

Personnel & Insurance Committee Minutes
September 7, 2016 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors John Collyer, Alan Grattidge, Ed Kinowski, Dick Lucia and Chairman of the Board Mo Wright; Chad Cooke, County Administrator; Marcy McNamara, Diane Brown, Wendy Tennant, Personnel; Steve Dorsey, County Attorney, Brian O’Conor, Auditor; Kim Young, CorVel.

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 July 6, 2016 meeting were approved unanimously.

The self-insurance monthly report was distributed. There were 33 new claims for July and 21 new claims for August. Total number of open claims is 249; these open claims can go back as far as the 1980’s. Detailed information on these claims is available by reaching out to Wendy Tennant in Personnel. Ms. Tennant reported that the adjusters at Sedgwick will be doing an analysis on all open claims. August expenses were approximately \$232,000, YTD expenses are just over \$2M, approximately 60% of the budgeted amount.

Kim Young from CorVel provided a report on the top 5 sources of injury on total paid. Maplewood Manor and Saratoga Springs top 5 total paid equals 47% of the total paid. CorVel will be working with Personnel to identify where the claims are coming from and where the issues are, promote injury prevention, identify deficiencies and help enforce safety procedures.

A motion was made by Mr. Grattidge, seconded by Mr. Collyer to authorize a contract with Martin J. McGuinness, Esq. as a part time Assistant Public Defender at salary grade 18 for 35 hours per pay period. Unanimous.

Mr. Wood said that there has been a vacancy in the Public Defender’s Office since June 2. Mr. Schreiber has interviewed Martin J. McGuinness to fill the position. The contract will run from October 7, 2016 to December 31, 2016. Position will be grant funded.

Mr. Wood stated that in June the intern policy was revised which led the County into moving forward hiring summer interns. There were 6 internships at the County this summer placed in the County Administrators office, Personnel, Planning, County Attorney, Emergency Services and Data Processing. Each of the interns wrote an end of internship report and all were very positive.

A motion was made by Mr. Grattidge, seconded by Mr. Kinowski to authorize amendments to the County’s Policies and Procedures Manual to amend the workplace violence policy, add the lockout and shelter in place policy, and add the emergency lockdown policy. Unanimous.

Mr. Wood reported that the workplace violence policy was last revised in 2009. As this policy was being reviewed, it was decided to break this policy into three separate policies. Workplace violence policy, lockout policy and shelter in place policy. Employees that contributed to these policies included the Personnel department, Carl Zeilman from Emergency Services and Deputy Cooper. Lockdown policy pertains to when there is a situation inside the building, Lockout and Shelter in Place policy pertains to when there is a situation outside the building. Training will be provided to the supervisors in the upcoming months.

The wellness committee update was distributed. On a trial basis on Mondays in September 9 Mile East will be at the County building during lunch. Food and fresh vegetables will be available for purchase. Additional upcoming programs include a photo contest, dog walking program and flu clinic. The wellness newsletter is emailed weekly to all county employees and has been well received. The goal for September is to bring awareness to prostate health, suicide awareness, childhood obesity and diabetes.

Mrs. McNamara distributed the vacancy review spreadsheet and went over the positions that are vacant at this time.

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

Respectfully submitted,
Therese Connolly
Legislative Clerk