

Human Resources & Insurance Committee Minutes
February 8, 2017 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Art Johnson, Dan Lewza, Bill Peck, Tim Szczepaniak, Mo Wright; Spencer Hellwig, County Administrator; Steve Dorsey, County Attorney; Brian O’Conor, Auditor; Susan Hayes-Masa, Coroner; Marcy McNamara, Diane Brown, Wendy Tennant, Human Resources; Andrew Jarosh, George Martin, Lisa Masten, Treasurer; Michael Zurlo, Richard Emery, Sheriff; Kim Young, Corvel.

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

On a motion made by Mr. Lewza, seconded by Mr. Szczepaniak, the minutes of the January 9, 2017 meeting were approved unanimously.

Mrs. McNamara distributed copies of the self-insurance monthly report and gave an overview. There were 25 new claims for January, of these 25 there were 5 that did not call the 1-800 number. Total paid out in January was \$190,967.49. From July 2016 to January 2017 there were 107 calls to the 24/7 line, 43 of these calls did not need a doctor visit, this resulted in an estimated savings of \$55,900.

Mr. Wood said that the County reached out to all 36 of the claimants from Maplewood Manor workers comp cases. Mrs. McNamara said that letters were sent out, and they have 7-10 days to respond, today is day 3. Next month they will have a much better idea of responses.

Mr. Wood introduced Kim Young from Corvel. Ms. Young will be meeting with Mrs. McNamara and Mrs. Tennant to review some of the more complicated claims and strategizing. Corvel will be back August to meet with the sub-committee to review benchmarking and cost analysis.

A motion was made by Mr. Peck, seconded by Mr. Johnson, to introduce a proposed local law to repeal Local Law 4-96 and recodify the administrative rules for the Saratoga County Workers' Compensation Plan and setting a date for a public hearing on March 15, 2017 at 4:22 pm. Unanimous.

Mr. Wood said that the current law was established in April of 1996. After review by Steve Dorsey, the changes are substantial enough to warrant a new law rather than amending the current law.

A motion was made by Mr. Szczepaniak, seconded by Mr. Lewza, to appoint Eugene M. LaDue as Deputy County Coroner and authorizing a minor contract in an amount not-to-exceed \$15,000. Unanimous.

Mr. Wood said that last month the Committee appointed a Deputy Coroner however due to a family medical emergency, the person had to decline the appointment. Mrs. Hayes-Masa said

that Mr. LaDue is a retired Fishkill Police Detective and lives in Round Lake. He is currently the Round Lake Fire Captain and is well versed in law and the geographical area.

A motion was made by Mr. Johnson, seconded by Mr. Peck, to authorize an amendment to the contract with MVP Insurance Company to provide for an increase of \$60,378.10 for additional insurance claims. Unanimous.

Mr. Wood said that the amount spent was 2.83% above what was contracted. There were 51 individuals added to the insurance throughout the year and 35 removed for a net difference of 16 additional. There were 11 spouses added to the plan, however these spouses do pay 100% of the premium.

A motion was made by Mr. Wright, seconded by Mr. Lewza, to ratify the 2015-2018 contract with Saratoga County Sheriff's Officers Association, adjusting the 2017 Saratoga County Compensation Schedule to adopt the 2017 Saratoga County Sheriff's Officers Association compensation matrix and amending the 2017 budget in relation thereto. Unanimous.

Mr. Wood said that the current contract with the corrections officers expired December 31, 2014. The County has been engaged in negotiations for over 3 years to come up with a contract. There were over 9 formal negotiation meetings held. There are 219 members in the union. For 2015, 2016, 2017 and 2018 there will be a 2% raise per year. A provision for drug testing has been added. Increases in uniform and meal allowance. Mr. Zurlo thanked the negotiating committee for their work.

A motion was made by Mr. Szczepaniak, seconded by Mr. Johnson, to authorize an amendment to the 2017 Saratoga County Compensation Schedule to reclassify one Personnel Clerk to one Civil Service Specialist under Human Resources, one Information Processing Specialist to Typist under Human Resources, a salary adjustment for a Civil Service Specialist to Grade 10 under Human Resources, and reclassify one Animal Shelter Aide to one Animal Shelter Coordinator under Animal Shelter. Unanimous.

Mr. Wood said that they will have two employees working on Civil Service, one for Towns and Schools and one for the County. These employees will be cross trained to be able to cover in the absence of another. Mr. Wood said that NYS Civil Service no longer recognizes Information Processing Specialist as a title and this will be replaced with the title Typist. Mr. Wood said that the Animal Shelter Coordinator position will have a base salary of \$41,355 and the position will provide better management and oversight of the Shelter Aides.

Mrs. McNamara said that the position of Confidential Secretary in the County Administrators office will not be filled in 2017. The Human Resources Department worked together with the County Administrators office to share a full time position between both departments.

A motion was made by Mr. Peck, seconded by Mr. Wright, to authorize an amendment to the Policy and Procedures Manual to revise the Managerial Evaluations Policy. Unanimous.

Mr. Wood said that the current policy was adopted in March 2012. Mr. Dorsey reviewed the changes and recommended to repeal the current policy and create a new policy. All Department Heads will be required to attend quarterly Department Head meetings and annual management training.

A motion was made by Mr. Lewza, seconded by Mr. Johnson, to authorize an amendment to the Policy and Procedures Manual to include a CDL Drug and Alcohol Testing Plan Policy. Unanimous.

Mrs. Brown distributed copies of the new policy. Mr. Wood said it's a 46 page policy with 8 appendices and reflects changes in laws and regulations. The former policy was adopted in 1995. Mr. Wood said that some of the appendices and sections include prior testing history of an individual, a section on definitions, a review of the various drugs and information about them, substance signs and symptoms. Employees will be required to sign off on the policy.

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

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board