

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

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Art Johnson, Dick Lucia, Bill Peck, Matt Veitch, Mo Wright; Spencer Hellwig, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Wendy Tennant, Human Resources; Oscar Schreiber, Public Defender; Press.

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 February 6, 2019 meeting were approved unanimously.

The workers compensation monthly report was distributed and Mrs. McNamara gave a brief overview. For February 2019 there were 27 new claims, of which 12 were ice related. They are at 20 out of 36 for closed Maplewood Manor claims. The budget is currently at 11%. Of the 27 new claims, 6 did not call the 1-800 24/7 phone number. Two of these calls were justified and the other four were reminded by Mrs. Tennant.

Also distributed was a 2- page program summary from CorVel. Mr. Wood said that on Friday, a large team from CorVel came to the County and had a meeting with Supervisors Wood, Grattidge and Peck, County Administrator and Human Resources Staff. The full report is a 33 page document and is available electronically for those who wish to review it. Mr. Peck said that cost containment is good and they are doing a good job. Mr. Wood said that they have a good working relationship with CorVel. Program highlights include closed claims: 439 in 2018; 328 in 2017; and 287 in 2016; Fraud findings, 4 claims, 2 were successful; Opioid Usage: Mandatory RX program and working with Health Care to deny rx that is related to workers compensation.

The top 5 nature of injuries for 2018 were: strains 44%; fracture 16%; sprain 15%; contusion 7%; and laceration 3%. The goals for 2019 is to continue to decrease the number of claims, and increase calls to the 24-hour nurse service. Mrs. McNamara said that this year they will be focusing on the Sheriff's Department and City of Saratoga Springs. CDPHP and CorVel are also working together to decrease the abuse of opioid prescriptions.

A motion was made by Mr. Peck, seconded by Mr. Wright, to authorize a 1-year renewal of the Worker' Compensation Excess Employer Liability Coverage through Capitol Indemnity Corporation in the amount of \$23,643. Unanimous.

Mr. Wood said that a policy has been in place since around the 1990's regarding the excess liability coverage. The County's actuaries, outside labor counsel and CorVel all recommend that the policy be continued. This policy has a \$100K deductible and would cover claims from \$100K to \$1M. The policy has never been used, but is an extra blanket of coverage if needed.

A motion was made by Mr. Veitch, seconded by Mr. Johnson, to authorize the transfer of moneys from the Workers' Compensation Fund balance to the Workers' Compensation Contributory Reserve, and amending the 2018 budget in relation thereto. Unanimous.

Mr. Wood said that the transfer amount is \$1.3M and this will bring the reserve account balance up to approx. \$10M. It is recommended by outside actuaries that the account balance be \$24M. Last year the transfer amount was \$1M.

A motion was made by Mr. Lucia, seconded by Mr. Peck, to appoint Penelope Heritage as the Director of the Saratoga County Animal Shelter at a Grade 15, Step 1A base salary of \$70,287. Unanimous.

Mr. Wood said that the former director of the Animal Shelter left the position in December and the operations since then have been overseen by Kelly Devall. Mr. Wood said that they met with Ms. Devall and Animal Shelter staff to discuss the needs of the Shelter. The position of Director was advertised, 15 applications were received, and the top three candidates were interviewed on February 8th. Ms. Penny Heritage is resident of the Town of Charlton, and a 1996 Cornell Graduate with a BS in Animal Science. Mr. Wood said that Ms. Heritage will be hired under a trainee position as of Friday, and her ultimate appointment subject to Board approval will be March 22. Mr. Grattidge said that two Correctional Facility Inmates are currently helping out with chores at the Shelter. They have also reached out to Boces for students that can help at the Shelter. Mr. Wood thanked Supervisors Lucia and Grattidge for their work on the subcommittee.

A motion was made by Mr. Peck, seconded by Mr. Veitch, to amend the 2019 Compensation Schedule to create (1) Assistant Public Defender at a base salary of \$88,755 and (1) Paralegal Specialist, Grade 10 base salary of \$50,965 and amending the budget in relation thereto. Unanimous.

Mr. Wood said that a sub-committee was set up regarding the concerns of Family Court and the need for additional staff. Mr. Wood, Mr. Wright and Mr. Peck met with County staff to review the situation, case-loads and recommendations. It was decided that the first step was to create an additional Assistant Public Defender and Paralegal Specialist to help relieve the case overload. Mr. Wood said that the incurred cost for 2019 would be approximately 2/3 of the listed salaries since the positions would not be filled until some point in April.

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 Summer Intern Program has 10 positions this year. This is for High School Seniors or College students and the pay is \$14.50 per hour. Applications are available in Human Resources.

Mr. Wood said that the seasonal labor positions will have 13 positions open in DPW and 4 positions open at the Sewer Department.

Employee Recognition:

Mr. Wood said that Dr. Prezioso would like to share that one of his employees, Michael Noble, the IT Specialist for the Mental Health Department, has been doing a tremendous job converting

the electronic record keeping system. A new platform was just obtained and a great deal of additional work was required to integrate the current records into the new system.

Mr. Wood said that they received confirmation from the NYS DOH that Catherine Duncan has been confirmed in her position upon the recent completion of her master's degree.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board