

Human Resources & Insurance Committee Minutes  
January 8, 2020 – 3:00 p.m.

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Jack Lawler, Dick Lucia, Bill Peck, Sandra Winney, Mo Wright; Supervisor Tara Gaston and Chairman of the Board Preston Allen; Chad Cooke, County Administrator; Marcy McNamara, Adam Kinowski, Wendy Tennant, Human Resources; Eileen Bennett, Information Technology.

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

**On a motion made by Mr. Lucia, seconded by Mr. Grattidge, the minutes of the December 4, 2019 meeting were approved unanimously.**

Mr. Wood announced the appointment of Mr. Peck as the Committee Vice-Chair.

The workers compensation report was distributed and Mrs. McNamara gave an overview. For December 2019 there were 31 new claims, 16 were report only, 12 were ice related and 8 of those sought treatment for the falls. The total open claims is 218 which is down from last year's number of 241. Total paid out YTD in December was approximately \$2.7M. In 2018 the total payout was approximately \$3.1M. Of the 31 claims, 6 did not call the 24/7 number. 3 were excused and the other 3 were reminded. Out of the 269 calls that were made to the 24/7 number in 2019, 108 resulted in First Aid/Self Care, which directly results in savings. Mrs. McNamara said that the year-end review meeting with Corvel will be held at the end of February and the committee are invited to attend.

**A motion was made by Mr. Wright, seconded by Mr. Peck, to authorize amendments to the 2020 compensation schedule in the Public Works Department, the Information Technology Department and the Sheriff's Department. Unanimous.**

Mr. Wood said that the change in the Public Works Department is the creation of (1) new Working Supervisor Automotive Repairer at a base salary of \$50,855. The cost of this position is offset by salary savings from vacant positions as they occur. The current Automotive Repairer will be promoted to this position and his position will not be back filled. The current base salary of the Automotive Repairer is \$47,618. This position is being reclassified as agreed upon in a settlement agreement with CSEA.

Mr. Wood said that the change in the Information Technology Department is to reclassify (1) PC Technical Network Specialist to (1) Senior PC Technical Network Specialist, Base \$66,986. The cost of this position is offset by salary savings from vacant positions as they occur. The current base salary of the PC Technical Network Specialist is \$64,106. The position is being created to better serve the needs of the department and other departments throughout the county, including Public Works and the District Attorney's office. Mrs. Bennett said that some IT functions were being done by staff in different departments, this will ensure that IT functions are taken care of and overseen by the IT Department.

Mr. Wood said that the change in the Sheriff's Department is to abolish Extra Deputies and create (14) Transport Officers at a rate of \$20/hour. Mr. Wood said that the change will be budget neutral

as the hourly rate of the Extra Deputies is the same as the Transport Officers. Mrs. McNamara said that this is a title change only and will help satisfy civil service requirements. They are hourly part time employees. Mr. Lawler requested that Mr. Cook ensure that the Transport Officers are covered under the County's insurance policy.

**A motion was made by Mr. Lucia, seconded by Mr. Grattidge, to authorize an amendment to the County's Policies and Procedures Manual to revise the Leave of Absence policy. Unanimous.**

A copy of the revised policy was distributed. The following paragraph was added to the policy. "Any period of authorized or unauthorized absence aggregating up to ten workdays during the probationary term, may in the discretion of the Appointing Authority be counted as time served in the probationary term. Any such periods of absence in excess of an aggregate of ten workdays shall not be counted as time served in the probationary term. The minimum and maximum period of the probationary term of any employee shall be extended by the number of workdays of his/her absence which, pursuant to this section, are not considered as time served in the probationary term."

Mrs. McNamara said that extending the probationary period due to absence is currently part of civil service law however the language is being included in the policy for all new employees to be aware of it, and sign off on receiving the policy prior to beginning employment.

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

#### *Employee Recognitions:*

Mr. Wood said that Penny Heritage would like to recognize Carly Russell, PR Coordinator at the Animal Shelter. Ms. Russell has been involved in setting up shelter up events, off site adoption clinics, communicating with Steve Caporizzo's Pet Connection promoting adoptable animals, and managing the social media accounts of the Shelter. Social media followers has increased from approximately 13K to over 20K followers in 2019. Pet adoptions in 2019 have also increased by 15% from the previous year. Mr. Grattidge said that he has also seen the results of Ms. Russell's work in increased adoptions.

Mr. Wood said that Cathi Duncan would like to recognize Kesiena Olier who just received her Bachelor's Degree in Nursing from SUNY Plattsburgh. Kesiena works full time in the Public Health Department as the Immunization Coordinator for the Prevention Program.

Mr. Peck said that he was recently received a compliment from the Schuylerville Superintendent of Schools about how helpful Tiffany Armitage from Human Resources is to the school district.

Mr. Wood said that one of the Chairman's priorities this year is working on the two labor contracts with the PBA and Corrections Officers. A negotiation session with the PBA is scheduled for January 16.

Mr. Wood distributed a flow chart and directory information sheet for the Human Resources Department. The information sheet is attached to these minutes.

Mr. Wood said that several departments will be transitioning to the new Public Safety Facility this year. The Human Resources department will be involved in the transition to help ensure it occurs as smoothly as possible.

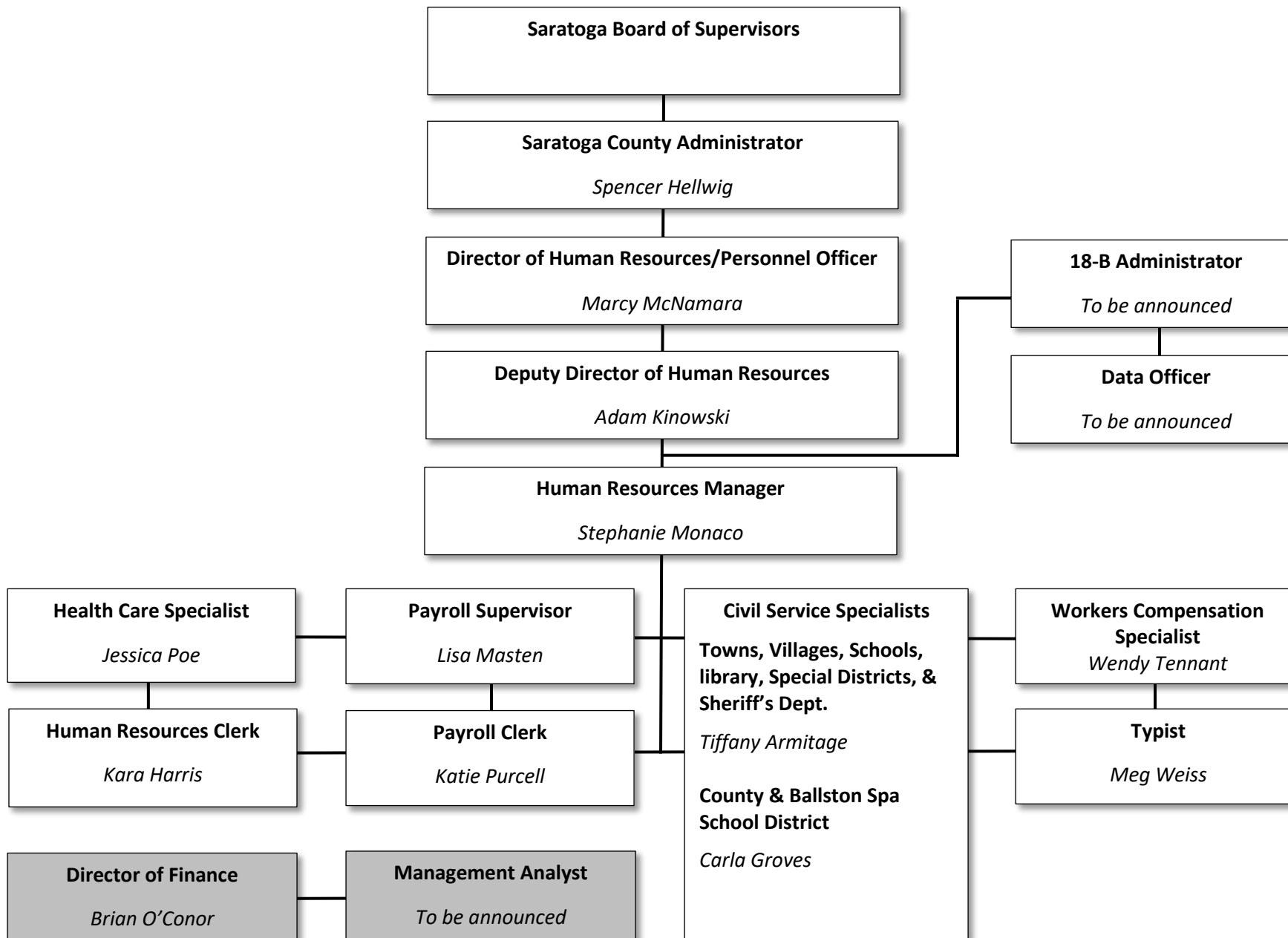
Mr. Wood said that modifications to the Public Defender and Conflict Defenders office space downstairs are currently underway.

Mr. Kinowski said that they have been working with County Clerk Hayner and his staff due to the recent greenlight law changes.

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

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board

# The Department of Human Resources' Organizational Chart 2020



 County Administrator Dept.

Department of Human Resources--Areas of Responsibilities

| <b>Title</b>                | <b>Name</b>      | <b>Ext.</b> | <b>Responsibilities</b>   |
|-----------------------------|------------------|-------------|---|
| Director/ Personnel Officer | Marcy McNamara   | 4466        | Oversees the operations & staffing of all divisions, labor relations, contract negotiations, & negotiates all personnel benefits  |
| Deputy Director             | Adam Kinowski    | 4689        | Overall strategic planning, administration, labor relations, contract negotiations, & assists in the coordination of all personnel benefits   |
| Manager                     | Stephanie Monaco | 4333        | Maintains & enhances the organization of human resources by planning & implementing practices, works with County Administrator on position & budget tasks, & answers routine compensation inquiries |
| Workers Comp. Specialist    | Wendy Tennant    | 4404        | Oversees, maintains, & manages County workers' compensation plan, investigations, safety concerns, & answers inquiries regarding employee work related inquiries                                    |
| Typist/FMLA Administrator   | Meg Weiss        | 2225        | Processes reports for workers' compensation, administers & maintains FMLA, operates COBRA, In Lieu of, & covers front desk inquiries  |
| Civil Service Specialist    | Tiffany Armitage | 4464        | Oversees all aspects of Civil Service administration for towns, villages, schools, special districts, & the Sheriff's Dept.   |
| Civil Service Specialist    | Carla Groves     | 4375        | Oversees all aspects of Civil Service administration for the County & the Ballston Spa School District  |
| Health Care Specialist      | Jessica Poe      | 4465        | Oversees, maintains, & manages employee & dependent health & dental insurance, retiree health insurance, Cobra, In Lieu of, & the For My Benefits portal/ACA  |
| Human Resources Clerk       | Kara Harris      | 4401        | Operates employee health & dental insurance & retiree health insurance, & covers front desk inquiries   |
| Payroll Supervisor          | Lisa Masten      | 4642        | Oversees, maintains, & manages all County payroll   |
| Payroll Clerk               | Katie Purcell    | 4325        | Processes, supports, & answers inquiries with all County payroll  |