

Human Resources & Insurance Committee Minutes
September 6, 2017 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Art Johnson, Bill Peck, Tim Szczepaniak, Mo Wright and Chairman of the Board Ed Kinowski; Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Diane Brown, Wendy Tennant, Human Resources.

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

Mrs. McNamara introduced several of the staff from the Human Resources Department. Some of the staff are new employees and some of the positions have also changed within the department. The staff introduced themselves to the committee and listed their current responsibilities within the HR department. Mr. Peck complimented the department on the weekly wellness e-newsletter.

On a motion made by Mr. Szczepaniak, seconded by Mr. Wright, the minutes of the August 2, 2017 meeting were approved unanimously.

Mrs. McNamara distributed the monthly workers' compensation report. There were 35 new claims in August. 4 of the claims were exposure cases. Of the 35 claims, 2 did not call the 1-800 number however these two calls were true 911 emergencies. One additional Maplewood Manor case has been settled.

Mrs. Tennant said that tick exposure has increased in the state and the best way to combat is to take preventative actions prior to going out in the field. Mrs. Tennant passed around a sample of the spray they are recommending employees use, OFF deep woods insect repellent. Mrs. Tennant also passed out tick removal first aid kits and recommended a twist tick removal tool. Mrs. Tennant has reached out to the Highway, Sewer and Sheriff's departments to make sure they know to apply the insect repellent prior to going out into an area that may have a tick. Mrs. Tennant said that there is a link on the Saratoga County website that provides information on prevention and symptoms of tick illnesses. Mr. Kinowski informed the committee of a safety sleeve that covers boot to leg that prevents tick bites.

A motion was made by Mr. Peck, seconded by Mr. Johnson, to authorize an amendment to the County's Policies and Procedures Manual to provide for a revision to the Health Insurance Policy. Unanimous.

Mr. Wood said that this resolution was last amended in 2016 and the changes deal with when a new employee's health insurance policy takes effect or when they leave employment, how long they will continue to have health insurance. Health Insurance coverage for new employees will begin on the 1st day of the month after employment start day. Currently new employees have to wait 60-90 days for health insurance to be effective even through their deductions took effect on their first pay period. When they left employment they would have coverage for 60 days after their separation date. With the new policy, employees' health insurance coverage will end 30

days after separation date. Similar timing amendments were included for retirees that contribute towards health insurance.

A motion was made by Mr. Wright, seconded by Mr. Szczepaniak, to authorize an amendment to the 2017 Saratoga County Compensation Schedule to reduce the County Auditor salary grade from Grade 19 (\$88,201) to Grade 17 (\$77,090) effective September 22, 2017. Unanimous.

Mr. Wood said that this grade was changed from 17 to 19 last year due to some added responsibilities, particularly in the area of auditing health insurance issues and claims. Many of these responsibilities will now be brought back to the Human Resources Department. The Auditors position opening will be posted at Grade 17.

Mr. Wood gave a brief summary of the summer student intern program. There were 10 interns this summer assigned to the Animal Shelter, County Attorney, County Clerk, DPW, Human Resources, Information Technology, Mental Health and the Office of the Aging. Interns worked from 1 month up to 12 weeks and the program was very successful.

Mr. Wood said that a selection has been made for the new Director of Finance starting September 22. One of the Deputy Treasurers will be assisting the new employee in training during the transition period. They will be proposing an additional \$5,000 stipend for the Deputy as part of the 2018 budget to add the amount to the comprehensive schedule for one year only. Additional duties will include ongoing training on the new AS400 system and training for opening and closing the books, for the next 4-5 months and could involve evening and weekend time.

Mrs. McNamara distributed the vacancy review report and went over the positions that are vacant at this time. Mr. Wood said that the subcommittee will be meeting in September.

Mr. Wood said that each month they like to recognize employees for special achievements and accomplishments. Mr. Wood said that Marcy McNamara ran the NYC Marathon two years ago and last month she entered, and successfully completed, the Lake Dunmore Triathlon in Vermont. She swam 1 mile, rode 28 miles on her bike and completed the event with a 7 mile run with a combined time of 3 hours and 37 minutes.

Mr. Wood said that Mrs. McNamara has been working closely with the department heads for their 2018 staffing needs.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board

