

Human Resources & Insurance Committee Minutes
January 8, 2019 – 3:00 p.m.

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Art Johnson, Dick Lucia, Mo Wright; Supervisor Tara Gaston; Spencer Hellwig, Chad Cooke, Brian O’Conor, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Wendy Tennant, Human Resources; Chris Schall, Auditor.

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

On a motion made by Mr. Grattidge, seconded by Mr. Lucia, the minutes of the December 5, 2018 meeting were approved unanimously.

Mr. Wood announced the appointment of Mr. Peck as the Committee Vice-Chair.

Mrs. Tennant distributed copies of the monthly workers’ compensation report. Mrs. McNamara said that there were 24 new claims in December 2018. There are currently 231 open cases vs 241 open cases the prior year. The total paid YTD is approximately \$3.4M which is 64% of the operating budget. Mrs. McNamara said that they will be coming back next month to request the balance of the budget be transferred to the Workers Comp. Reserve Fund. Mrs. McNamara said that in December 2018 there was 100% utilization of the 24/7 800 number.

A motion was made by Mr. Johnson, seconded by Mr. Lucia, appointing Jenniffer McClosky to the position of Director of Employment and Training. Unanimous.

Mr. Wood said that Lisa Scaccia resigned from this position in October and since that time the vacancy was advertised. They received approximately 15 applications for the position and the top three candidates were interviewed on December 12 by Chairman Kinowski, Vice Chairman Tollisen, Mr. Wood, Mr. Hellwig and Mrs. McNamara. Ms. McClosky is currently the Accounting Supervisor in the department and is very familiar with the operation of the department. The position is a Grade 16 Step 1A. Mr. Wood said that they will be reviewing Ms. McClosky’s current job description to best meet the needs of the Department.

A motion was made by Mr. Wright, seconded by Mr. Johnson, to authorize an amendment to Resolution 269 of 2012 to remove a reference to health insurance claim review by the County's health insurance consultant. Unanimous.

Mr. Wood said that the County gets insurance claims ranging from \$200K - \$500K per week with a total value of approximately \$17M per year. The claims were previously reviewed by an outside Health Insurance Consultant. The process was changed by the County approximately two years ago. Since the County no longer has a Health Insurance Consultant, this request is to take out the language regarding the pre-audit by the Health Insurance consultant and add language to allow for recoup of any inappropriate claims, and language indicating a second claim cannot be submitted prior to the auditing and approval of the first claim. County Auditor Chris Schall and Human Resources Specialist Stephanie Monaco are the County employees that currently audit claims.

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 Animal Shelter Director recently resigned. Mr. Wood said that he has formed a sub-committee to take a look at the organizational structure of the Shelter. Sub-committee members include Mr. Wood, Mr. Grattidge, Mr. Lucia as well as Mrs. McNamara and other staff members. They plan to reach out to Cornell University Vet School as well as other local animal shelters to get information. Once the review has taken place, the job description can be written up and they can move forward with advertising for a new Director.

Mr. Wood said that he has been in conversation with Public Defender Oscar Schreiber. Concerns have been expressed that there could possibly be a need for additional staff in the Public Defender's office due to the possibility of high caseloads in Family Court. Mr. Wood said that Mr. Schreiber is looking into the availability of grants for additional staff. Mr. Wood said that he has formed a sub committee consisting of himself, Mr. Wright and Mr. Peck to review information, make decisions and bring recommendations to the committee at large.

Mr. Wood said that the contract with the County's Labor attorney expired on 12/31/2018. An RFP will be sent out for a new contract. Mrs. McNamara said that there are two labor agreements up for negotiation this year, Corrections and PBA.

A brief conversation took place regarding the new CDPHP health insurance. Mrs. McNamara said that there is a lag time between Blue Shield and CDPHP for prescription refills. Mr. Wood said that if anyone has any questions, they should reach out to the Human Resources Department.

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