

Human Resources & Insurance Committee Minutes
February 6, 2019 – 3:00 p.m.

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Dick Lucia, Bill Peck, Matt Veitch and Mo Wright; Supervisor Tara Gaston; Chad Cooke, Brian O’Conor, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Wendy Tennant, Human Resources.

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

On a motion made by Mr. Lucia, seconded by Mr. Grattidge, the minutes of the January 8, 2019 meeting were approved unanimously.

The monthly workers’ compensation report was distributed and Mrs. McNamara gave an overview. There were 40 new claims in January, 15 of which were ice and snow related. This time last year there were 47 new claims with 22 related to ice and snow. There are 235 open claims vs 251 last year. The budget is currently at 5% compared to 6.5% last year. Of the 40 claims, 8 did not call the 1-800 number. 5 of these were ambulance calls. The City of Saratoga Springs has been contacted regarding their two no calls.

A motion was made by Mr. Veitch, seconded by Mr. Peck, to authorize an amendment to the 2019 Compensation Schedule to create (1) Deputy Sheriff in the Sheriff's Office and reclassify (1) Account Supervisor to (1) Employment and Training Coordinator in the WIOA Department. Unanimous.

Mr. Wood said that an additional School Resource office is needed for the Maple Avenue Middle School, there are currently 11 School Resource Officers at various schools throughout the County and this will be the 12th. 75% of the cost of the resource officer will be paid for by the Saratoga Springs School District.

For the WIOA Department, Jennifer McClosky was recently promoted to the Director Position, she previously held the position of Account Supervisor. This position is being reworked to better reflect the needs of the program and the new title will be Employment and Training Coordinator. The change will reflect savings of approximately \$3K.

A motion was made by Mr. Lucia, seconded by Mr. Wright, to authorize an amendment to Resolution 277 of 2018 to revise the costs associated with the BlueShield of Northeastern NY agreement for processing and paying claims that were incurred on or prior to December 31, 2018. Unanimous.

Mr. Wood said that the County recently changed insurance carriers from BlueShield of Northeastern NY to CDPHP effective 1/1/2019. There are a number of potential claims still in the pipeline that need to be processed. At the December 5, 2018 meeting, an agreement was approved with BlueShield. This agreement was based on a price per open claim. The amendment will reflect that for the first three months, the price will be per employee vs. per claim, and for months 4-12 the price will be per claim. Mr. O’Conor said that in December there were approximately 3K

claims vs 1K subscribers. The price per claim is \$20, and per employee \$34.58. Mrs. McNamara said that 90% of the claims will come in during the first three months. Mr. Wood said that the savings could be up to \$75K.

Mrs. McNamara said that when the County changed from Empire to BlueShield in the past, the processing of outstanding claims was done at no charge.

A motion was made by Mr. Peck, seconded by Mr. Grattidge, to authorize a contract with Saratoga Hospital, Inc. in an amount not-to-exceed \$30,000 for services associated with employment physicals and lab testing in accordance with their fee schedule. Unanimous.

Mr. Wood said that a minor contract was in place for the services. The cost of the testing from June to December 2018 has already exceeded the \$15K threshold of the minor contract. Additionally, the rates for services has increased. The testing being done include physical exams, urine analysis, drug screening and TB testing. The Departments involved include the Sheriff's Department, Sewer, Public Works and Public Health. This agreement will run from December 1, 2018 to December 31, 2019.

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 First Assistant District Alan Poremba was recognized by the District Attorney's Association of New York as the recipient of the 2018 Moranthau Award at the annual winter conference in New York City. Alan is one of only four Assistant District Attorneys in New York State this year to be selected for this recognition.

The District Attorney's office Vehicular Crimes Unit recently held their annual DWI Arrest Training Seminar. The day-long training was provided to 57 members of law enforcement from Saratoga County, walking the officers through a myriad of issues involved in Driving While Intoxicated and Driving While Ability Impaired cases. The training was conducted by Assistant District Attorney's Patrick Campion, Rachael Phelan, Andreanna Diliberto and Shawn Lescault.

Mr. Wood gave a brief update on the Animal Shelter. Since the resignation of the Director, Kelly Deval has been taking care of operations at the Shelter. A meeting and tour was held recently at the Shelter regarding the current operations of the shelter, immediate needs and long term changes. Mr. Wood said that the position of Director has been advertised, approximately 15 applications have been received and reviewed. The top three candidates will be interviewed on Friday.

Mr. Grattidge said that there are several different moving parts for the Director of the Animal Shelter, employee management, volunteer management, organizational skills running this type of facility, and public relations. Mr. Grattidge suggested that the policies, job descriptions and services provided need to be reviewed. Mr. Peck said that there was discussion regarding the needs for a full time vet, his thoughts are that part time vets work well for small animal clinics. They need to take a look at the scope of work being provided by these vets. Mr. Wood said that a media event was held on January 31st and it is hoped that this will attract additional volunteers. Also, a minor contract was entered into with Cornell University Veterinary School, they will be coming to the Shelter in March to do a review and make suggestions. Mrs. McNamara said that the Sheriff has agreed to re-instate their program at the shelter whereby two inmates will be placed to help

clean the cages. The County Administrators office has also reached out to BOCES regarding an intern program.

Mr. Wood said that a lot of preliminary work has taken place between HR and the Corrections Unit. The Corrections contract expired on December 31, 2018 and several meetings have taken place since then. The next formal negotiations meeting has been set for February 11 at 10am.

Mrs. McNamara said that the PBA have a new attorney for negotiations. They are no longer represented by Council 82.

Mr. Wood said that a memo was sent to all Supervisors and Towns regarding pink sheets. Each Town is required to maintain a roster and record of each of their Civil Service employees. Mr. Wood said that it is important to return the completed roster to the Human Resources Department in a timely fashion. Also, a training session on NYS Civil Service Law will be held in the Board of Supervisors Board room on Wednesday, April 3, 2019. Mrs. McNamara said that it will provide information on how to create positions, how to reclassify, identify those who have to take tests and not, and encouraged each Town to send a representative to the session. The training session will run from 10am to 1pm. Mrs. McNamara will send a reminder email out to the Towns as the date gets closer.

Mr. Wood said that the Sub Committee formed to review the possible need for additional staff in the Public Defender's office for Family Court has not met yet. Human Resources have begun to work on the details of the project.

Mrs. McNamara introduced Adam Kinowski, the new Deputy Director of Human Resources.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board