

Human Resources & Insurance Committee Minutes
September 5, 2018 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Vincent DeLucia, Alan Grattidge, Art Johnson, Dick Lucia, Bill Peck, Mo Wright and Chairman of the Board Ed Kinowski; Chad Cooke, County Administrator; Marcy McNamara, George Conway, Wendy Tennant, Human Resources; Andrew Jarosh, Lisa Masten, Treasurer.

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

On a motion made by Mr. Peck, seconded by Mr. DeLucia, the minutes of the July 9, 2018 meeting were approved unanimously.

A copy of the workers compensation monthly report was distributed and Mrs. McNamara gave a brief overview. There were 37 new claims in August of which 12 were report only. There are currently 223 open claims. There were two more Maplewood claims agreed upon. The budget expense is at 44%, this time last year the budget was at 48%. Mrs. McNamara said that the actuary will be coming in to report on these numbers in the near future. Of the 37 claims, 9 did not call the 1-800 number. 4 of these were ambulance calls and 3 were from summer youth parking.

Mr. Wood said that several adjustments and changes were made in anticipation of this year's Civil Service Audit. It has been approximately 20 years since Saratoga County has been audited for the Civil Service procedures. The final submission is due tomorrow and it will be reviewed closely by the State Civil Service Department. It may take several months for them to get back to the County.

Over the past several months Human Resources has submitted the following: 22 resolutions to change the Saratoga County Civil Service Rules text, one resolution has been approved and remaining 21 resolutions are still outstanding. 46 resolutions to change positions from competitive class to another jurisdictional class, of which 19 have been approved, one disapproved and 26 outstanding. A civil service public hearing will be scheduled in October to review an additional 18 positions that need to be submitted to civil service to change jurisdictional classifications out of the competitive class.

Mr. Wood gave an overview of this year's student internship program. This summer there were 10 paid interns under 8 County departments. The internships ranged from 4 to 10 weeks in length. 7 of the interns have finished their internship and have submitted letters, all were very positive. One intern was hired as a part time Motor Vehicle Clerk.

Mr. Wood said that they have been working with CSEA for several weeks now in the negotiations process. They have had 3 meetings to date, June 22, August 1 and August 15. Each party has finished submitting their proposals to the other party. Both parties have agreed on some of the items and there have been counter proposals on other items. CSEA has met with HR

Staff twice to review some of the specific details regarding the proposals. The next negotiations meeting is scheduled for Wednesday, September 12 and will be devoted to health insurance. Mr. Wood said that he is hopeful that the contract will be settled before the end of this year.

Mr. Wood gave an update on new position requests and changes to the compensation plan. Mr. Wood said that each year, as part of the budget process, each Department submits its requests for new positions or modifications to position titles to the Human Resources Department. Requests from 18 different departments were received this year. The subcommittee which includes Mr. Wood, Mr. Peck and Mr. Johnson has met once with Mrs. McNamara and Mr. Hellwig and three additional meetings have been set. Mr. Wood said that is a difficult and challenging job. Mr. Wood said that they will be calling some Department heads in to meet with the subcommittee to further clarify any questions they have. The total dollar value of all the requests is \$1,925,794. The final recommendation will be submitted to the board during the budget process.

Mr. Wood said that the Saratoga County Flu Shot Clinic has been set for October 16, 2018. The County has a contract with Adirondack Health & Wellness to run the Flu Shot clinic. Last year there were 258 employees that got the flu shot through the clinic. The times and locations are as follows:

Animal Shelter 8am – 10am

Services Building 10:30am – 1:30pm

40 McMaster Street 2pm – 5pm

Saratoga County Mental Health 8am – 10am

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

Mr. Wood said that the Labor Safety Management Committee was restructured and they continue to meet quarterly. Mr. Wood gave a brief update on the activities of the committee.

One issue that was raised was the smoking area in the services building and also the CDTA Bus idling outside the services building. The committee visited the area and have identified that additional signs should be posted to indicate and clarify the no smoking or vaping zones. They have also reached out to CDTA regarding a possible location change for their idling bus. The bus must keep running during the summer months to provide air conditioning and during the winter months to provide heat.

Another topic the Labor Safety Management Committee has been looking at is the installation of AED's in several county buildings. They are currently identifying sources and pricing for the AED's and also plan on providing training to staff members in the event there is an emergency situation.

Mr. Wood gave a brief update on payroll file updates. He said that the HR department has been working diligently reviewing the payroll list and ensuring that correct deductions are being made. Mrs. McNamara said that she has been working with the Treasurer's Department on this project. At this point there are 35 union cards that are still needed and an email has been sent out to employees to attempt to get a copy of the cards and update the payroll files.

Mr. DeLucia commended Mr. Wright, the Veterans Committee, and staff that worked on the Labor Day Concert at SPAC.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board