

Human Resources & Insurance Committee Minutes
January 9, 2017 – 2:00 p.m.

Present: Chairman Tom Wood; Supervisors, Alan Grattidge, Art Johnson, Peter Martin, Tim Szczepaniak, Mo Wright and Chairman of the Board Ed Kinowski; Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Diane Brown, Bob Hartman, Wendy Tennant, Personnel; Susan Hayes-Masa, Coroner; Michael Prezioso, Carol Lyte, Mental Health; Andrew Jarosh, Lisa Masten, Treasurer.

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

On a motion made by Mr. Grattidge, seconded by Mr. Szczepaniak the minutes of the December 7, 2016 meeting were approved unanimously.

Mr. Wood announced the appointment of Supervisor Peck as the Committee Vice-Chair.

Mrs. McNamara distributed copies of the self-insurance report and gave an overview. In December there were 22 new claims. Total paid out in December was \$201,882.59. Resources have been set aside to close out the Maplewood Manor cases. Mr. Wood said that the switch over to Corvel has provided positive results.

A motion was made by Mr. Wright, seconded by Mr. Szczepaniak, to authorize a contract with Catalog and Commerce Solutions, LLC to provide and install a Personnel and Civil Service Software System to ensure compliance with NYS Civil Service Laws at a cost of \$34,750. Unanimous.

Mr. Wood said that the former company went out of business. An RFP was sent out and there was one response to the RFP. The total cost for the first year is not to exceed \$34,750 and renewals fees for years 2-4 would be \$5,700 and for year 5 would be \$5,900.

A motion was made by Mr. Johnson, seconded by Mr. Grattidge, to amend the 2017 Compensation Schedule under Mental Health, Substance Abuse Program to remove the position of Psychiatrist, PT Contract and amend the position of Physician, PT Contract to Medical Director, PT Contract and authorizing a contract with Manuel Astruc, MD for \$200/hr. Unanimous.

Mr. Wood said that the current private rate for these Psychiatrists is in excess of \$250/hour. Dr. Prezioso said that the Office of Alcohol and Substance Abuse Services licenses the Addictions Program and they require a Medical Director for the position. This position is needed to continue to run the program. The additional costs will be offset due to increased productivity and an increased rate of reimbursement. The position is for one 7-hour day per week.

A motion was made by Mr. Grattidge, seconded by Mr. Wright, to appoint R. Daniel Jones as a Deputy County Coroner and authorizing a minor contract in an amount not-to-exceed \$15,000. Unanimous.

Mr. Wood said the current Deputy Coroner has resigned. The rate per death is \$100 plus mileage. The Deputy Coroner will be on call 24/7. Mrs. Hayes-Masa said that they interviewed three individuals. Mr. Jones is a retired investigator from the Sheriff's Department. He has unlimited availability and a strong geographical knowledge of Saratoga County. The Deputy Coroner covers calls that come in when the County Coroner is unavailable.

A motion was made by Mr. Grattidge, seconded by Mr. Johnson, to authorize an amendment to the Policies and Procedures Manual to revise the Safety and Accident Reporting Procedure now titled Accident and Injury-Reporting Involving County Property or Non-Employees, and Workers' Compensation Policy. Unanimous.

Mr. Wood said that this policy was last revised in 2008. Reference to the Saratoga County Safety Management Manual has been removed, the manual is outdated and was found to be not necessary for the policy. Procedure was added for non-employee injuries. Procedure was clarified regarding vehicle or property damage.

A motion was made by Mr. Szczepaniak, seconded by Mr. Wright, to authorize amendments to the Policy and Procedures manual to revise the Workers' Compensation Policy. Unanimous.

Mr. Wood said that this policy was last revised in September 2006. Changes include procedures that must be followed when an employee reports an incident or injury, the section regarding the employment of minors was removed.

A motion was made by Mr. Szczepaniak, seconded by Mr. Johnson, to authorize amendments to the Policy and Procedures manual to revise the Salary Grade and Promotional Policy. Unanimous.

Mr. Wood said that the policy was last revised in November 2016 however one paragraph needed to be revised.

A motion was made by Mr. Grattidge, seconded by Mr. Wright, to authorize amendments to the Policy and Procedures Manual to update references for Department name change from Personnel Department to Human Resources Department, Data Processing to Information Technology, Mental Health to Mental Health and Addiction Services, and WIA and WIA Program to WIOA and WIOA Program. Unanimous.

Mr. Wood said that this will cover any changes needed throughout the Policy and Procedures Manual that involve the name changes that were approved last year.

A motion was made by Mr. Szczepaniak, seconded by Mr. Johnson, to authorize an amendment to the 2017 Saratoga Compensation Schedule to reclassify one Senior Typist to one Legal Assistant under County Attorney. Unanimous.

Mr. Wood said that the base salary for the Legal Assistant would be \$40,907. Mr. Dorsey said that the position includes drafting contracts and is responsible in ensuring that the proper insurance documentation is in place.

A motion was made by Mr. Wright, seconded by Mr. Szczepaniak, to authorize an amendment to the 2017 Compensation Schedule to reclassify a Supervising Community Mental Health Nurse to a Senior Community Mental Health Nurse under Mental Health and Addiction Services. Unanimous.

Mr. Wood said that the base salary for the Senior Community Mental Health Nurse is \$60,408. This change will result in a savings for the Department. The Supervising Community Mental Health Nurse is retiring and Mrs. McNamara said that there is no longer a need for the higher level position.

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 January 11, 2017.

Mr. Wood said that as of next month, the Human Resources and Committee will meet on the first Wednesday of the month at 3pm.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board