

Personnel and Insurance Committee Minutes  
April 5, 2016 – 3:00 p.m.

Present: Chairman Wood; Supervisors Collyer, Grattidge, Kinowski, Lewza, Lucia, Peck, Wright, Johnson, and Daly; Spencer Hellwig, Administrator; Brian O’Conor, Auditor; Robert Hartman, Wendy Tennant, Sue Hoffman, Diane Brown, Marcy McNamara, Personnel; Cathy Duncan, Public Health; Steve Dorsey, County Attorney; Chad Cooke, Deputy Administrator; Pat Malleolo, Marshall and Sterling; Dominic Gallo, Cool Insurance.

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

**On a motion made by Mr. Lucia, seconded by Mr. Kinowski the minutes of the March 2, 2016 meeting were approved unanimously.**

Mr. Malleolo from Marshall and Sterling gave a brief update on the retiree health insurance with regard to Medicaid reimbursement and prescription costs that are charged back. He said when they receive calls from individuals about their copay, they investigate to make sure it is the right copay, and follow it up by an explanation of why. He said if something is wrong they will make sure it is fixed.

Mrs. McNamara gave a brief update on the self-insurance report stating that compared to 2015 the claims are up by 4, with total expenses for March \$392,000.

Mr. Peck said he received a letter from the State Workers Compensation Board where the legal profession is advertising individuals with a focus on workers compensation payments. He said he felt this was obnoxious. He said it needs to be fair for employees, and the Workers Compensation Board is there to encourage fairness, but this is overstepping their bounds by sending it out to employees.

Mr. Wood said the county is currently insured with NYMIR, and is in year four of the five year capitalization program. He said the county’s premium will be going up approximately \$20,000, primarily because the county has more property that is being insured. The total policy renewal price is \$879,598.49. Mr. Cooke asked for the committee’s consideration to add \$5,000 for miscellaneous premiums and equipment throughout the year.

Mr. Hellwig said \$895,000 was budgeted for 2016, so the renewal with the added \$5,000 is still within the budget.

**A motion was made by Mr. Grattidge, seconded by Mr. Kinowski to approve the renewal of the NYMIR policy at a cost of \$879,598.49, plus \$5,000 for miscellaneous premiums and equipment. Unanimous.**

Mr. Wood said the Third party liability insurance is up for renewal and is for additional insured with Capital Indemnity at a cost of \$23,077. He said the cost fluctuates from time to time depending on the number of people who are covered. Mrs. McNamara said in 2014 the cost was \$24,438; in 2015 the cost went down due to Maplewood to \$22,235.

**A motion was made by Mr. Collyer, seconded by Mr. Lucia to approve the renewal of the county's Third Party Employer Liability Insurance at a cost of \$23,077. Unanimous.**

Mr. Wood said one of the priorities this year was to take a look at the Third Party Administration to see if there were other groups that perform this function that would be better for the county and result in a savings. He said on February 12, 2016 an RFP was established and advertised. The RFP's were due back on February 26, 2016 where nine completed RFP's were received. During a March meeting the RFP's were narrowed down to five and after conducting interviews on March 29<sup>th</sup> and 30<sup>th</sup> the top two were chosen. CorVel was chosen which is a large firm based in Syracuse. He said they process all of the work in-house, priding themselves in communication. The reports that they prepare are easy to understand and can be customized to meet the needs of their clients. CorVel prides itself in having nurses reach out to every potential claimant as soon as a claim is submitted; the nurses are available 24/7. CorVel has worked with Sedgewick, the county's current carrier, and since 2012 they have taken over seventeen accounts. The contract is for two years. The cost for the first year is \$178,000 and the 2<sup>nd</sup> year \$181,205.

**A motion was made by Mr. Peck, seconded by Mr. Lucia to approve a two year contract with CorVel for the county's Third Party Administration for Workers Compensation. Unanimous.**

Mr. Wood gave a brief overview of the Title VI Plan and Affirmative Action Plan revisions that were approved by the Board of Supervisors in October 2015 to include a Title VI Plan. In 2016, the Board of Supervisors approved a new policy called the American with Disabilities Act transition plan. At the end of January the above plans were submitted to the State of New York Department of Transportation. Although the information in the plans was approved, the State recommended that the Civil Rights Policy Statement include a Related Policies and Authoritative Sources section. The plan included an Assurances Statement and a Public Participation Plan, and a more specific grievance procedure. As a result, the County Attorney recommended the separation of the Title VI Plan from the Affirmative Action Plan. In addition, because the ADA Transition Plan could be incorporated as a part of the Title VI Plan it made sense to include the American with Disabilities Act Transition Plan as an appendix in the Title VI Plan, he said.

**A motion was made by Mr. Grattidge, seconded by Mr. Peck to authorize the amendment of Chapter 1, Section C, of the Saratoga County Policies and Procedures Manual, to provide for the revisions of the Americans with Disabilities Act Transition Plan, pedestrian facilities in the public right- of- way, now titled the Title VI Plan. Unanimous.**

**A motion was made by Mr. Lucia, seconded by Mr. Lewza to authorize the amendment of Chapter 1, Section C, of the Saratoga County Policies and Procedures Manual to provide for the revisions of the Affirmative Action Plan. Unanimous.**

Mrs. Duncan said currently she has a program coordinator, part time program and health educator and a program secretary. By making the health educator position full time it would allow for the expansion of closed POD partners. She said in the case of a medical emergency where all of the citizens of Saratoga County would need to be protected, at this time she could operate three open PODS, (Point of Dispensing). She said she has a Public Health Emergency Preparedness Grant as well as money from the CDC (Center for Disease Control) for the program. Currently, there is a program Secretary, full time, along with the Program Coordinator under the grant, as well as part of the Public Health educator position.

Mrs. Duncan requested a reclassification of the Public Health Educator from a part time position to a full time position. She said this would also be covered under the grant.

**A motion was made by Mr. Collyer, seconded by Mr. Kinowski to reclassify the Public Health Educator from Part Time to Full Time. Unanimous.**

Mrs. McNamara gave a brief overview of the Vacancy Review.

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

Respectfully submitted,  
Chris Sansom