

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

Present: Chairman Tom Wood; Supervisors Alan Grattidge, 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, Mike Petta, Wendy Tennant, Human Resources; D'Arcy Plummer, Lisa Masten, Treasurer.

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

**On a motion made by Mr. Grattidge, seconded by Mr. Wright, the minutes of the November 8, 2017 meeting were approved unanimously.**

Mrs. McNamara distributed the Workers Compensation monthly report. For November 2017 there were 21 new claims of which 16 were report only. There were two additional settlement agreements with Maplewood Manor, which brings the total amount of cases settled to 12 out of 36. Unfortunately, of the 21 new claims, 14 did not utilize the 1-800 number. Mrs. McNamara said that they will be following up with all of the offenders and research why the number was so high. Supervisor Peck suggested that a memo be sent in January to all of the municipalities including volunteer fire departments, ambulance corps etc. reminding them of the 1-800 number and process that should be taken. Mrs. McNamara said that they are currently at 65% of their budget through the end of November.

**A motion was made by Mr. Peck, seconded by Mr. Szczepaniak, to adopt the 2018 Saratoga County Compensation Schedule. Unanimous.**

Mr. Wood said that this compensation schedule will provide for the abolition and creation of certain positions. A sub-committee was formed that met on three separate occasions to come up with a list of recommendations for abolition and creation of jobs. The recommendations were approved by Law & Finance and they were also approved as amendments to the tentative budget. This change to the compensation schedule represents positions from 15 different County departments. There are 11 reclassifications, 14 abolishments, 21 creations and 5 salary increases.

**A motion was made by Mr. Grattidge, seconded by Mr. Peck, to set 2018 Salaries for certain County Employees. Unanimous.**

Mr. Wood said that this will represent employees that are not covered by a collective bargaining agreement. This will amend the compensation schedule by increasing the annual base salaries and base salary step by adding 2% for all officers, officials and employees who are not members of bargaining units and those who do not require a local law for the approval of their salary increase. This represents staff from 23 different departments, 80 employees and 18 confidential employees.

**A motion was made by Mr. Wright, seconded by Mr. Johnson, to a set 2018 Salaries for certain Temporary and Part-Time Employees. Unanimous.**

Mr. Wood said that this will amend the compensation schedule by increasing the annual base salaries and base salary step by adding 2% to the 2017 base salary and steps of all temporary and part time employees not covered by a bargaining unit. There are a little less than 80 employees impacted by this.

**A motion was made by Mr. Szczepaniak, seconded by Mr. Wright, to introduce a local law to amend the 2018 County Compensation Schedule to provide a cost-of-living increase for certain County Officials, and setting a date for a public hearing thereon. Unanimous.**

Mr. Wood said that the public hearing will be set for January 10, 2018 at 4:25pm. Mr. Wood said that this covers 2 elected and 6 appointed positions. These positions include the County Coroner, County Treasurer, Commissioner of Elections, Director of Real Property, Commissioner of Public Works, Director of Human Resources and the Commissioner of Social Services. Mr. Dorsey said that the elected and appointed positions on this resolution are officials that are receiving a mid-term pay increase. This Local Law is subject to a permissive referendum which means that after the Board adopts the local law, there is a 45-day period in which any concerned citizens wishing to call for a public vote on this pay raise may go out, circulate and collect enough petitions to change the course of the permissive referendum. Assuming that does not happen, the pay raise will go into effect 45 days after the Local Law is passed. The pay raise will be retroactive.

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

Mr. Wood said that each month they like to recognize employees for special achievements and accomplishments.

#### Jennifer Buckley

Major Robert Patnaude, Troop Commander, Troup G, New York State Police sent a letter of appreciation to Karen Heggen regarding Senior Assistant Attorney Jennifer Buckley's work on two sexual abuse cases involving young children. Her extraordinary efforts resulted in the guilty plea to serious charges of both individuals resulting in lengthy prison sentences, thereby saving several young victims from having to testify in a trial.

#### Patrick Campion

Court Officer Anton Lo Presti, of the NY State Unified Court System, sent a letter of appreciation to Karen Heggen regarding Senior-Assistant Attorney Patrick Campion's presentation on the prosecution of DWI offenses to the students of the Schuylerville Personal Law class.

#### Tiffany Armitage

Tiffany Armitage, Civil Service Specialist, did an excellent job coordinating the Deputy Sheriff Civil Service Exam that was given on December 2<sup>nd</sup>. There were 331 candidates who took the

exam. There were 17 proctors including Tiffany. The Sheriff also provided two deputy sheriffs who monitored the hallways.

Meghan Riihimaki

On Wednesday, November 29th, Meghan Riihimaki, Substance Abuse Program Coordinator from Mental Health provided an excellent training program for DPW and Sewer District supervisors who may have to determine whether a CDL driver should be tested for reasonable suspicion and reasonable cause. The training included information on the specific physical, behavioral, and performance indicators of probable drug and alcohol use.

Mr. Wood thanked Public Health for administering over 600 flu shots at the County recently.

Mr. Peck added that the news is reporting it will be a bad flu season and encouraged people to get their shot.

Mr. Wood thanked the Committee and supporting staff for their commitment and support over the past year. Several committee members commended Mr. Wood on his leadership of the committee over the year.

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

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board