

Personnel and Insurance Committee Minutes
March 6, 2013 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Daly, M. Johnson, Wood, Wormuth, Grattidge, Sausville, Lawler, Southworth and Richardson; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Tina Potter, Social Services; Brian O’Conor, Auditor; Tina Potter, Social Services; Jack Kalinkewicz, Personnel; Press.

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

On a motion made by Ms. Daly, seconded by Mrs. Wormuth the minutes of the January 9, 2013 meeting were approved unanimously.

Mr. Kalinkewicz gave a brief overview of the Self Insurance Report for the months of February and March stating that expenses were down over last year by \$230,000. He said there are still 2012 reimbursements totaling \$195,000 that are outstanding.

Mr. Kalinkewicz gave a brief overview of the Excessive Liability Insurance stating that this is something that is added to the Self Insurance Plan for Product Liability in a workers comp case. The premium has remained level for 2013, however it is a considerable premium, and there are only a very limited number of companies that handle this type of insurance, he said. Mr. Kalinkewicz said he is recommending that the county renew the current policy.

Mr. Lawler suggested that since the loss experience is low it might be wise to look at what the premium would be if the deductible was reduced.

A motion was made by Ms. Daly, seconded by Mr. Wood to approve the renewal of the Excessive Liability Insurance with Sutton and Tarrantino with the opportunity to amend the policy if necessary. Unanimous.

Mr. Johnson said the Personnel and Insurance Subcommittee met with Benetech with regard to the audit. He said after much work they are now down to forty people who have not compiled or submitted any documentation. He said Benetech is going to go to Blue Shield to see if there are any outstanding claims going back to April of 2012. At that point a letter will be sent to individuals that owe for back claims. He said this last step should be completed by the next Personnel and Insurance meeting.

Mr. Kalinkewicz said in the last few months he has been in discussions with the County Clerk’s office, Administrator’s office and the Vacancy Review Committee about moving the Deputy County Clerk position in Motor Vehicle to Director of Motor Vehicle. The motivation is to have someone in Motor Vehicle who can lead the department at the top. He said the grade was lowered to be consistent with other positions and where it was before it became Deputy

County Clerk. A recommendation was made that this change be put in place in the current Compensation Plan. The base pay for the Director of Motor Vehicle is \$58,484 at a Grade 14.

Mr. Kalinkewicz said a request has been made from Social Services for temporary positions in Food Stamps. Mrs. Potter has requested these positions earlier because of the volume of applications and the timeliness needed in the processing of those applications. The share for these positions would be 50% Federal 50% County; however, the County's share would be covered in the Social Services budget as there have been significant vacancies in the department. The approximate cost to the county would be \$45,000.

Mr. Kalinkewicz said a request has been made from the Office for the Aging for a temporary Clerk/pt. for the administration of grant money for time period of 3/28/13 through 12/31/13. The approximate total cost would be \$13,476.

A motion was made by Mrs. Wormuth, seconded by Mr. Wood to approve the Compensation Plan as outlined above. Unanimous.

A copy of the Vacancy Review Report was distributed to all committee members for their review. Mr. Johnson said there were four positions approved including a part time Clerk in the Treasurer's office; Probation Officer, Social Welfare Examiner and Part Time Stock Clerk in General Services.

On a motion made by Ms. Daly, seconded by Mrs. Wormuth the meeting adjourned to Executive Session for the purpose of Personnel. Unanimous.

On a motion made by Mrs. Johnson, seconded by Mrs. Wormuth the meeting was reopened to Regular Session. Unanimous

A motion was made by Mrs. Johnson, seconded by Mrs. Wormuth to appoint Felipe Moon as Veterans' Director. Unanimous.

A motion was made by Mrs. Wormuth, seconded by Ms. Daly to appoint Christine Abele as Animal Shelter Director. Unanimous.

On a motion made by Ms. Daly, seconded by Mrs. Wormuth the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom