

Human Resources & Insurance Committee Minutes  
March 8, 2018 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Vincent DeLucia, Alan Grattidge, Bill Peck and Mo Wright; Spencer Hellwig, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Mike Petta, Wendy Tennant, Human Resources; Judy Dahoda-Taylor, Aging; Jason Hayes, Animal Shelter; Michael Prezioso, Mental Health; Andrew Jarosh, Lisa Masten, Treasurer; Frank McClement, Veterans.

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

**On a motion made by Mr. Grattidge, seconded by Mr. DeLucia, the minutes of the February 6, 2018 meeting were approved unanimously.**

Copies of the monthly workers' compensation report were distributed. Mrs. McNamara gave a brief overview. There were 38 new claims in February 2018 of which 14 were report only. For the Maplewood Manor claims, there was one additional payout bringing the total to date to 9. There are three hearings pending. Total paid in February was \$202,859.04. Of the 36 claims, 18 did not call the 24/7 number. 6 were legitimate emergencies. Mrs. Tennant has reached out to the other 12 municipalities. Mrs. McNamara said that they could look at implementing a fine for municipalities or a note in personnel files for County employees to those who do not call the 24/7 number. Mrs. Tennant said that the Safety Committee has discussed re-sending the posters to municipalities and make sure they are visible on bulletin boards.

**A motion was made by Mr. Peck, seconded by Mr. Wright, to authorize a transfer of \$1,000,000 from the Worker's Compensation Fund Balance into the Contributory Reserve. Unanimous.**

Mr. Wood said that the Contributory reserve currently has a balance of \$6M and this transfer would bring the balance to \$7M. At one point in the past the balance was as high as \$21M. Mr. Wood said that the excess funds from the 2017 Workers Compensation Fund Balance is a result of increased operation control including improved safety practices, improved claim handling, 24/7 1-800 usage to prevent unnecessary emergency room visits, and closure of Maplewood Manor cases. Mr. Hellwig said that from an actuarial standpoint, they would like to see the county having a dedicated fund for incurred but not reported claims. Last year \$305K was transferred to the reserve account.

**A motion was made by Mr. Grattidge, seconded by Mr. Wright, to authorize of a renewal agreement with 4mybenefits, Inc. for maintenance of the employee benefits website at a cost of \$80,000. Unanimous.**

Mr. Wood said that the fee per employee is \$3.25 per month and per retiree is \$1.25 per month. This year's agreement reflects an increase of \$10K which covers additional services such as the

production and maintenance of IRS 1095 forms. The site is utilized by employees to elect and change their health insurance plans and dependents during open enrollment and qualifying events, and also used for new employee's orientation. Mrs. McNamara said that the company Healthy Effects previously provided the IRS 1095 forms but this service will now be taken over by 4mybenefits at a lesser cost.

**A motion was made by Mr. DeLucia, seconded by Mr. Wright, to authorize amendments to the 2018 Compensation Schedule to reclassify positions in various county Departments including Mental Health and Addiction Services, General Services, Office for the Aging and the Animal Shelter. Unanimous.**

Mr. Wood said that some of the reclassifications will reflect changes in duties being performed and will put the county in a better position for the upcoming Civil Service audit scheduled for July. The changes are as follows:

Under Mental Health and Addition Services reclassify (1) Senior Community Mental Health Nurse to (1) Community Mental Health Nurse.

Under General Services reclassify (1) Mail Clerk to (1) Facilities Distribution Coordinator.

Under Office for the Aging reclassify (1) Aging Services Assistant to (1) HEAP Coordinator.

Under the Animal Shelter reclassify (1) Animal Shelter Aide to (1) Veterinary Technician.

Mrs. McNamara said that the change under Mental Health will result in an annual salary savings of \$3,400 and the change under the Animal Shelter will result in an annual salary increase of \$6,529. Mr. Hayes said that although there is an initial increase in salary cost, in the long run he believes the change will cut costs as this will result in the length of animal stays decreasing. The changes under General Services and Office for the Aging are budget neutral.

**A motion was made by Mr. Grattidge, seconded by Mr. Peck, to authorize Directors in the Office of the Aging, Information Technology, Purchasing, Probation, Weights and Measures, and the Youth Bureau with the authority to hire and fire employees within their departments as part of moving these positions to a non-competitive civil service class. Unanimous.**

Mr. Wood said that these changes are also in anticipation of the upcoming Civil Service audit. Mrs. McNamara said that these 6 out of 21 Department head positions, are currently competitive positions.

**A motion was made by Mr. DeLucia, seconded by Mr. Peck, to authorize waiving civil service exam fees for employment candidates who are honorably discharged veterans. Unanimous.**

Mr. Wood said that it's difficult to determine the exact cost associated with this waiver. Last year the County took in \$26,400 in total for all civil service exam fees and honorably discharged veterans would be a small percentage of that total. Mrs. McNamara said that the County will still need to pay the State for testing materials ordered. Mr. McClement said that New York State passed a law to waive NYS Civil Service fees for State tests to honorably discharged veterans.

The vacancy review report was distributed and Mrs. McNamara gave an overview on the positions that are vacant at this time.

Mr. Wood read a letter to the editor that was submitted to the Daily Gazette recently commending the staff at the Ballston Spa DMV.

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

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board