

Personnel and Insurance Committee Minutes
February 4, 2015 - 3:00 p.m.

Present: Chairman Daly; Supervisors Peck, Grattidge, Johnson, Wright, Sausville and Kinowski; Spencer Hellwig, Administrator; Ryan Moore, Deputy Administrator; Wendy Tennant, Bob Hartman, Marcy McNamara; Personnel; Andrew Jarosh, Treasurer; Steve Dorsey, County Attorney; Patrick Malleolo, Marshall & Sterling; Press.

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

On a motion made by Mr. Grattidge, seconded by Mr. Peck the minutes of the January 7, 2015 meeting were approved unanimously.

Mrs. McNamara presented the monthly self-insurance report stating that the cases for the month were up 25. Compared to this time last year the cases are up 10 and expenses are up \$20,265.63. She said there are approximately 130 in house claims with 76 of them repeated cases, and 21% open cases from Maplewood Manor. She said there will be no new claims from Maplewood Manor, but all old claims will still exist.

Mrs. McNamara said that Sedgwick has been invited to attend next month's committee meeting to present changes to workers comp and what laws are changing that will affect the county's self-insurance plan.

Mr. Malleolo, from Marshall and Sterling gave a brief overview of the Affordable Care Act. He said the county wants to avoid the potential penalty and fines if the job is not done right according the Healthcare Reform Act.

Mr. Malleolo outlined the risk potential beginning with the "No Offer" Penalty. He said as an employer you have to offer insurance coverage to everyone who is an eligible employee. If this is not tracked right or is without the right resources in place, if someone doesn't take coverage from the county and goes to the State's exchange and buys coverage directly, and they receive a subsidy that could trigger a penalty.

The second concern is if coverage is given to an employee that is not affordable, and they get coverage on the exchange instead, the county would be subject to a \$3,000 penalty.

The third requirement is to produce and deliver to every "full time employee" a 1095C and to electronically transmit those forms to the IRS on a 1094C each January beginning in 2016. A penalty would be triggered if the county fails to produce or deliver the required notice.

Ms. Daly gave a brief update on the Zenith Health Care transition stating that the transition has been seamless, residents are fine and things have proceeded without any hassles or upsets. She said as of 2/3/15 there were 120 employees of the former Maplewood Manor who are

currently employed with Zenith. Over 50% of the people who were working at Maplewood Manor were offered positions. Zenith is currently in the process of conducting two more job fairs for potential employment which was published in the Times Union, recruiting for positions such as Cert. Nursing Assistants; Activity Aides, and Occupational Therapists.

Ms. Daly said Ms. Duncan who is currently working in the Public Health Department has applied for the position of Director of Public Health. The committee agreed to hire Ms. Duncan; however that was provisional on the Department of Public Health giving their approval of her credentials for the position. On January 15, 2015 a letter was received from the Department of Health stating that they have approved Ms. Duncan's two year appointment as Director of Public Health; however, renewal of her appointment is contingent upon satisfactory completion of a Master's Degree in Public Health.

Ms. Daly said Ms. Duncan has been with the county for 20 years, with her current title as "Director of Patient Services". Ms. Duncan has been moved to the position of "Acting Director of Public Health" and Ms. Daly is requesting the committee's approval to support Ms. Duncan's position as "Director of Public Health" beginning at a grade 20 with a base salary of \$90,768.

Ms. Daly said technically Ms. Duncan's term would be six years, but could be interrupted at the end of two years should she not complete her Master's Degree. She suggested that it would be in the county's best interest to request a progress report at the end of each school semester, keeping a line of communication open with the status of her progress.

A motion was made by Mr. Grattidge, seconded by Mr. Johnson to appoint Ms. Duncan to the Position of Director of Public Health with the stipulation that she completes a Master's Degree and submits a progress report at the end of each school semester to the Personnel Department. Unanimous.

Ms. Daly said the Personnel Officer retired at the end of December, and the Personnel Subcommittee has met to review the qualifications for the position. She said the first suggestion that is being brought to the committee today is to rename the position to "Director of Personnel" and the second position in the office be renamed to "Deputy Director of Personnel." Handouts were distributed to all committee members of detailed outlines of the position responsibilities and qualifications.

Mr. Wright said the subcommittee received information from NYSAC and other counties when forming the qualifications for the positions.

A motion was made by Mr. Sausville, seconded by Mr. Peck to approve the description and qualifications as outlined for the position of Personnel Director and Deputy Personnel Director. Unanimous.

A copy of the Vacancy Review report was distributed to the committee for their review.

On a motion made by Mr. Grattidge, seconded by Mr. Wright the meeting was adjourned to Executive Session for the purpose of Contract Negotiations. Unanimous.

On a motion made by Mr. Peck, seconded by Mr. Sausville the meeting returned to Open Session.

No action was taken.

On a motion made by Mr. Sausville, seconded by Mr. Grattidge the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom