

Personnel & Insurance Committee Minutes
May 6, 2015 - 3:00 p.m.

Present: Chairman Daly; Supervisors Peck, Grattidge, Johnson, Lucia, Wright, Sausville, and Martin; Spencer Hellwig, Administrator; Sue Hoffman, Marcy McNamara, Wendy Tennant, Personnel; Brian O'Connor, Auditor; George Martin, Treasurer; Steve Dorsey, County Attorney; Press.

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

On a motion made by Mr. Sausville, seconded by Mr. Johnson the minutes of the April 8, 2015 meeting were approved unanimously.

Mrs. McNamara distributed the monthly self-insurance report and gave a brief update on activity for the month.

Ms. Daly requested a resolution to appoint Mr. Daniel Kuhn as County Coroner, replacing Thomas Salvadore, who retired at the end of April. Mr. Kuhn's hiring date will become effective at the next Board of Supervisors meeting on May 19, 2015. Mr. Kuhn's salary will be prorated for a total of \$26,766 for the remaining of the year.

A motion was made by Mr. Grattidge, seconded by Mr. Peck to approve the appointment of Mr. Daniel Kuhn as County Coroner at a prorated salary for the remaining of the year of \$26,766. Unanimous.

Ms. Daly said at the last committee meeting the Cyber Insurance Coverage that was being recommended by the carrier was reviewed. One of the conditions that the committee was asking to see brought forward was a review by the Technology Committee. She said while members have had input they have not officially met.

Ms. Daly said Mr. Hellwig will be giving a brief overview of the Cyber Insurance Coverage that she is asking the committee to move forward with, contingent upon the approval of the Technology Committee.

Mr. Hellwig gave a brief overview of the Cyber Insurance Coverage stating that the premium was \$24,042 for \$1 million worth of Cyber Liability. He said the exposure to the county is primarily driven by personal data that the county maintains.

Mr. Hellwig said that he has had conversations with the Chairman of the Technology Committee and a decision was made that they should hold a meeting before providing a recommendation to the Personnel Committee. He said based on the savings that was in this years' renewal for Property and General Liability Coverage there is money in the budget to pay

for the premium. He said based on the number of employees with the county and 26 different networks, there is a potential that someone could get into the system.

A motion was made by Mr. Peck, seconded by Mr. Johnson to authorize the additional Cyber Insurance Coverage Policy for the county at a cost not to exceed \$24,042, subject to review and approval by the Technology Committee. Unanimous.

Ms. Daly said United Healthcare is sponsoring United Member Appreciation Day that will be held at the County Office Building #1 in the Board of Supervisors Board Room on June 11th between 9am - 3pm. All Supervisors are invited to attend.

Mrs. McNamara reviewed and distributed a copy of the Vacancy Review Report to all committee members. Ms. Daly said the Vacancy Review Committee will be meeting on Wednesday, May 13th at 3:30p.m.

Ms. Daly distributed a copy of the Saratoga County Travel and Discretionary Funds Policy that was drafted by the subcommittee. The policy has since been reviewed by the County Attorney and County Auditor with changes made to the policy highlighted in red for the committee's review and approval.

On a motion made by Mr. Johnson, seconded by Mr. Sausville the Saratoga County Travel and Discretionary Funds Policy was approved as amended. Unanimous.

Ms. Daly said the county had a Vacancy Review Policy that was first established in November of 1974 and last revised in 1992. She said the subcommittee reviewed the policy and copy of the draft policy was distributed to all committee members for their review. Ms. Daly reviewed the changes and requested that the draft policy be forwarded on to the County Attorney for review.

Ms. Daly said that the RFP's are soon to be sent out for the County Health Insurance. She said it is anticipated that the subcommittee will be meeting in mid-June.

On a motion made by Mr. Peck, seconded by Mr. Johnson the meeting was adjourned to Executive Session for the purpose of Personnel. Unanimous.

On a motion made by Mr. Grattidge, seconded by Mr. Johnson the meeting returned to open session. Unanimous.

Ms. Daly said the Personnel Search Committee is offering a recommendation for the position of Personnel Director. She said fifteen applications were received for the position with five qualified applicants. Interviews were offered to all five candidates, four of which were interviewed. As a result of those interviews a recommendation is being made that Margaret McNamara be recommended as the next Director of Personnel for Saratoga County at a grade 21, with a base salary of \$97,144.

A motion was made by Mr. Peck, seconded by Mr. Grattidge to approve the appointment of Margaret McNamara as Director of Personnel at a grade 21, with a base salary of \$97,144. Unanimous.

On a motion made by Mr. Wright, seconded by Mr. Johnson the meeting was adjourned unanimously

Respectfully submitted,
Chris Sansom