the person's name be put on the badge in larger type for easier identification.

Mrs. Southworth asked if there was a color-coded system? Mr. Rowland said the ID will have a slot to show what department the individual is connected with.

**On a motion made by Mr. Rowland, seconded by Mr. Collyer the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom