

Human Resources & Insurance Committee Minutes
February 5, 2020 – 3:00 p.m.

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Jack Lawler, Dick Lucia, Bill Peck, Sandra Winney, Mo Wright; Chairman of the Board Preston Allen; Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Wendy Tennant, Human Resources; Chris Schall, Auditor.

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

On a motion made by Mr. Grattidge, seconded by Mr. Lucia, the minutes of the January 8, 2020 meeting were approved unanimously.

The monthly workers compensation report was distributed and Mrs. McNamara gave an overview. There were 24 new claims for the month of January. Last year there were 40. Total paid out in January was approximately \$178K. Maplewood Manor is down to 17 open cases. Of the 24 claims, 4 did not call the 1-800 number, all were addressed and/or reminded.

Mr. Wood said that the annual review meeting with Corvel will be held on the 25th of this month at 10am. Supervisors Wood, Grattidge and Peck will be attending the meeting.

A motion was made by Mr. Wright, seconded by Mr. Grattidge, to authorize a contract with Saratoga Hospital in an amount not to exceed \$30,000 for physical examination and testing services. Unanimous.

Mr. Wood said that this is a one year renewal contract. The physical examinations and lab testing required for new and current county employees.

A discussion took place regarding a proposed amendment to the County's Policies and Procedures manual to revise the Travel and Discretionary Funds policy. Mr. Wood said that Supervisor Veitch is a regular participant in conferences such as NACo, and during conversations, Mr. Veitch expressed concerns to Mr. Wood regarding the current per diem reimbursement rate for meals and incidentals. Mr. Veitch had expressed that often time the reimbursement rate currently in place does not fully cover the expenses incurred at some conferences. Mrs. McNamara said that expenses such as tips for baggage handlers, tips for room cleaners etc. are not reimbursable.

Mr. Wood presented three options to the committee. Option 1 is to do nothing and leave the per diem rate as is. Option 2 is a proposed increase to the current Per Diem rate for locations outside of NYS and certain NY counties such as Queens, Bronx, Richmond, Nassau, Suffolk and Westchester. The current US General Services Administration per diem rate per day for breakfast, lunch and dinner in Washington DC, and NYS is \$18, \$18, \$35 respectively. Mr. Veitch's proposed rate would be to increase the rates to \$18, \$25, \$57 for a total increase of \$29 per day.

Option 3 would be to add an additional per diem amount of \$25 per day for incidentals relative to NACo conference days only.

Mr. Wood said that all other Counties use the GSA per diem rates. Mr. Peck expressed concern deviating from the standard GSA numbers. Mr. Wood said that the GSA numbers are updated and adjusted annually. Mr. Lawler said that he appreciates and respects Mr. Veitch's opinion however,

he believes that policy changes should not be proposed based on a singular experience. Concerns were also raised that increasing conference reimbursement rates for certain conferences would set a precedent increasing rates for other conferences. After continued discussion, the committee decided to not take any action and leave the per diem rates as is, set by the US Office of General Services Administration.

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 two negotiation sessions were held in January with the PBA. Both sessions were extremely long. Supervisors Wood, Wright, Grattidge and several staff members from Human Resources attended the sessions.

Employee Recognitions:

Mr. Wood said that 4 Saratoga County DPW employees recently helped save a 44 year old father of two in a snowmobile accident. The Snowmobiler had fallen through the ice on the Sacandaga. Jeff Gray and Aaron Colvin helped drag a rowboat down to the lake. Preston Allen Jr. and Rob Crist then took the boat out to the snowmobiler, who had been treading water for nearly 30 minutes. Preston used his hands and arms to break through the ice, while Rob used makeshift oars from 2 by 4s to row the boat. Jeff and Aaron then helped pull the boat and company back to shore. The County of Saratoga would like to extend their warm appreciation for the bravery of Jeff Gray, Aaron Colvin, Preston Allen Jr., and Rob Crist who propelled the way to the snowmobiler's safety.

Mr. Wood said that Andrea Cutler from the Sewer District recently took and passed the 3A exam to be a licensed 3A Wastewater Operator. The test has only a 40% pass rate.

Mr. Wood said that they are in the process of working with DCJS to get approval for a policy for fingerprinting employees. Mr. Kinowski said that he submitted the information and should hear back within 2-3 months. Mrs. McNamara said that new employees are already fingerprinted prior to employment with certain County Departments such as Sheriff, DSS, Mental Health. The procedure will be extended to all new employees in the future. Mr. Lawler expressed concern with privacy issues of employees being fingerprinted. Mrs. McNamara said that most government employees are fingerprinted. The Sheriff's office only provide a statement to the Human Resources Department and then destroy the records once the report is run.

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