

Human Resources & Insurance Committee Minutes  
February 6, 2018 – 4:00 p.m.

Present: Chairman Tom Wood; Supervisors Vincent DeLucia, Alan Grattidge, Art Johnson, Dick Lucia, Mo Wright and Chairman of the Board Ed Kinowski; Spencer Hellwig, Brian O’Conor, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Diane Brown, Wendy Tennant, Human Resources; John Warnt, Purchasing; Andrew Jarosh, Treasurer; Press.

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

**On a motion made by Mr. Grattidge, seconded by Mr. Lucia, the minutes of the December 6, 2017 meeting were approved unanimously.**

Mr. Wood announced the appointment of Mr. Peck as Committee Vice Chair.

Mrs. Tennant distributed the monthly workers’ compensation reports. For January 2018, Mrs. McNamara said that the number of new claims is high due to ice and snow. There were 47 new claims compared to 25 in January 2017. 22 of the 47 claims were due to ice and snow. Total paid out in January is \$282,932 which is 6% of their total budget. Of the 47 claims, 9 did not call the 24/7 number. 2 of the 9 were falls that needed to go to the emergency room. The remaining 7 were highway departments. Mr. Grattidge suggested that Workers Compensation request to address the County Association of Highway Superintendents monthly meeting to update them on calling the 24/7 number. Mrs. McNamara said that they are still working on closing the Maplewood Manor cases. Decembers report was included in the handout.

**A motion was made by Mr. Grattidge, seconded by Mr. Lucia, to authorize an amendment to the 2017 Dental Insurance contract with Metropolitan Life Insurance Company, Inc. to provide an additional \$2,074.23 in premium costs. Unanimous.**

Mr. Wood said that the amendment reflects a 0.32% of the actual cost. The amended total for the agreement is \$650,714.31.

**A motion was made by Mr. DeLucia, seconded by Mr. Johnson, to amend the Policies and Procedures Manual relative to the use and maintenance of county owned vehicles and operation of personal vehicles for county business. Unanimous.**

Copies of the current policy with suggested revisions was distributed. Wood said that the policy was last updated in 2006. The main change to the policy is regarding the blue cards. Previously a defensive driving course had to be taken in order to be issued a blue card and be authorized to operate a county vehicle. Currently there is no insurance premium reduction in requiring employees to take the defensive driving course. Since there is no economic gain to the county in requiring employees to take the course, it was decided to remove that portion from the policy. There were additional costs incurred in the cost of providing the defensive course, \$19 per

employee, along with the loss of time worked attending the course. Mrs. McNamara said that they will be removing all references to blue cards. Mrs. McNamara said that there are 576 employees currently involved and only 140 are currently meeting the current policy requirements. Mrs. McNamara said that the Highway Department could have some defensive driving classes but the entire county should not be tied to a policy that is not currently being followed.

**A motion was made by Mr. DeLucia, seconded by Mr. Wright, to authorize an amendment to the 2018 Compensation Schedule to reclassify (1) Senior Real Property Information Specialist to (1) Real Property Services Specialist under Real Property, (1) Homemaker to (1) Home Service Coordinator under the Department of Social Services and (1) Store Clerk, PT to (1) Clerk P/T under General Services. Unanimous.**

Mr. Wood said that in July the county will be going through a Civil Service audit. As they review titles to certain civil service positions they find that some are outdated and don't accurately reflect the duties and responsibilities of the given.

**A motion was made by Mr. Johnson, seconded by Mr. Lucia, to authorize the second position of Deputy County Treasurer created under Resolution #241-2010 to act for and in place of the County Treasurer, and naming the Saratoga County Sewer District's Executive Director as the Appointing Authority authorized to hire, discipline or terminate any and all positions within the Sewer District. Unanimous.**

Mr. Wood said that these changes are being requested in order to move the second Deputy County Treasurer and County Sewer Districts Executive Director to Non Competitive policy with confidential jurisdictional class in Civil Service law.

**A motion was made by Mr. Grattidge, seconded by Mr. Lucia, to authorize changes to the Labor Management Safety Committee. Unanimous.**

Mr. Wood said that the county has a Labor Management Safety Committee which was generally composed of three supervisors and several union representatives. Under Workers Compensation Law section 71, membership, responsibilities and other details regarding the operation of the committee are listed and therefore changes will need to be made. Members will now include one member from each union, the Chair of Human Resources & Insurance, County Labor Attorney and County Workers Compensation Administrator. Mr. Wood said that they will continue to meet quarterly and the focus of the revised committee is to look at the causes of workers' injuries and what steps need to be taken to reduce the number of injuries and accidents. Mr. Wood said that they will be inviting members of each of the organizations involved in workers comp to their quarterly meetings to get input from them. The safety contest will no longer be undertaken under the Safety Committee but will be done by the Human Resources Department along with the Chairman of the Human Resources & Insurance Committee.

**A motion was made by Mr. DeLucia, seconded by Mr. Grattidge, to authorize an agreement with Express Scripts for Pharmaceutical Benefit Management Services. Unanimous.**

Mr. Wood said that up to now the County has been using ProAct for consumers in the County who are eligible for state or federally funded benefit plans, to gain better pricing on generic and brand name prescriptions. An RFP was put out and only one official submission was received. The savings can be as high as 20-30%. Current ProAct consumers will be notified by the pharmacies when they refill prescriptions. The agreement will take effect in May 2018.

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

#### Recognition of Employees:

Darek Vandenburg, Public Works, was driving a snow plow truck and came to the aid of a lady who was forced off the road on Eastline Road. He stayed with her until emergency services could take over.

Joseph Andrew, Public Works, came to the aid of an elderly lady who was attempting to shovel out her completely snow covered mailbox. Mr. Andrew helped the lady clear the area around her mailbox.

Sally Dos, Social Services. In addition to her normal work duties, she has been in charge of the Christmas Program in DSS. She has expanded the program and has done an outstanding job.

Dan Rourke, Sewer District. Dan was elected to the Board of Directors of the Capital District Chapter of the New York Water Environmental Association.

Megan Johnson and Mike Noble, Mental Health & Addiction Services, they have been very helpful in securing an electric health record that will bring the department to the next evolution in behavioral care service and delivery.

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

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board