

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

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Bill Peck, Matt Veitch, Mo Wright; Supervisors Phil Barrett, Tara Gaston; Chad Cooke, Brian O’Conor, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Jessica Poe, Wendy Tennant, Human Resources; Rick Castle, Sheriff; Roger Schiera, Bill Fruci, Board of Elections; Tamara Marizan, Carley Collins, CDPHP.

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

**On a motion made by Mr. Veitch, seconded by Mr. Grattidge, the minutes of the October 2, 2019 meeting were approved unanimously.**

The monthly workers’ compensation report was distributed and Mrs. McNamara gave a brief overview. There were 22 new claims in October of which 6 were report only. There are currently 202 open cases, last year at this time there were 227 open cases and the year prior 241. The budget is currently at 53%. Of the 22 new claims, 6 did not call the 1-800 24/7 number. Three were legitimate and the other three were reminded.

**A motion was made by Mr. Peck, seconded by Mr. Veitch, to authorize a renewal contract with CDPHP to administer the County's medical and prescription insurance services, including stop loss insurance, in the amount of \$22,828,957. Unanimous.**

Mr. Wood said that the contract will run from 1/1/2020 to the end of the year. There is an additional option being offered this year which will provide for a life points program. Mrs. McNamara said that this year the contributions will be kept flat. This life points rider will be offered to and paid for by management employees. Mrs. McNamara said that the additional rider can be discussed during contract negotiations with the PBA, Corrections and CSEA. Carley Collins from CDPHP gave a brief overview of life points. Points are rewarded to members for healthy behaviors such as getting physicals, completing health programs, getting flu shots etc. and each point equates to \$1 which can be cashed out as gift cards with several different merchants.

**A motion was made by Mr. Grattidge, seconded by Mr. Wright, to authorize an amendment to the compensation schedule to add an early voting election inspector at a rate of \$125 per day. Unanimous.**

Mr. Wood said that there were amendments made to the NYS election law providing for 9 days of early voting prior to election day. Up to this point there were no provisions in the compensation schedule for the payment of employees for early voting days. The conditions of hours worked are different from election day. Mr. Schiera said that election day workers are paid volunteers. The regular election day is approximately 16 hours, early voting is 8 hours on weekdays and 5 hours on weekend days. The pay rate for regular election day is \$190. Early voting days are also a little more complicated as they have duties such as printing ballots etc. It was decided to equalize the rate for early voting days across the board as weekend hours are less desirable for employees.

A general discussion took place regarding the early voting initiative.

**A motion was made by Mr. Peck, seconded by Mr. Wright, to authorize an amendment to the County's policies and procedures manual to revise the health insurance policy. Unanimous.**

Mr. Wood said that the policy was previously distributed via email to the committee members. The change to the Health Insurance Policy provides for retirees that have withdrawn from the county health insurance plan, giving them an option to resume coverage at a later date.

**A motion was made by Mr. Veitch, seconded by Mr. Peck, to authorize an amendment to the County's policies and procedures manual to abolish Chapter 3, Section P that pertains to the resignation/retirement policy and amend Chapter 4, Section F to incorporate relevant resignation/retirement processes and procedures from the abolished section. Unanimous.**

Mr. Wood said that the policy was previously distributed via email to the committee members. Mr. Wood said that basically there were two separate policies. This amendment will eliminate the resignation policy and procedures as a separate policy and merge it into the retirement policy. The new policy will be named Retirement and Resignation Process and Procedures. There is also a section regarding retirees returning to work at the county.

Mr. Wood said that the 2020 personnel position request were reviewed by the sub-committee which consisted of Supervisors Peck, Johnson, Wood and Administrator Hellwig. Mr. Wood said that it was not an easy process. This subcommittee will submit their recommendations to Law & Finance for approval on November 13. Mr. Wood said that 20 Departments submitted requests for a total cost of \$3,101,630. The recommendation being brought forward totals \$1,210,556. Mr. Peck confirmed that the costs of these recommendations are not included in the tentative budget and the funds will need to come from the reserve fund. Mr. Peck thanked the Human Resources Department for all of the requested research they did and provided to the subcommittee.

The vacancy review report was distributed and Mrs. McNamara gave an overview on the positions that are vacant at this time. Mr. Kinowski said that several employees are leaving DSS due to the fact that the State opened a training center in Albany that offers higher pay and a more structured work week that doesn't require employees being on call.

Mr. Wood said that the topic of fingerprinting future employees has come up. Mrs. McNamara said that currently background checks/fingerprinting is only done for employees being hired in the following departments; Public Safety, Mental Health, portions of Probation, Employment & Training, Social Services. Mrs. McNamara said that they would like to create a policy that all employees will be fingerprinted as a condition of new employment with Saratoga County. There are currently approximately 100 employees hired annually and the Sheriff's office would process the background checks. The cost would be approximately \$75 per person and would be paid for by the County. Mr. Castle said that the fee goes to the State of NY and runs through both the State and Federal database. Mr. Kinowski said that most counties in the State of NY currently perform background checks. Mr. Castle confirmed that this would only be as a condition of employment, only applicants that are offered a position would be fingerprinted. Mr. Castle said that the

fingerprints would be added to the state and national database. Mr. Wright expressed concern over employees information being added to this database and if some people would have an issue with this. Mrs. McNamara said that she will research the issue prior to bringing the policy back. Mr. Grattidge inquired about the service being available to the municipalities within the county at the municipalities cost. Mr. Wood said that once all the research is done, this policy will be brought up at the December meeting.

Mr. Wood said that regarding employment applications, a new law has been passed that you cannot ask about current or past salaries of applicants.

Mr. Wood said that with winter coming, the County does have a policy regarding early closing and suggested the municipalities take a look into having their own policy. Mrs. McNamara said that it's a good idea to have a checklist for these situations.

Mr. Wood said that open enrollment is November 21 to December 6. All benefit eligible employees will need to complete the enrollment process online even if they decide to decline the benefits. Benefit fairs will be held on November 21, 22, 25 and 26. Mrs. McNamara said that an email will be sent out.

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

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board