

Human Resources & Insurance Committee Minutes
June 6, 2018 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Vincent DeLucia, Alan Grattidge, Art Johnson, Dick Lucia, Bill Peck and Mo Wright; Spencer Hellwig, Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Diane Brown, Wendy Tennant, Human Resources; Michael Zurlo, Rick Castle, Sheriff; Barbara Thomas, League of Women Voters.

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

On a motion made by Mr. Lucia, seconded by Mr. DeLucia, the minutes of the May 2, 2018 meeting were approved unanimously.

Mr. Wood said that Mrs. Tennant prepared a letter and created a form which was emailed out to all Department Heads and Supervisors in order to report any potential safety hazards or identifying steps that the County can take to increase safety in the workplace. Ms. Tennant will also place the form and letter in each of the Supervisors mail bins.

The workers' compensation monthly report was distributed. There were 39 new claims in May 2018 with a total payout of \$159,763.45 which is 26% of the budget. 14 claims were report only. 23 of the 36 Maplewood cases have settled at this point.

Of the 39 claims in May, 6 did not call the 1-800 number, one was legitimate and Mrs. Tennant reached out to the remainder.

A motion was made by Mr. Johnson, seconded by Mr. DeLucia, to authorize the repeal of the Saratoga County Health Insurance Manual created in 1980. Unanimous.

Mr. Wood said that the manual was created in 1980 and amended in 1989. The manual has been replaced by the Policy and Procedures Manual.

A motion was made by Mr. DeLucia, seconded by Mr. Lucia, to amend the Saratoga County Policy and Procedures Manual to Revise Chapter 4, Section E. Unanimous.

Mrs. McNamara distributed copies of the revisions. Mr. Wood outlined the changes which include health insurance coverage options for the spouse of an active or retired employee upon the employee's death, and a section for exceptions which the Board of Supervisors can authorize. An additional section was added for those individuals who have worked at the County continuously for thirty years and are aged 53 or 54 to give them the opportunity to pay 100% of their health insurance until they become 55 and can then contribute the regular retiree contribution amount. There are 9 employees that fall into this category at this point and providing the option will not incur any additional cost to the County.

A motion was made by Mr. Grattidge, seconded by Mr. Johnson, to approve a revised standard work day reporting resolution for elected county officials for retirement purposes. Motion Passed. Mr. Peck abstained.

Mr. Wood said that newly elected employees need to keep a record of how many hours they work for at least three months, this gets sent to the retirement board and retirement credits earned are calculated. There are approximately 12-14 employees on the list including the County Clerk, County Coroner and Election commissioners.

A motion was made by Mr. Grattidge, seconded by Mr. Lucia, to amend the 2018 Saratoga County Compensation Schedule to Create (11) Deputy Sheriff Road Patrol positions under the Sheriff's Department at a starting annual salary of \$52,068 and removing position note(s) listed under the Human Resource Department. Unanimous.

Mr. Wood said that Mr. Zurlo has been working with several school districts to provide School Resource Officers. Mr. Zurlo said that the Waterford and Saratoga Springs School Districts already have officers. All other school districts in the County have sent letters of intent to the Sheriff requesting School Resource Officers. Shenendehowa and Ballston Spa have requested two officers each. The officers will be taken from the ranks of the Department and backfilled with a new position. The schools will interview the prospective officers in order to ensure the right fit for their school. There has been a lot of positive feedback from the schools and parents. The schools will pay for 75% of the cost of each officer including benefits, cost of cars, etc. Mr. Hellwig said that new officers will be entering the academy in July and they will be paid from that date. Mr. Hellwig said that they have looked through the budget and additional expenses can be covered this year. Mr. Hellwig said that the contracts with the districts will be brought to next week's Public Safety meeting. Mr. Hellwig said that the County will have the Deputies for the months of the year when school is out. Mr. Zurlo said that the officers will interact with the children in the school and also interact with some of the classes for example bullying and opiate issues. They will not be involved in disciplining students. Mr. Peck commended the Sheriff's department for their work on this.

Mrs. McNamara said that the note being removed is a note in the Compensation Schedule that prohibits the hiring of a labor attorney until 10/1/2018.

A motion was made by Mr. DeLucia, seconded by Mr. Peck, to authorize the Chair to enter into an agreement with Diane Brown to provide Administrative Support to the Human Resource Department at an hourly rate of \$49.21. Unanimous.

Mr. Wood said that Mrs. Brown retired in February and initially there was a short term minor contract with her. There are several large projects coming up in the Human Resources Department and Mrs. McNamara requested that the contract with Mrs. Brown be extended.

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

Recognition of Employees:

Pamela Wright, Clerk of the Board was identified as the Hadley Luzerne Lioness of the Year and also nominated and identified as the full District Lioness of the Year. District 20 Y2 Lioness of the Year for 2017-2018.

Michele Schettino, Assistant District Attorney was recognized by the Office of the Attorney General for her work continuing to seek justice in a case three years after a criminal trial.

Tyler Anderson, a previous intern at the Sewer District, has been hired by Triumph Group to work in the aeronautical engineering field. He utilized Saratoga County's internship on his resume.

Dan Rourke, Sewer District Executive Director will be giving the opening session talk at the upcoming New York Water Environment Association Spring Conference.

Chris Brown, Sewer District Employee has become a NYS Licensed 2A Operator by passing his state exam last month.

Catherine Duncan, Public Health commended the Disease Control and Prevention Work team, and the Tuberculosis and Immunization team for their various recent accomplishments.

Mr. Wood said that negotiations in CSEA will begin in June. The Committee of Supervisors working with administrative staff will be Tom Wood, Mo Wright and Art Johnson.

A motion was made by Mr. Peck, seconded by Mr. Wright, the meeting was adjourned to Executive Session for a discussion regarding the employment history of a particular people. Unanimous.

A motion was made by Mr. Grattidge, seconded by Mr. Peck, the meeting was reopened to Regular Session. Unanimous.

No action was taken in Executive Session.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board