

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

Present: Chairman Tom Wood; Supervisors John Collyer, Alan Grattidge, Art Johnson, Dan Lewza, Bill Peck, Tim Szczepaniak, Mo Wright and Chairman of the Board Ed Kinowski; Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Brian O’Conor, Auditor; Marcy McNamara, Diane Brown, Wendy Tennant, Human Resources.

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 April 5, 2017 meeting were approved unanimously.

Mrs. McNamara distributed the monthly workers compensation report and gave a brief overview. There were 28 new claims for April 2017, of which only 3 did not utilize the 24/7 1-800 number. Mrs. Tennant has contacted those who did not call to remind them. One large claim for Public Works was due to a helicopter emergency flight for to a Public Works injury in Edinburg. Medivac flights are not in the workers comp fee schedule however Human Resources was able to get the fee reduced by 20%. For the Maplewood Manor claims, two have been closed and six more are in the final stages of being closed. The workers comp budget is currently at 25%.

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 Probationary Period policy. Unanimous.

The draft policy was distributed. Mr. Wood said that the policy was last revised in 1990. The proposed policy reflects the changes to civil service rules since then. Some of the highlights include updates to probationary period for trainee appointees, termination of probationers, trainee appointments, promotions and transfers, absence during probationary period and reinstatement after separation of employment. Mr. Kinowski suggested that that the language in the paragraph addressing absence during the probationary period be clarified to cover extenuating circumstances.

Mr. Wood said that there are currently four Lieutenants in the Sheriff’s Department and they are members of Council 82. The Lieutenants have concerns being members of Council 82 since they are oftentimes put in the position of interviewing and recommending discipline against members of their own union. They are functioning in a management role but are members of Council 82. The Lieutenants have communicated with Council 82 and are anticipating that the union will release them. If the Lieutenants opt out of Council 82 they will probably then form their own union which the County would negotiate with. Mrs. McNamara said that they have not seen anything in writing from Council 82 yet that they are going to release the Lieutenants from their union. Mrs. McNamara said that if they are released, they will need to wait 30 days before their contracts expire and also get a ruling from PERB to break free. Mr. Wood said that they will continue to update the committee as information comes in.

Mr. Wood said that over the next five years there is potential for a significant number of county employees to retire. Currently there are potentially 89 employees who will be eligible for retirement if they choose, 10 of which are department heads. Succession planning will be discussed at the department head meeting scheduled for May 4th. An interview sheet has been prepared for department heads to use as they conduct conversations with their employees who may be eligible to retire. Mrs. McNamara said that NYS is available to come to the County for one day to discuss the retirement process to potential retirees. Employees can also make an appointment with NYS and meet with retirement specialists in Albany to discuss the financial aspects of retiring. Mr. Wright said that employees should be encouraged to weigh out the benefits of retiring early vs. the cost of health insurance as retiring early may not always be the best option financially for the employee.

Mr. Wood gave a brief update of the Safety Committee Security Project. At this point the security cameras have been installed and are all in operation. There is approximately \$10K remaining in grant funds and they are looking at adding cameras in parking lots. The Supervisors parking lot door and other side doors will need either fobs or key cards to gain access. Locks will be activated by June 1 and training sessions will be conducted prior to this date. Mr. Grattidge thanked Chairman Wood on the work he and the team have done on this project.

Mr. Wood said that County Administrator Spencer Hellwig will be meeting with Department Heads on May 4, topics for discussion include succession planning and Gramercy Communications.

Mr. Wood gave a brief update on Blue Shield Walking Works. The event begins on May 3rd and runs through June 28th. This program encourages employees to participate in the walking works program and ultimately improve the health of county employees. The goal of the event is for the walkers to walk the distance from New York to Los Angeles. Incentives such as \$25 gift certificates will be provided to encourage more employees to participate.

Mr. Wood said that an MVP Retiree Health Fair has been scheduled for July 20, 2017 in the County Board Room. All retirees will be invited to the event. There will be a number of stations set up focusing on different health related topics and a customer service area to answer specific questions.

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 meet on May 10 at 2:30pm.

Mr. Wood said that a number of employees were recently recognized for their service. Jason Kemper was inducted into the NYS Outdoorsmen Hall of Fame on April 29. County Clerk Craig Hayner acknowledges employees for outstanding Public Service with the "Excellence in Service Award", this year's employees honored were County Clerk's Office: Gretchen Wescott, DMV-Clifton Park: Laurie Gullie, DMV-Ballston Spa: Jacqueline Staskowski and DMV Wilton: Laura Clute.

On January 9, 2017 while transporting two clients, Joanne Monaco, DSS Chauffeur went into action most likely saving a client's life. The client was unresponsive. Joanne immediately checked for a pulse and then called 911. She followed the 911 operator's directive of pulling the client out of the car and assisted in the process of delivering CPR. The client survived.

Assistant District Attorney Katherine DeMartino was recently recognized for her work in the NYS STOP DWI foundation and Mothers Against Drunk Driving.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board