

Personnel and Insurance Committee Minutes  
November 19, 2015 - 2:00 p.m.

Present: Chairman Daly; Supervisors Grattidge, Johnson, Lucia, Wright, Sausville, Martin, Barrett and Wood; Spencer Hellwig, County Administrator; Brian O'Connor, Auditor; George Martin, Drew Jarosh, Treasurer; Wendy Tennant, Marcy McNamara, Personnel; Steve Dorsey County Attorney; Press.

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

**On a motion made by Mr. Lucia, seconded by Mr. Johnson the minutes of the October 6, 2015 meeting were approved unanimously.**

Mrs. McNamara gave a brief overview of the monthly Self Insurance Report stating that the new claims for October were down by 6 and year to date down by 7. The October expenses are up by \$240,000, and year to date up \$313,000. She said 24 new cases were received.

Ms. Daly said that the county had a policy that was not adequately changed in 2012 with regard to the Remsen Street Parking Lot.

Mrs. McNamara said in 2012 the policy was changed to allow employees to park in the lot in certain spots on a per diem basis.

Mr. Hellwig said that the resolution addressed parking for the public with fourteen spots for the public to use. At the time the committee and the Board approved it. A prior policy was rescinded from 1973 which prohibited any employees to use it. He said the policy and procedures manual was never updated to reflect the change.

**A motion was made by Mr. Grattidge, seconded by Mr. Lucia to approve the changes to the Policy and Procedures Manual as outlined. Unanimous.**

Ms. Daly said a revision in the Civil Service Policy is needed to reflect positions that are tested, and how candidate score results are reviewed by a Department Head.

Mrs. McNamara gave a brief explanation of how the scores are rated.

**A motion was made by Mr. Grattidge, seconded by Mr. Wright to revise the Civil Service Policy to clarify how candidate score results are reviewed by Department Heads. Unanimous.**

Ms. Daly said that the Saratoga County Employment Application that was on line could not be printed and filled out on line. A change has been made where the application can now be filled out and submitted on line or printed.

Ms. Daly gave a brief update on the Girvin and Ferlazzo Contract renewal with regard to Labor Relations, stating that their contract is to expire on 12/31/15. She said there was no increase to the contract for 2015, and no increase in the retainer for 2016. A proposal has been made for a \$5/hr. rate increase for 2016 and a \$5/hr. rate increase for 2017; resulting in an hourly rate of \$195/hr. for 2016, and \$200/hr. in years 2017 and 2018.

**A motion was made by Mr. Grattidge, seconded by Mr. Johnson to approve the hourly rate increase for years 2016, 2017 and 2018 as outlined. Unanimous.**

Ms. Daly announced the recommendation of Joseph (Wes) Carr as the new STOP DWI Coordinator. She said the STOP DWI Coordinator contains the following three components: law enforcement, Probation, education and community outreach, all areas in which Mr. Carr has had experience in while working with the Victim Impact Panel and as Director of the Youth Bureau. Additionally, Mr. Carr has been asked by the Sheriff's Department to take over the Teen Advisory Council, which he has agreed to do.

**A motion was made by Mr. Grattidge, seconded by Mr. Johnson to move forward the recommendation of Joseph (Wes) Carr as STOP DWI Coordinator. Unanimous.**

Ms. Daly said the Personnel subcommittee, consisting of Supervisors Johnson, Wright, and Personnel Director, Marcy McNamara, has reviewed Personnel budget requests.

Mr. Johnson said the subcommittee met on three occasions to review all the personnel requests that were submitted to the Personnel Department.

Mr. Wright said of the 29 county departments, 14 departments' submitted requests for Personnel changes. Sixty Seven individual requests were reviewed that included position creations, classifications, salary adjustments and abolishment's. He said there was approximately \$1.3 million requested in personnel changes with the total amount recommended for the 2016 budget of \$324,354.

Mr. Johnson said one of the recommendations was for support of the transport team for the Sheriff's Department that came through the Public Safety Committee. He said a recommendation is being made to accept a request from the Sheriff for \$187,200. The remaining \$137,154 will be disbursed between the remaining 13 departments.

A copy of the Vacancy Review report was submitted to the committee and reviewed by the Personnel Director.

**On a motion made by Mr. Wright, seconded by Mr. Lucia the meeting was adjourned unanimously.**

Respectfully submitted,  
Chris Sansom