

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

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Art Johnson, Dick Lucia, Bill Peck, Matt Veitch; Supervisor Tara Gaston; Spencer Hellwig, Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Stephanie Monaco, Wendy Tennant, Human Resources; Oscar Schreiber, Public Defender; Penny Heritage, Animal Shelter; Dominic Gallo, Jane Sexton, Cool Insurance.

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

On a motion made by Mr. Grattidge, seconded by Mr. Veitch, the minutes of the March 6, 2019 meeting were approved unanimously.

The workers compensation monthly report was distributed and Mrs. McNamara gave a brief overview. There were 34 new claims for the month of March. The total paid out in March was \$187,779.25 for a total paid out YTD of \$706,017.10 which is 12% of the budget. Of the 34 calls, 7 did not call the 1-800 24/7 number. They were called and reminded.

A motion was made by Mr. Johnson, seconded by Mr. Peck, to authorize a renewal of the County's property and casualty insurance policies. Unanimous.

Mr. Cooke distributed a spreadsheet comparing the expiring policy to the new proposal. Coverage will be provided mainly by Travelers and Chubb, with Ace handling the airport insurance and Axis covering cyber insurance. The total renewal costs are \$762,641 which includes a \$10K loss fund that will cover claim costs that the County is responsible for. The resolution will also include authorization for an additional \$5K for vehicles, etc. that may need to be added to the policy throughout the year.

A motion was made by Mr. Grattidge, seconded by Mr. Veitch, to authorize amendments to the 2019 Compensation Schedule for positions in several departments including the County Attorney, Public Works, Public Defender, Human Resources and the Animal Shelter and amending the budget in relation thereto. Unanimous.

Mrs. McNamara gave an overview of the Department requests.

Animal Shelter:

Reclassification of (1) Veterinarian, PT to (1) Veterinarian, Grade 19, Base Salary \$91,165

Creation of (1) Operations Coordinator, Grade 10 \$50,965

Abolishment of (1) Veterinary Technician, Per Diem

Reclassification of (1) Animal Shelter Aide (40hr/wk) to (1) Shelter Service Aide, Base Salary \$36,831

Creation of (1) Shelter Service Aide, Base Salary \$36,831

Reclassification of (2) Animal Shelter Aide (35 hr/wk) to (2) Animal Shelter Aide (40 hr/wk)

Abolishment of (2) Animal Shelter Aide, Per Diem

Mrs. McNamara said that they consulted with Cornell Veterinarian School and also the Animal Shelter subcommittee. There are currently two veterinarians contracted part time. One will be kept and called in only as needed. A wrap up meeting with Cornell will be held on Friday 4/5 at 10am at the Animal Shelter. The total cost of the changes including fringe will be \$174,282 which will be taken from Fund A Balance. Some savings will be realized through the reduction of the part time contracted veterinarians.

Public Defender:

Create (2) Assistant Public Defender

Create (1) Paralegal Specialist

Mrs. McNamara said that the grant contract from the State for \$7.1M in funding over 5 years was received yesterday. The Labor attorney change cannot be in the Public Defenders or County Attorney's office, therefore that change will be done in the Human Resources department. The total cost of changes including fringe will be \$349,566 and is 100% grant funded.

Human Resources:

Title change of (1) Labor Attorney to (1) Labor Attorney (18-B Administrator/Data Officer)

Mrs. McNamara said that this will result in a savings of \$30K for the County.

County Attorney:

Reclassification of (1) Legal Assistant - Contracts to (1) Paralegal Specialist, Grade 10

Mrs. McNamara said that the request for an employee to be able to write Family Court orders without adding an additional attorney will be beneficial to the County Attorney's office. The cost will be offset by DSS funding.

Public Works:

Abolishment (1) Senior Account Clerk Typist

Creation of (1) Public Works Clerk (conf.), Grade 9

Mrs. McNamara said that the clerk will report to the new fiscal manager, coordinate routine day to day operations, detailed records, organizing NYS Certifications and licenses, and be the point person for employees. The increase in cost is approximately \$6K.

A motion was made by Mr. Peck, seconded by Mr. Johnson, to authorize amendments to the 2019 Compensation Schedule to reclassify (1) Principal Account Clerk to (1) Administrative Officer in the District Attorney's Office. Unanimous.

Mrs. McNamara said that a new title was approved during the budget process however the title was Office Manager. The Civil Service title association with the duties is actually Administrative Officer and this is an exempt position that will handle managerial non-legal activities, and grant writing.

A motion was made by Mr. Lucia, seconded by Mr. Veitch, to authorize an amendment to Chapter 1, Section P of the Saratoga County Policies and Procedures Manual to provide for the revision of the Title VI Plan. Unanimous.

Mr. Wood said that Title VI was a part of the original Civil Rights act of 1964 and has been revised numerous times over the years. This is a 44 page document. There are four appendices being proposed. The first will provide for a limited English proficiency plan to help identify reasonable steps for providing language assistance to persons with limited English language proficiency who wish to access the services provided. The second area is an Appendix E entitled an Environmental Justice Plan, which identifies minority and low income communities to ensure that all of its programs policies and other activities do not have dis-appropriate adverse effects on minority or low income populations. The third area is Appendix F relating to purchasing, it is a monitoring procedure for DBE's and MWBE's which tracks vendor applicant applications to be in compliance with Title IV, as well as a questionnaire that is included with all bids, which enables the County to be able to track contracting opportunities for disadvantaged, women owned, and minority owned business enterprises. The last item is Appendix K and relates to non-discriminatory status areas.

A motion was made by Mr. Grattidge, seconded by Mr. Lucia, to authorize an amendment to the Saratoga County Policies and Procedures Manual to include a HIPAA policy. Unanimous.

Mr. Wood said that the HIPAA policy is a four page document. It is being amended to reflect HIPAA regulations. The names of privacy officers have been updated.

Mr. Kinowski distributed copies of postings that are required by law. The five policies required to be posted are Sexual Harassment, Workplace Violence, EEO (Equal Employment Opportunities), Substance Abuse Commitment Statement, and HIPAA Policy. The signature of the Chairman of the Board is required and then the policies will be posted on bulletin boards and public areas of the County.

The vacancy review report was distributed and Mrs. McNamara gave an overview on the positions that are vacant at this time.

Employee Recognition:

Mr. Wood said that the Sewer Department is currently involved in an agreement with Schenectady County and GE to help work on developing a curriculum for 8th grade students about the importance of clean water and keeping water clean as a result of proper sewage treatment.

On a motion made by Mr. Lucia, seconded by Mr. Johnson, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board

