

Personnel and Insurance Committee Minutes  
May 8, 2013 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Daly, Kinowski, Peck, Wood, Wormuth, Grattidge, and Sausville; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Jack Kalinkewicz, Marcy McNamara, Personnel; Diane Brown, Maplewood Manor; Brian O'Connor, Auditor; 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 April 3, 2013 meeting were approved unanimously.**

Mr. Kalinkewicz reviewed the monthly self-insurance report stating that the new cases for the month are down along with the expenses, which is mostly due to reimbursements.

Mr. Kalinkewicz said Public Health Nursing has requested a change in a job title from Medical Secretary to Senior Typist. There are two positions currently; however, one is vacant at this time. Mr. Kalinkewicz said the title of Medical Secretary is antiquated and he is recommending that the title be changed to Senior Typist, which would provide some savings, but the duties would remain the same.

Mr. Johnson said the difference between the title of Medical Secretary and Senior Typist is approximately \$2,000 in savings.

**A motion was made by Mr. Peck, seconded by Mr. Wood to approve an amendment to the compensation plan in the Public Health Nursing Department changing the title of Medical Secretary to Senior Typist. Unanimous.**

Mrs. Brown said when Maplewood Manor had 277 beds open and was 99% occupied there was one full time dietician, one part time dietician, (six times a week), one full time diet technician and one full time diet clerk. In December of 2010 the full time dietician and full time diet technician retired. At that time the positions were replaced with two full time dieticians. In December of 2011 the part time dietician was eliminated because at that time there were not as many open beds and a unit was closed. Since then, the diet clerk resigned in March giving an opportunity to look at everything, and it was discovered that there was a problem with having only two full time dieticians and on diet clerk. When one of the diet technicians was on weekend duty and had weekdays off and the other one was on vacation or sick there was no dietician in the building and the diet clerk was not able to do a lot of the things that the dietician could do. A survey was done with twelve other facilities to find out what their average minutes per week were with each resident. The results were that the average time per bed was thirty minutes and with the two dieticians and a diet clerk it was twenty eight minutes. The big change was that most of them had diet technicians which gave them more flexibility.

Mrs. Brown said with the vacancy of the diet clerk position, after speaking with Mr. Kalinkewicz, it was determined that a diet technician would allow for more flexibility. With the funds in the budget the change could be accommodated, she said.

Mr. Johnson said the salary difference is approximately \$7,000.

**A motion was made by Mrs. Wormuth, seconded by Mr. Peck to amend the compensation plan replacing a Dietary Clerk position with a Dietary Technician at Maplewood Manor. Unanimous.**

**On a motion made by Mrs. Wormuth, seconded by Mr. Wood the meeting adjourned to Executive Session for the purpose of contract negotiations and the potential appointment of a Department Head. Unanimous.**

**On a motion made by Mr. Peck, seconded by Mrs. Wormuth the meeting returned to open session. Unanimous.**

**A motion was made by Mrs. Wormuth, seconded by Ms. Daly to approve the settlement with the Corrections Officers. Unanimous.**

**A motion was made by Mr. Peck, seconded by Mr. Wood to recommend Oscar Schreiber to fill the position of Saratoga County Public Defender. Unanimous.**

Mr. Johnson said the vacancy review committee consisting of Mr. Grattidge, Mr. Johnson, Mr. Hellwig, Mr. Kalinkewicz and Mr. Sausville recommended two positions in the Sewer Commission, one position in Social Services and one WIA Counselor position to be filled on June 7<sup>th</sup>.

Mr. Johnson said the process has begun to finalize the job description for the Data Processing Department.

Mr. Johnson said a request has been made for the Personnel Director and his department to review every job description there is in the county, of which there are over 500, and begin to update the job descriptions for each one. This process has begun, he said.

**On a motion made by Mrs. Wormuth, seconded by Mr. Peck the meeting was adjourned unanimously.**

Respectfully submitted,  
Chris Sansom