

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

Present: Chairman A. Johnson; Supervisors Daly, M. Johnson, Kinowski, Wood, Sausville, Barrett and Collyer; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Brian O’Conor, Auditor; Jack Kalinkewicz, Personnel; Dominick Gallo, Cool Insuring; Press.

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

On a motion made by Ms. Daly, seconded by Mr. Wood the minutes of the March 6, 2013 meeting were approved unanimously.

Mr. Kalinkewicz presented the monthly Self Insurance Report stating that the county is down over last year’s expenses. He said the top expenses are the Sheriff’s Department and Maplewood Manor. He said there have been a lot of cases at the Sheriff’s Department and the process has begun to track the drug expenses in those cases, where some long term prescription drug issues have been found that need to be addressed. Information will be forthcoming on how those comp cases that have high prescription drug costs are being addressed.

Mr. Johnson said the county’s insurance policies are up for renewal in May. At the last committee meeting there were discussions about the current carrier, Trident, indicated that there could be up to a 20% increase and because of that a request was made to Cool Insuring to shop other markets for insurance. He said Darwin, the current insurance provider for Maplewood Manor, has stated that they will not be renewing their policy.

Mr. Gallo recommended that the county move to the NYMIR program. Mr. Johnson said if the committee approves the NYMIR Program the funds will be short approximately \$46,000 from what was budgeted; therefore, it would require a transfer from the contingency budget to cover what was budgeted for insurance for this year.

A motion was made by Mr. Kinowski, seconded by M. Johnson to move the county’s insurance to NYMIR and to approve the transfer of funds in the amount of \$46,224 from the contingency budget to cover the additional cost. Unanimous.

Mr. Kalinkewicz gave a brief update on the Animal Shelter as follows:

Job Description – He said there are a lot of concerns that go into amending a job description and the impact that they will have in terms of recruitment. Work is continuing and has been forwarded to the State level, in addition to using information from the private sector and others that do this type of work.

Daily Operations at the Shelter – In working with the County Administrator and Chairman, Mr. Hartman has been assigned to be at the Animal Shelter daily to consider and deal with any administrative concerns that come up that is not appropriate for the staff to handle.

Dr. Blaisdell – Mr. Kalinkewicz said that Dr. Blaisdell has agreed to be an oversight in the operations of the Animal Shelter on a daily basis.

Mr. Kalinkewicz said the search committee is fully engaged to move the recruitment process forward.

Ms. Daly expressed her concerns about writing a job description that would be so specific that it would limit the opportunity to bring someone in that had a particular background, i.e. business background vs. animal science, where a choice might be made to accept someone with a business background supported with staff people and cooperation with Veterinarians to elevate the status of the animal shelter, making it more revenue generating, and marketable. She said she would like to make sure that the opportunity isn't taken away to grow a department or agency by trying to structure it too tightly.

Mr. Johnson said last year the Personnel and Insurance Committee came up with a new evaluation system for department heads. He commended Mr. Hellwig for all the time and effort he put into doing all the evaluations. The process was good and developed a lot of interaction between the Administrator and Department Heads in setting forth the process.

Mr. Kinowski suggested that the committee be updated in a few months with how departments are doing in accomplishing their plans.

Ms. Daly stated that there was a section put into the evaluations on goal setting. That was done to see what kind of a goal an employee could set for the following year, checking back with them to see how they are progressing toward their goals. Ms. Daly said in reading through many of the goals they were restatements of what services the department already provides and not a specific goal within the department. She suggested having a workshop on how to establish a goal in a department, providing examples and giving opportunities for half day work sessions in practicing the writing of a goal. This is a good opportunity for self-reflection as a professional and also gives the individual something that they can give to their administrator as to what they are going to do in their department. She said she would like to see a better job done in writing goals, as a lot of time was spent in trying to incorporate that into the evaluation.

Mr. Collyer said when it came to the Animal Shelter, the process definitely needed to be redone. He said he had a problem with the job description moving forward. The Personnel Committee and Personnel Director should definitely be looking at other job descriptions. He said there are other people in the county who are thinking about retiring, and he would hate to see the county get into the same situation with other positions going forward. Mr. Johnson

said with any vacancy in a department that comes forward, before it gets posted, the job description will be reviewed to make sure that it is exactly what is wanted.

Mr. Johnson said the subcommittee will be meeting on April 11th with regard to the eligibility audit findings. The results of that meeting will be given at the next Personnel and Insurance Committee meeting.

On a motion made by Ms. Daly, seconded by Mr. Kinowski the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom