

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

Present: Chairman Tom Wood; Supervisors John Collyer, Ed Kinowski, Dan Lewza, Bill Peck and Chairman of the Board Mo Wright; Spencer Hellwig, County Administrator; Marcy McNamara, Robert Hartman, Diane Brown, Wendy Tennant, Personnel; Andrew Jarosh, George Martin, Lisa Masten, Treasurer; Steve Dorsey, County Attorney; Nancy Cardella, Kimberly Young, CorVel Corporation.

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

On a motion made by Mr. Collyer, seconded by Mr. Kinowski the minutes of the November 2, 2016 meeting were approved unanimously.

On a motion made by Mr. Peck, seconded by Mr. Kinowski the meeting was adjourned to Executive Session. Unanimous.

On a motion made by Mr. Peck, seconded by Mr. Kinowski the meeting was reopened to Regular Executive Session. Unanimous.

No action was taken.

A motion was made by Mr. Peck, seconded by Mr. Lewza authorizing negotiations to settle up with 36 workers compensation cases for former Maplewood Manor employees. Unanimous.

Mrs. McNamara distributed the self-insurance report and gave a brief overview. There were 21 new claims for November. YTD expenses are at 94% which is right on target. This will be the first time in four years that reserve funds will not be needed.

A motion was made by Mr. Collyer, seconded by Mr. Kinowski authorizing the Saratoga County Self-Insurance Plan name to be changed to the Saratoga County Workers Compensation Plan and the Workforce Innovation Act to the Workforce Innovation and Opportunity Act. Unanimous.

Mrs. McNamara said that the name change for the Workforce Innovation Act was changed by the State and as a result the County needs to be in compliance.

A motion was made by Mr. Lewza, seconded by Mr. Collyer to authorize an agreement with Lawley Insurance for Health Insurance Consulting Services at an annual cost of \$15,000. Unanimous.

Mr. Wood said that this was put out to bid. Previously Marshall and Sterling had provided this service to the county. This service is only needed in the fall of each year for approximately 8 weeks.

A motion was made by Mr. Kinowski, seconded by Mr. Lewza to authorize an agreement with 4mybenefits, Inc. for the development and maintenance of an employee benefits web portal at a cost not to exceed \$70,000. Unanimous.

Mr. Wood said that this agreement will be replacing the current agreement with iNavigator. Initial set up fee is \$10,000 with a monthly fee of \$3.25 per employee and \$1.25 per retiree. 4mybenefits was the only bid response.

A motion was made by Mr. Kinowski, seconded by Mr. Lewza to amend Resolution #169-2016 to approve a revised standard workday reporting resolution for elected and appointed county officials for retirement purposes. Unanimous.

Mr. Wood said that the revision is for two supervisors.

A motion was made by Mr. Kinowski, seconded by Mr. Lewza to adopt the 2017 Compensation Schedule to provide for the abolishment and creation of certain positions. Unanimous.

Mr. Hellwig said that the changes already went through Law and Finance and budget workshop, these revisions to the comp schedule reflect the changes that were approved under the amendments in the tentative budget.

A motion was made by Mr. Kinowski, seconded by Mr. Collyer setting 2017 salaries for county officers, officials, management and confidential personnel who are not members of the collective bargaining unit(s) and do not require a local law for approval. Unanimous.

Mr. Wood said that the employees will receive a 2% increase.

A motion was made by Mr. Collyer, seconded by Mr. Kinowski setting 2017 salaries for certain temporary and part-time employees. Unanimous.

Mr. Wood said that the changes will be effective January 1, 2017 and will reflect a 2% increase on annual base salaries and base salary grade steps.

A motion was made by Mr. Peck, seconded by Mr. Lewza to introduce a Local Law relative to amending the compensation schedule to include a cost of living increase for certain county officials and setting a date for a public hearing. Unanimous.

Mr. Wood said that the public hearing will be held on January 11, 2017 at 4:25pm. There are five elected officials and seven appointed officials that will be covered under this resolution.

Mrs. McNamara distributed the vacancy review report and went over the positions that are vacant at this time. Mr. Wood said that the vacancy review committee will be meeting on December 14, 2016 at 3:15pm

Mr. Wood thanked the committee and county staff for their support throughout the past year. He said that a lot of work was required over the past year and a great job was done. A final summary report will be given to all Supervisors at the December meeting.

Mr. Dorsey said that a number of the resolutions put forth at today's meeting will be on the agenda for adoption at the special meeting of the board on December 14, 2016

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

Respectfully submitted,
Therese Connolly
Legislative Clerk