

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

Present: Chairman Tom Wood; Supervisors Darren O'Connor, Tara Gaston, Alan Grattidge, Art Johnson, Dick Lucia, Bill Peck, Mo Wright and Chairman of the Board Ed Kinowski; Spencer Hellwig, Chad Cooke, Brian O'Connor, County Administrator; Steve Dorsey, County Attorney; Pamela Wright, Clerk of the Board; Marcy McNamara, Diane Brown, Stephanie Monaco; Wendy Tennant, Human Resources; Andrew Jarosh, Lisa Masten, Treasurer; Scott Brackett, CSEA.

Chairman Wood called the meeting to order and welcomed all in attendance including the new Supervisor from the Town of Malta, Darren O'Connor.

On a motion made by Mr. Grattidge, seconded by Mr. Johnson, the minutes of the November 7, 2018 meeting were approved unanimously.

The workers' compensation monthly report was distributed. Mrs. McNamara said that there 23 new claims for November. There are currently 231 open claims. The budget is currently at 59%. Of the 23 claims, 8 did not call the 24/7 number however, 6 of the incidents were brought to the ER.

A motion was made by Mr. Lucia, seconded by Mr. Wright, to authorize retitling the position of WIOA Program Director II to Director of Employment and Training and giving authority to the Director of Employment and Training to hire and fire employees within the department. Unanimous.

Mr. Wood said that this will move the position from Competitive to Non-Competitive within Civil Service. Mr. Wood said that the position has been advertised, a number of applications have been received and interviews have been set up.

A motion was made by Mr. Grattidge, seconded by Mr. Peck, to authorize an amendment to Resolution 141 of 2018 and approving a revised standard workday reporting resolution for elected and appointed officials for retirement purposes. Unanimous.

Mr. Wood said that Michael Smith, the new Supervisor from the Town of Galway has completed filling out his paperwork. For retirement purposes, time spent on the job is calculated and will convert to the number of days per month credited to the retirement system.

A motion was made by Mr. Johnson, seconded by Mr. Peck, to authorize claims processing services with Blueshield of Northeastern NY for a period of 1 year through December 31, 2019 at a cost of \$34.58 per claim for the first 3 months and \$20 per claim for months 4 through 12. Unanimous.

Mr. Wood said that the county is changing carriers and this agreement will take care of the administrative work for cases in the pipeline during the transition period.

A motion was made by Mr. Lucia, seconded by Mr. Wright, to authorize the County's Sexual Harassment Policy and inclusion in the County's Policies and Procedures Manual . Unanimous.

Mr. Wood said that the Governor and State have required an expanded and enhanced policy. Mr. Wood said that Mr. Dorsey, Mr. Cooke and Mrs. McNamara reviewed the requirements and made sure that the proposed policy is inclusive of the requirements set forth by the State. Mr. Dorsey said that the policy equals the standard set forth in the State's model policy and he has also included an additional provision from the existing County Workplace Harassment Policy which includes not only sexual discrimination but gender, race bias, and other forms of harassment. Mrs. McNamara said that the Sheriff's Department has received a grant to train all of his staff online. Mrs. McNamara said that county employees will have the option to train online or attend in person training. The policy will be posted for all employees and will become part of the new employee orientation process.

A motion was made by Mr. Peck, seconded by Mr. Johnson, to authorize Assistant District Attorney contracts for the term from January 1, 2019 to December 31, 2019. Unanimous.

Mr. Wood said that there will be four agreements as follows: Richard Wendling of the Town of Malta for 600 hours per year, Tahnya Grazulis of the Town of Clifton Park for 1,800 hours per year, Lyn Murphy of the Town of Halfmoon for 1,500 hours per year and S. Scott Perkins of the Town of Ballston for 1,100 hours per year. All contracts to be paid at a rate of \$48.7665 per hour. The number of hours assigned to each Assistant District Attorney has been based on their past record of experience with the courts to which they were assigned and the hours worked.

A motion was made by Mr. Peck, seconded by Mr. Lucia, to adopt the 2019 Saratoga County Compensation Schedule and providing for the abolition and creation of certain positions. Unanimous.

Mr. Wood said that the sub-committee met and came up with the list of recommendations. Mrs. McNamara distributed copies of the list. The recommendations were approved by Law & Finance and as amendments to the tentative budget. The change to the compensation schedule represents positions from 23 different departments. There are 10 reclassifications, 14 abolishments, 28 creations and 6 salary increases. This is the first time in almost 30 years that this compensation schedule has been reviewed in this detail.

A motion was made by Mr. Johnson, seconded by Mr. Peck, to adopt the 2019 Saratoga County Management Compensation Schedule and abolishing the Confidential Compensation Schedule. Unanimous.

Mr. Wood said that the Management Compensation Schedule has been revised to increase the number of steps from 8 to 12, as well as making the time span between each step 2 years. The new schedule has broken out Public Safety and the Attorneys, as well as absorbed the

Confidential Compensation Schedule into Grade 9 of the Management Compensation Schedule. The new compensation schedule includes a 2% increase for 2019 for those management employees not subject to local law approval.

A motion was made by Mr. Wright, seconded by Mr. Grattidge, to set 2019 Salaries for Certain Temporary and Part-Time Employees to include an increase for a 2% COLA. Unanimous.

Mr. Wood said that this is an annual resolution which will amend the Compensation schedule by increasing the annual base salaries and base salary steps by adding 2% to the 2018 base salary and steps for all temporary and part-time employees not covered by a bargaining unit. There are a little less than 80 employees impacted by this.

A motion was made by Mr. Lucia, seconded by Mr. O'Connor, to introduce a local law to amend the 2019 County Compensation Schedule to provide a cost-of-living increase for certain County Officials, and setting a date for a public hearing thereon. Unanimous.

Mr. Wood said that the public hearing will be set for January 9, 2019 at 4:25pm. Mr. Wood said that this covers 3 elected and 9 appointed positions. These positions include the County Coroners, County Sheriff, County Clerk, Commissioners of Elections, Director of Real Property, Director of Human Resources, Commissioner of Social Services, County Attorney, County Auditor and Public Defender. This Local Law is subject to a permissive referendum which means that after the Board adopts the local law, there is a 45-day period in which any concerned citizens wishing to call for a public vote on this pay raise may go out, circulate and collect enough petitions to change the course of the permissive referendum. Assuming that does not happen, the pay raise will go into effect 45 days after the Local Law is passed. The pay raise will be retroactive.

The vacancy review report was distributed went Mrs. McNamara over the positions that are vacant at this time. Mrs. McNamara said that the retirement figures from the succession plan was a lot less than originally anticipated. Mrs. McNamara said that the Department of Social Services is losing a lot of case workers to NYS.

Mr. Wood said that Director of Public Health Cathi Duncan will be receiving her Masters Degree in Public Health on December 18th.

Mr. Wood said that they will be putting the final year-end report in for the Human Resources and Insurance Committee. Some of the achievements attained included the creation of a new safety committee, exam waivers for veterans, update of payroll records and union card records, contract agreement with CSEA for 5-years, change in Health Insurance company, updated numerous policies, worked on succession planning, and review of compensation schedule. Mr. Wood thanked the committee for their diligence and attendance. Mr. Wood also thanked Mrs. McNamara and the staff from Human Resources and the County Administrators office. Mrs. McNamara and the committee members thanked Mrs. Brown for her service and hard work, as this is her last meeting.

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