

Personnel & Insurance Committee Minutes  
November 2, 2016 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors John Collyer, Alan Grattidge, Ed Kinowski, Dan Lewza and Dick Lucia; Spencer Hellwig, County Administrator; Steve Dorsey, County Attorney, Brian O’Conor, Auditor; Marcy McNamara, Diane Brown, Bob Hartman, Stephanie Monaco, Wendy Tennant, Personnel; Lisa Masten, Treasurer.

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

**On a motion made by Mr. Lucia, seconded by Mr. Collyer the minutes of the October 5, 2016 meeting were approved unanimously.**

The self-insurance report was distributed. Mrs. McNamara said that there were 26 new claims for October. Total number of open claims is 230. YTD expenses are at 85%. The return to work rate has increased from last year.

**A motion was made by Mr. Grattidge, seconded by Mr. Kinowski to authorize a five year agreement with Marshall & Sterling for services associated with soliciting insurance carriers and brokers for the County’s property and casualty insurance policies in an amount not to exceed \$80,000. Unanimous.**

Mr. Hellwig said that Marshall & Sterling has prepared the bid specifications and reviewed the proposals for the past two renewal cycles. This agreement will allow them to perform the services for the upcoming renewal in 2017 and again at the end of the three year cycle. During the in-between years Marshall & Sterling will be reviewing existing coverages and making recommendations for any necessary changes.

Mr. Wood reported that the open enrollment period for health insurance runs from October 19 to November 18, 2016. All employees have been notified with information regarding how to make changes. A number of informational sessions have been scheduled to provide employees with answers to any questions they may have. All employees must log onto iNavigator to confirm current coverage or make any changes.

**A motion was made by Mr. Kinowski, seconded by Mr. Lucia to amend the Policies & Procedures Manual to revise the Salary Grade Policy and create Surveillance Cameras in the Workplace Policy. Unanimous.**

Mrs. Brown distributed copies of the draft policies. Mr. Wood said that the Salary Grade Policy was last revised in 2008. The name has been changed to Salary Grade & Promotional Policy and changes help clarify procedures already in place. The Surveillance Cameras in the Workplace Policy is a new policy. Several cameras are already installed at various county buildings. There will be an increase in the number of cameras in the near future. The video surveillance system will allow after the fact investigation of crimes committed against the county or county

employees. In the event that an emergency situation is in progress, the cameras will allow real time feed. The Sheriff's Department will have full access to real time feed.

Mr. Wood said that the Personnel subcommittee consisting of Supervisors Kinowski, Grattidge, Wood, Marcy McNamara, Spencer Hellwig and Chad Cook has met and reviewed the personnel requests for 2017. Mr. Wood said that they had sixty two individual requests that included position creations, classification, salary adjustments and abolishments. The total requested personnel changes cost exceeded \$2 million. The final report with the committee's recommendations will be forwarded to Law and Finance.

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

Mr. Wood said that the Emergency Action Workgroup applied for and was awarded a Homeland Security Grant in the amount of \$124,100 for security improvements in buildings 1-4. They are working with Tyco to finalize the plan. There will be a security lock on the supervisors building entrance and there will be an ability to lock all outer doors from one central location. Installation of additional security cameras will begin shortly and the project should be completed by the end of the year.

**A motion was made by Mr. Kinowski, seconded by Mr. Lewza to change the name of the Personnel & Insurance Committee to the Human Resources & Insurance Committee. Unanimous.**

Mr. Dorsey said that he will include this committee name change in the 2017 Rules of the Board.

**On a motion made by Mr. Kinowski, seconded by Mr. Lewza the meeting was adjourned unanimously.**

Respectfully submitted,  
Therese Connolly  
Legislative Clerk