

Human Resources & Insurance Committee Minutes
November 7, 2018 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Vincent DeLucia, Alan Grattidge, Art Johnson, Mo Wright and Chairman of the Board Ed Kinowski; Spencer Hellwig, Chad Cooke, Brian O’Conor, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, George Conway, Wendy Tennant, Jessica Poe, Human Resources; D’Arcy Plummer, Lisa Masten, Treasurer; Barbara Thomas, League of Women Voters.

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

On a motion made by Mr. Grattidge, seconded by Mr. Johnson, the minutes of the November 1, 2018 meeting were approved unanimously.

The workers compensation monthly report was distributed and Mrs. McNamara gave a brief overview. There were 48 new claims for October. 10 claims were from the City of Saratoga Springs Police and Fire Departments due to a meningitis exposure. Mrs. McNamara thanked Mrs. Tennant and Corvel for their handling of the South Glens Falls fire case. Of the 36 Maplewood claims, 18 have closed. They are currently at 57% of the budget. Of the 48 claims, 4 did not call the 24/7 number.

A motion was made by Mr. Wright, seconded by Mr. DeLucia, to authorize the County Administrator to be Designated Appointing Authority to Sign MSD 426 and Matters Pertaining to Discipline. Unanimous.

Mr. Wood said that this will formally give the County Administrator the authority to sign the pink sheet relative to Department Heads. Mr. Hellwig said that the process has been in place for years and this will formalize the process.

A motion was made by Mr. DeLucia, seconded by Mr. Johnson, to appoint David DeCelle to fill the County Coroner position vacated by Dan Kuhn due to resignation. Unanimous.

Mr. Wood said that County Coroner Daniel Kuhn has resigned as of November 1, 2018. Mr. DeCelle is from the Town of Milton and is a retired City of Mechanicville Police officer. Mr. DeCelle’s appointment date would be the day after the Board meeting and will run for the balance of 2018 and for all of 2019. He would be up for election in 2019 for a 4 year term. Mrs. McNamara introduced Mr. DeCelle to the committee. Mr. DeCelle thanked the committee for the opportunity. He has had experience as a retired police officer and also 30 years of personal experience from working with his family’s funeral home business.

Mr. Wood gave an update to the 2019 personnel position requests. Mr. Wood said that the subcommittee has worked on this for a couple of months on this. They had requests from 19 different Departments, and they reviewed 65 individual requests for creations, reclassifications, salary adjustments, title changes and abolishments. The initial request totaled over \$1.9M. The

sub-committee took a close hard look at all of the requests, had conversations with department heads and have reduced the requests to approximately \$870K. The sub-committee recommendations will be brought forward to the Law & Finance committee. Mrs. McNamara will be reviewing the recommendations of the sub-committee with the Department heads.

Mr. Wood said that they anticipated a major turnover in staff due to the number of potential retirements. There were 197 employees eligible to retire in 2018. 49 employees have either already left or will be leaving in 2018. There may be additional employees retiring. In 2017, 28 employees retired. In planning for the large number of retirements, Human Resources had requested civil service exams for the positions, many exams have been given and active eligible lists are available. In those departments with promotional opportunities, department heads have worked to promote from within, filling lower level employees with new employees and this has helped with the training process. There are a few key positions that will be using trainer positions to train employees.

Mr. Wood said that legislation was signed by the Governor in April regarding new sexual harassment policies that must be put in place at all levels of government. All had to be in place by October. A website has been provided by the NYS DOL with materials including sample forms, sample policies and training materials. The training material has just recently been uploaded, some even after the required due date of October 9. Mr. Conway said that NYS County Attorneys provided a webinar run by Harris Beach and notified those who participated that an additional year has been given to train employees however, the date for the policy being in place is still October 9, 2018. Mr. Conway said that the model policy was not sent out until September and the official approved policy was not released until October.

Mr. Wood said that open enrollment will begin November 13th and will run through December 3rd for those that are eligible for county health insurance. All eligible employees must complete open enrollment on the employee navigator online portal, even those who are declining insurance. Emails will be sent out to all employees with a link to the portal. If anyone needs assistance with their passwords, they can contact the Human Resource department. Open enrollment sessions are being held throughout the County offices.

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 Mr. Tremblay was on his way home from work recently when he responded to a call of a patient who was unresponsive and not breathing. Upon his arrival, Mr. Tremblay assisted with life saving measures which included CPR and administering NARCAN. The patient was revived and is alive thanks to the efforts and knowledge of Mr. Tremblay.

Mr. Wood said that they will be advertising for the position of the Employment and Training Director. Mrs. McNamara said that this position will go through the Department Head interview process which consists of the County Administrator, Chairman of the Board, Law & Finance Chair and the Human Resources & Insurance Chair.

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