

Personnel & Insurance Committee
October 7, 2015 3:00 p.m.
Meeting Minutes

Present: Chairman Anita Daly; Supervisors Grattidge, Johnson, Peck, Sausville, Wright, Barrett, Veitch; Spencer Hellwig, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Director of Personnel; Diane Brown, Deputy Director of Personnel; Wendy Tennant, Self-Insurance Administrator; Andrew Jarosh, County Treasurer.

Mrs. Daly called the meeting to order and welcomed those in attendance.

On a motion by Mr. Sausville, seconded by Mr. Grattidge the minutes of the September 9, 2015 meeting were unanimously approved.

Mrs. McNamara distributed copies of the monthly Self-Insurance report. She said the claims were up by 3 overall. She said there were still a lot of claims out of Maplewood Manor pending. Mr. Peck asked what the general claims were. Mrs. McNamara responded most of the claims are back issues.

Mrs. Daly said the Conflict Defender was appointed last month and there is an opening for an assistant. Mrs. McNamara said Andrew DeLuca is from the City of Saratoga Springs and if approved will start on October 25, 2015. This is a contract employee, will not receive any County benefits and is under the grant the County is receiving to cover the costs.

On a motion by Mr. Grattidge, seconded by Mr. Wright the appointment of Mr. Andrew DeLuca as Assistant Conflict Defender was unanimously approved.

Mrs. Daly said the Title VI Policy will be an amendment to the County's Policy and Procedures Manual to add this policy. She said Mr. Dorsey and Mrs. Brown have been working on this which has to do with a discrimination policy for our Public Works Department for contractors they hire. Mrs. Daly said the members of the Committee were given copies of the proposed policy by email.

Mr. Dorsey said the policy is the combination of Affirmative Action, Equal Employment Opportunity and Title VI. He said the County has always had an Affirmative Action policy which there are some changes proposed for that. It came to their attention the County didn't have a Title VI policy so one was created. It is based on the State's policy and some other County's policies. The policy deals with the process in which one would go through if they feel they have been discriminated against.

On a motion by Mr. Johnson, seconded by Mr. Wright an amendment to the County's Policy and Procedures manual to provide for revisions of the Affirmative Action Plan now titled the Equal Employment Opportunity, Affirmative Action and Title VI Plan was unanimously approved.

Mrs. Daly said in the past we have submitted resolutions to the State amending the Standard Workday. The County received notification from the State that there were some errors in previously submitted resolutions regarding employee's hours. The resolution being presented today will list the employees that were incorrect and submit the correct work day for them.

On a motion by Mr. Peck, seconded by Mr. Johnson a resolution for an amendment to the Standard Workday was unanimously approved.

Mrs. Daly informed the Committee that 14 out of 29 County Departments have submitted Personnel requests for the 2016 County Budget. These requests are either new positions, reclassifications or abolishment of positions. Mrs. McNamara is evaluating and organizing these requests and once completed will meet with the Personnel Subcommittee who will ultimately report to the full Personnel Committee those recommendations. The full Personnel Committee will then make recommendations to the Law and Finance Committee, prior to or at the Budget Hearings.

Mrs. Daly said the Vacancy Review Committee will be meeting on Wednesday, October 14th at 3:30pm and will be considering a openings at that time. Mrs. McNamara handed out a listing of the positions stating most of these positions are competitive and employees will have to take a test.

Mrs. Daly said there are 273 people registered for the Flu Shot Clinics. The clinics will be held at various locations and times around the County Buildings. She said the County saves substantially by offering this clinic to the insured employees and their dependents.

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

Respectfully submitted,

Pamela Wright, Clerk of the Board