

Human Resources & Insurance Committee Minutes
June 7, 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, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Diane Brown, Wendy Tennant, Human Resources; Brian O’Conor, Auditor; D’Arcy Plummer, Lisa Master, Treasurer; Abbey Higgins, Laura Labate; Interns; Pat Malleolo, Lawley Insurance.

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

Mr. Wood welcomed two summer interns that are attending the meeting, Laura Labate interning in the HR Department and Abbey Higgins interning in the Public Works and HR Department.

On a motion made by Mr. Lewza, seconded by Mr. Peck, the minutes of the May 3, 2017 meeting were approved unanimously.

Mrs. McNamara distributed the monthly workers compensation report and gave a brief overview. There were 35 new claims for May 2017 of which 13 were reports only, mostly trips and falls. Of the 35 calls, 11 did not use the 1-800 number. 4 of these went directly to the ER and 3 were delayed calls. The remainder were called by Mrs. Tennant to remind them. Human Resources will also provide additional cards and reminders to the Supervisors for each of their municipalities.

Total paid out in May was \$287,977.69. Budget is currently at 32%. For Maplewood Manor claims, two more have been settled bringing the total claims settled to 8. The remainder of the claims are moving forward.

Mr. Szczepaniak inquired about training for employees regarding slips, trips and falls. Mrs. McNamara said that Mrs. Tennant will be addressing it in the near future.

Mr. Wood introduced Pat Malleolo from Lawley Insurance. Mr. Malleolo distributed handouts and gave a brief update on the history of the County’s Health Insurance Policy over the past 3 years. Mr. Malleolo updated the committee on the timeline of the next health insurance policy renewal. Renewals from carriers and vendors will be requested this month, reviewed in July and based on committee discussion, negotiate to renew and/or go out to market in early August. Review, correct and negotiate marketing results will be done toward the end of August. Final decisions are scheduled for mid-September for open enrollment to begin by the end of September. Stop loss renewal is scheduled for finalization in early October.

A motion was made by Mr. Szczepaniak, seconded by Mr. Lewza, to authorize an amendment to the Saratoga County Policies and Procedures Manual to provide for the revision of the Acceptable Use of County Information Technology Resources Policy. Unanimous.

The draft policy was distributed. Mr. Wood said that the policy was last revised in October 2016. The revisions cover reimbursement to the County for overage charges on mobile devices used by employees due to personal use.

A motion was made by Mr. Szczepaniak, seconded by Mr. Johnson, to amend resolution 267-2016 and approving a revised standard work day reporting resolution for elected and appointed county officials for retirement purposes. Unanimous.

Mr. Wood said that the County is required to review for any changes or new employees every six months. This particular amendment is for Supervisor Jon Schopf.

Mrs. Brown distributed an updated county organizational chart. Mr. Kinowski had requested that the organizational chart for key county employees and departments be updated. Mr. Wood said that this chart shows the relationship between the Board of Supervisors, County Administrator, elected and appointed officials and department heads.

Mrs. McNamara distributed the vacancy review report and went over the positions that are vacant at this time. Mr. Grattidge inquired about the additional Sheriff positions in this year's budget. Mrs. McNamara said that they have had meetings with the Sheriff regarding his staffing levels. Six of the ten positions have been filled however the Sheriff has additional positions that need to be filled, an agility test was just conducted this past weekend.

Mr. Wood said that a meeting was held on May 25 finalizing the Director of Finance job description. The job announcement has been sent out and applications are due back June 20.

Mr. Wood said that a number of employees were recently recognized for their service. County Attorney Steve Dorsey was elected President of the County Attorneys' Association of the State of New York at their recent annual meeting.

District Attorney Karen Heggen was recently recognized at the 2017 Women of Influence luncheon as one of six outstanding women leaders in Saratoga County.

Carol Turney, Deputy of Elections will be retiring this month after 25 years of service.

County Clerk Craig Hayner reported that he received a letter from Schenectady County residents who recently used the Clifton park DMV office commending the staff, particularly Carrie and Angela.

Mr. Wood said that the security upgrades are almost complete. Key fobs and cards are currently being distributed to Supervisors and the computer program is being fine-tuned.

Mr. Wood updated the committee regarding the efforts of lieutenants to form their own union. At this point Local 82 has not agreed to release them from the Union.

Mr. Wood said that flu shots will be scheduled for employees in the fall.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board