

Human Resources & Insurance Committee Minutes
April 5, 2017 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Alan Grattidge, Art Johnson, Dan Lewza, Bill Peck, Tim Szczepaniak, Mo Wright and Chairman of the Board Ed Kinowski; Spencer Hellwig, Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Andrew Jarosh, County Treasurer; Marcy McNamara, Diane Brown, Wendy Tennant, Human Resources; Dominic Gallo, Jane Sexton, Cool Insurance; Ken Grey, Lorraine Emerick, Marshall & Sterling.

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

On a motion made by Mr. Lewza, seconded by Mr. Peck, the minutes of the March 8 and March 13, 2017 meetings were approved unanimously.

The monthly workers compensation report was distributed and Mrs. McNamara gave an overview. There were 36 new claims for March however 14 of these claims were reports only that did not need medical attention. Of the 36 calls, only 5 did not call the 24/7 1-800 number. Total paid out in March was \$282,265.64. Of the 36 outstanding claims for Maplewood, the 5th claim was settled last month. The budget is at 16.3% for the first quarter of 2017 as opposed to 27.6% for the same period in 2016.

A motion was made by Mr. Peck, seconded by Mr. Johnson, to authorize the County's renewal insurance policies for property and casualty insurance coverages with Allied/Travelers in the amount of \$706,104 with additional amounts of \$5,000 for miscellaneous added coverages through May 8, 2018 and \$13,153.57 to satisfy the County's 5-year capitalization fee with NYMIR. Unanimous.

Mr. Wood introduced Dominic Gallo from Cool Insurance and Ken Grey from Marshall & Sterling who gave an overview of the County Insurance policy renewal. The policy is renewed every year, the NYMIR proposal came back at \$859,868.95 and the Allied/Travelers proposal came back at \$706,104. Mr. Gallo commended NYMIR on the job they did for Saratoga County, especially while insuring a nursing home.

Capitalization cost for NYMIR was \$13,153.57 per year for five years and there is one year left to pay, however savings by changing to Allied/Travelers are still significant. Mr. Gallo said that they went to 6 separate carriers for pricing and Allied/Travelers came back with the best pricing. Mr. Gallo also said that there have been increases to the county property values, boilers, pump stations etc. Insurance will be at 100% replacement cost.

A motion was made by Mr. Grattidge, seconded by Mr. Wright, to introduce a proposed local law relative to authorization for the Deputy County Administrator to act for and in place of the County Administrator when the County Administrator is not available and setting a date for a public hearing to be held May 10, 2017 at 4:25 p.m. Unanimous.

Mr. Wood said that the Deputy County Administrator position was created January 1, 2015 and is still pending Civil Service classification. In order for Civil Service to place this position in the exempt class, a local law is required.

A motion was made by Mr. Grattidge, seconded by Mr. Lewza, to authorize an amendment to the Saratoga County Policies and Procedures Manual to provide for the revision of the Snow and Emergency Days policy now titled Official Emergency Closing Policy. Unanimous.

Mr. Wood said that due to the recent closure of the Saratoga County offices, they decided to revisit the policy. This policy was last revised in 1980. The revised outlines the policy that will be followed in case of emergency or when the operation of county facilities could be hazardous to the lives of employees. The policy also highlights where closing information will be posted and distributed.

Mr. Wood said that Mr. Hellwig sent thank you letters to approximately 120 county employees who worked during the recent snowstorm when the County offices were closed.

A motion was made by Mr. Szczepaniak, seconded by Mr. Peck, to authorize an amendment to the Saratoga County Policies and Procedures Manual to provide for the revision of the Tuition Assistance Policy now titled Management Development and Continuing Education Policy. Unanimous.

Mr. Wood said that this policy was last revised in 2004. The policy is being updated to recognize department heads and management staff who are in pursuit of educational opportunities for professional growth and development. The new policy allows for degree and certification programs. The new policy has a lifetime total cap of \$10,000 per employee. Several criteria must be met in order to qualify for assistance and reimbursement.

A motion was made by Mr. Szczepaniak, seconded by Mr. Lewza, to authorize an amendment to the 2017 Saratoga County Compensation Schedule to reclassify (1) Senior Account Clerk (Conf.) to (1) Human Resources Clerk. Unanimous.

Mr. Wood said that the reclassification is being requested to better suit the job functions of the position. The minimum qualifications will be higher.

Mr. Wood said that starting this year, Department Head meetings will be held quarterly. The next meeting has been scheduled for May 4th and succession planning will be a topic that will be covered. Each Department Head will be provided with a list of employees who are eligible for retirement prior to December 31, 2018. The Human Resources office will be surveying each Department to get an idea as to who may be retiring and what the next steps will be. Mr. Szczepaniak requested a quarterly update to the committee on succession planning.

Mr. Hellwig gave a brief update on the status of the Gramercy Communications contract. Mr. Hellwig has met with the company discussing how to raise the profile of the Board of Supervisors and the various initiatives that the Board is involved in. Mr. Hellwig has asked them

to submit a 30-60-90 day strategy on how the process will be initiated. Mr. Hellwig has also asked them to attend the Department Head meeting scheduled for May 4. There will be protocols in place on how and when this company will be used.

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

Mr. Wood appointed the following to a sub-committee to manage the transition of the Director of Finance position; County Administrator Spencer Hellwig, County Treasurer Andrew Jarosh, Chairman of the Board Ed Kinowski, Chairman of Law & Finance John Collyer, Director of Human Resources Marcy McNamara and Chairman of Human Resources Committee Tom Wood. Mrs. McNamara is currently working on the job description and a meeting will be set up in the near future.

Mr. Wood said that a number of County Employees recently received recognition. Lauren Roberts, County Historian, was recently recognized by the New York State Historians Office. Colonel Richard Emery and Captain Mark Corbett were co-winners of the VINE award which is the Victim Information and Notification Everyday award. Director of Planning Jason Kemper is being inducted into the Outdoorsman Hall of Fame on Saturday, April 29, 2017. Mr. Kinowski also acknowledged District Attorney Karen Heggen for her time and effort involving the recent crime victims' candlelight vigil event.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board