

Human Resources & Insurance Committee Minutes
September 4, 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.

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

On a motion made by Mr. Veitch, seconded by Mr. Lucia, the minutes of the August 7, 2019 meeting were approved unanimously.

The monthly workers compensation report was distributed and Mrs. McNamara gave a brief overview. For August 2019 there were 38 new claims, 11 of which were report only. There are currently 225 open claims. The total paid out in August was approximately \$236K and the budget is currently at 41% which is 3% down from last year. Of the 38 claims, 11 did not call the 24/7 number, 4 were emergency room and all were reminded to make the call in future.

Mr. Wood said that this summer there were 9 interns employed by 8 different departments for the summer intern program. Mr. Wood read portions of the reports submitted by each of the interns. Their comments spoke very highly of the program and reflect the departments that are doing a great job and are interested in working with young people. The interns all had praise for the work they were assigned. Mr. Wood said that this is a great program and hopes it will be continued for many future years.

A motion was made by Mr. Grattidge, seconded by Mr. Veitch, to appoint Andrew Blumenberg as the Saratoga County Public Defender effective October 1, 2019. Unanimous.

Mr. Wood said that Mr. Schreiber retired recently. The position was advertised, there were 4 applicants of which 3 were interviewed. 2 were internal and 1 external. The interview team included Mr. Hellwig, Mrs. McNamara, Mr. Allen, Mr. Wood and Mr. Peck. Chairman Tollisen recused himself from the interviews. Mr. Wood said that the salary will be \$129,849 and will be effective October 1, 2019 – December 31, 2019, filling the balance of the remainder of Mr. Schreiber's appointment. Mr. Wood said that Mr. Blumenberg resides in Saratoga Springs and has been an employee at the County since 2007. Mr. Blumenberg was promoted to 1st Assistant Public Defender in 2013. Mr. Wood said that his references were excellent.

A motion was made by Mr. Peck, seconded by Mr. Veitch, to adjourn the meeting to Executive Session to discuss the potential employment or promotion of a person by the County. Unanimous.

A motion was made by Mr. Lucia, seconded by Mr. Veitch, to reopen the meeting to Regular Session. Unanimous.

No action was taken in Executive Session.

A motion was made by Mr. Lucia, seconded by Mr. Johnson, to appoint Anna Stanko as the Saratoga County Director of Real Property for a term from October 1, 2019 to September 30, 2025. Unanimous.

Mr. Wood said that there were 9 applications and 4 interviews were held. The interview team included Mr. Hellwig, Mrs. McNamara, Mr. Allen, Mr. Wood and Mr. Tollisen. Of the 4 interviews, 2 were internal and 2 were external. Mr. Wood said that the salary will be Grade 18 Step 1A at \$85,745. The term is a 6 year term effective October 1, 2019 through September 30, 2025. Mr. Wood said that Ms. Stanko lives in Ballston Spa and has worked for the County since 1988.

A motion was made by Mr. Peck, seconded by Mr. Johnson, to authorize an amendment to the Policies and Procedures Manual to revise the Probationary Period Policy. Unanimous.

A copy of the proposed policy was distributed. Mr. Wood said that the only change is adding the following paragraph. "Within four months of the probationer's start date, the probationer's supervisor shall write an objective assessment notifying the probationer of his/her status and progress. This assessment shall be sent to the Department Head and then forwarded to the Human Resources Department and filed in the probationer's personnel file."

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 Flu shots will be administered on October 15, 2019 which is also Board meeting day. 230 flu shots were administered last year for a net cost of \$6K. Mrs. McNamara said that this year, Public Health has taken over this function from Human Resources.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board