

Human Resources & Insurance Committee Minutes  
June 5, 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, Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Wendy Tennant, Human Resources; Tina Potter, Pat Maxwell, Social Services; Scott Brackett, CSEA.

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

**On a motion made by Mr. Lucia, seconded by Mr. Veitch, the minutes of the May 8, 2019 meeting were approved unanimously.**

The workers comp report for May was distributed and Mrs. McNamara gave a brief overview. There were 26 new claims in May, in total there are 233 open claims. Out of the 26 claims, 9 were report only and 3 were tick related. There were 6 no calls to the 1-800 number, 2 were emergencies and the remainder were called and reminded by Wendy. They are currently at 25% of the budget.

**A motion was made by Mr. Johnson, seconded by Mr. Peck, to authorize an amendment to the County's Policies and Procedures Manual for the creation of a Volunteer Emergency Responders Policy. Unanimous.**

Mr. Wood said that this was also discussed briefly at last month's meeting. There was a policy a few years ago regarding emergency responders but it is currently not included in the County's policies. CSEA requested this policy during negotiations. Mr. Wood read through the highlights of the policy: Policy applies to any active volunteer firefighter or enrolled member of a volunteer ambulance service. During the time of an emergency, the employee is entitled to take leave during work hours, unless the immediate supervisor determines that the employee's absence would impose an undue hardship on the conduct of the department's business. Documentation from the head of the volunteer fire or ambulance service will need to be provided to notify the County of the employee's status as a volunteer, as well as a signed statement confirming each period of time the employee responds to an emergency. Employees authorized to leave under the policy shall be permitted to respond to the emergency without reduction of normal pay for the first 2 hours, however any additional time after 2 hours shall be unpaid, and the employee shall use their leave accruals appropriately. Additionally employees may be permitted to take off the next scheduled work period within 12 hours following a response as annual leave or sick leave day, if the volunteer response was for more than 4 hours. Mr. Brackett said that he worked with Human Resources on this and believes the policy is fair to both parties.

**A motion was made by Mr. Veitch, seconded by Mr. Johnson, to authorize an amendment to the County's Policies and Procedures Manual for the creation of an Election Day Voting Policy. Unanimous.**

Mr. Wood said that this is required by NYS Law. A great deal of time was put into this policy by the Human Resources Department, County Attorney and County Administrators office. Mr. Peck

clarified with Mr. Cooke that early voting will now allow for voters to be able to cast their ballots up to 9 days prior to the actual election day, and therefore there are plenty of opportunities to vote. Mr. Wood said that this policy pertains to election day only. According to NYS law, registered voters will be authorized to take up to three hours off to vote without loss of pay. According to the county policy, employees will need to notify their department head in writing via a designated county form if they require time off to vote, notification must be received no less than two working days prior to the election. The employee shall be allowed time off for voting only at the beginning or end of his or her working shift, scheduling shall be at the discretion of the Department head to ensure proper department staffing. Mr. Dorsey distributed a copy of NYS Election Law § 3-110 which authorizes all registered voters to take time off to vote. Mr. Dorsey said that this new section of the election law was not part of the early voting law passed in January, but was passed as part of the budget. Mr. Dorsey said that the policy is being passed to protect the departments. This policy also includes a provision that the county has the right to investigate and confirm the amount of time needed to enable employees to vote at their designated polling place and credit any time taken off in excess of such time against the employee's accrual time. Mr. Peck said that the County will need to monitor requests and track abuses. Mr. Wood said that having the policy spells out conditions. Mr. Peck suggested that a letter be sent to the State that if there is early voting, there should be no need for this additional law allowing for time off on election day. Mr. Cooke will forward the item to Legislative & Research.

**A motion was made by Mr. Grattidge, seconded by Mr. Lucia, to authorize an amendment to the County's 2019 compensation schedule to create (2) Child Protective Services Caseworker positions in the Department of Social Services beginning July 1, 2019. Unanimous.**

Mr. Wood said that as a general policy the compensation schedule is not amended during the year however the needs for these positions have increased dramatically within the past year. Mr. Wood said that the initial cost for these positions is \$100K however following 92% state reimbursement, the cost to the County is reduced to \$8K. Costs for the remainder of 2019 will be covered by vacancies currently in the department. Mrs. Potter said that caseloads and complexity of those cases have increased dramatically due to increases in substance abuse. Mr. Wood said that the state recommended case load is 15 and with the addition of these two positions the caseload is still projected at 20+.

Mrs. McNamara said that this is a competitive position and there is an active list. Mrs. McNamara said that she hopes additional positions will be added in the future. Mr. Lucia commended Mrs. Potter and her staff for the work that they do.

**A motion was made by Mr. Peck, seconded by Mr. Lucia, to authorize an amendment to the County's 2019 compensation schedule to create (1) Child Welfare Caseworker in the Foster Care Unit in the Department of Social Services, approving a contract with Berkshire Farms Center and Services for Youth, acceptance of state aid for the Raise the Age initiative, and amending the budget in relation thereto. Unanimous.**

Mr. Wood said that the request for this position is in part due to the Raise the Age plan. The total cost for the remainder of 2019 will be \$100,647, half of which is the cost of the salary and benefits of the Child Welfare Caseworker, and the other half to Berkshire Farms. The contract with

Berkshire Farms for the enhanced Stepping Stones program will run from July 1, 2019 to June 30, 2020. The 2019 cost of the contract will be \$50,304, remaining costs of the contract will be included in the 2020 budget. Mrs. Potter said that Berkshire Farms is a provider agency and this agreement is to work with the raise the age population to prevent placement and provide intensive case management with the children in their family homes. Mrs. Potter said that these items have been approved and will be fully funded by the State for the term. Mrs. McNamara said that once the funding goes, the position will also go. Mr. Wood said that in the end there should be savings by keeping the kids out of the secure detention facilities.

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 CDPHP has just been ranked #1 in the JD Power member satisfaction study. This is the third year in a row they have received this ranking.

### Employee Recognition

Mr. Wood said that Penny Heritage, Director of the Animal Shelter would like to recognize the following employees:

Kelly Devall, Deputy Director of the Animal Shelter has gone above and beyond the call of duty for a very long time – directing operations of the shelter, and managing employees as well as medical protocols.

Leta Rock-Wells, Animal Shelter Aide for managing a very successful Foster Program, and is transitioning into managing and growing the volunteer program. She supervises staff and shelter operations on Sundays, is part of the medical team, sets up surgery and maintains the pharmacy.

Barb Spillane, Animal Shelter Aide certified in behavior training. Barb has implemented a very successful program for under-socialized cats, inviting the public to read and interact with the cats. She also conducts behavioral assessments for cats and dogs and works with staff to develop enrichment activities for the animals for mental stimulation.

Craig Hayner, County Clerk has 4 Excellence in Service Award Winners for 2018.

Melanie Brown, Ballston Spa DMV

Laurie Gulli - Dealer Team

Erica Mason – Clifton Park DMV

Gay McKinney – County Clerk's Office

The recognition of these employees is determined by a vote of the staff from each office and their leadership team. It recognizes a person from each office who exemplifies good character, knowledge, helpfulness to other staff members and customers, works well with management and is a good steward of county resources.

Mr. Wood said that several interns have started work and the program is working well.

Mr. Wood said that they intend to bring another policy to next month's meeting, a Managerial Benefits Policy. For the most part, staff members in managerial positions have traditionally

followed the CSEA benefits, however a lot of this has not been spelled out and a policy would be helpful to those staff members. Mrs. McNamara said that this policy would apply to Management, Elected officials, Confidentials and Supervisors.

**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