

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

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Art Johnson, Dick Lucia, Bill Peck, Matt Veitch, Mo Wright; Supervisor Gaston; Spencer Hellwig, County Administrator; Marcy McNamara, Wendy Tennant, Human Resources.

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

**On a motion made by Mr. Peck, seconded by Mr. Grattidge, the minutes of the June 5, 2019 meeting were approved unanimously.**

The monthly workers compensation report was distributed and Mrs. McNamara gave a brief overview. There are currently 216 open cases. Of the 19 total cases for June, 5 were report only and only 2 did not call the 1-800 number but these were legitimate emergencies. There are currently 18 agreed upon cases from Maplewood Manor from an original number of 36. The budget is at 30% of expenditures.

**A motion was made by Mr. Veitch, seconded by Mr. Grattidge, committee approval of the Workers Compensation Budget. Unanimous.**

A copy of the proposed budget was distributed. Mr. Wood said that this budget is down by 5.3% from last year. Mr. Grattidge confirmed that remaining funds from the end of the year can be put towards the contributory reserve fund.

**A motion was made by Mr. Veitch, seconded by Mr. Lucia, to approve a revised standard work day reporting resolution for elected county officials for retirement purposes. The motion passed. Mr. Wright recused himself from voting.**

Mr. Wood said that this workday resolution is for Supervisors Wright and Kusnierz.

**A motion was made by Mr. Grattidge, seconded by Mr. Peck, to amend the Policies and Procedures manual to repeal and replace both the Management Development and Continuing Education Policy and the Managerial Benefits Policy with a new Administrative Benefits Policy. Unanimous.**

Mr. Wood said that the existing policies on Management Development and Continuing Education will be combined into one policy, and will also include additions. Mrs. McNamara said that no language changes are being made to the two policies being repealed, that language will be added to the new policy. Mrs. McNamara said that in the past CSEA contracts were followed, this policy will now provide one place where managerial benefits will be listed. This policy can be amended in the future if the need arises.

**A motion was made by Mr. Lucia, seconded by Mr. Wright, to amend the Policies and Procedures Manual to add a Progressive Discipline Policy. Unanimous.**

Mr. Wood said that this document was created by the County's Labor Consultant, Goldberg Segalla, the County Attorney and Human Resources Departments. The policy consolidates what currently exists in policies and contractual agreements with the various unions. This is an 11 page document, 3 pages are policy and procedures, 8 pages are appendices, notices and forms. Mrs. McNamara said that this is a new policy that is well overdue. It follows the law regarding what employees are entitled to when being disciplined. Mrs. McNamara said that this policy is regarding competitive class positions.

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 Oscar Schreiber, Public Defender will be retiring on August 6, 2019. Mr. Schreiber began working for the county in 1989 and has devotedly served the County for 30 years. The County appreciates Oscar's hard work and dedicated efforts in planning, implementing, coordinating, directing and evaluating activities and programs of the Public Defender's Office, and wish him well on his much deserved retirement. Mr. Peck thanked Mr. Schreiber for his dedicated service to Saratoga County and what he has done to help represent the citizens of this County. Mr. Wood said that the position will be advertised shortly and the interview process will begin shortly thereafter.

Mr. Wood said that Tina Potter from DSS would like to recognize Senior Caseworker Colleen Trossbach. Recently Ms. Trossbach went above and beyond the normal call of duty. This involved working with law enforcement in South Carolina to safely return a child to Saratoga County, taking a flight to South Carolina to bring the child back the same day. Colleen returned to her home after 3am and a 19-hour work day.

Mr. Wood said that Steve Bayle was recently elected president of New York State Council of Probation Administrators.

Mr. Wood said that Craig Hayner would like to recognize Leo Senacal from the Wilton DMV Branch. Mr. Senacal is the winner of the 2018 Excellence in Service Award.

Mr. Wood said that Penny Heritage would like to welcome Sara Sosnow who is the new full time Veterinarian at the Animal Shelter.

Mr. Grattidge thanked all of the staff for their hard work involved in the planning and running of the Year of the Senior event last week. The event was a great success and was enjoyed by many people.

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

Respectfully submitted,

Therese Connolly  
Deputy Clerk of the Board