

Human Resources & Insurance Committee Minutes
March 4, 2020 – 3:00 p.m.

Present: Chairman Tom Wood; Committee Members Dick Lucia, Bill Peck, Sandra Winney, Mo Wright; Supervisors Eric Connolly, Ed Kinowski and Chairman of the Board Preston Allen; Spencer Hellwig, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Adam Kinowski, Wendy Tennant, Human Resources; Michael Zurlo, Rick Castle, Rich Emery, Sheriff; Barbara Thomas, League of Women Voters.

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

On a motion made by Mr. Lucia, seconded by Mr. Wright, the minutes of the February 5, 2020 meeting were approved unanimously.

The workers compensation report for February was distributed and Mrs. McNamara gave a brief overview. There were 44 new cases for February, 19 of which were snow related and 9 were report only. Total paid out for February was \$172K and the budget is currently at 8%. Of the 44 cases, 11 did not call the 1-800 number but were justified. Mrs. McNamara said that two investigators found workers compensation fraud in February. They continue to look at each case individually. The stewardship meeting was held on February 25th. Mr. Wood said that Supervisors Wood, Peck Grattidge, Administrator Hellwig, Marcy McNamara, Adam Kinowski, Wendy Tennant and four representatives from CorVel attended the meeting. They reviewed a 32 page report which covered a 4 year period of time regarding workers compensation in Saratoga County. Mrs. Tennant distributed a few pages from the report and gave a brief summary. Program Highlights included scheduled loss of use and settlements of seven challenging claims resulting in savings of \$200K; Total paid was down \$615K in 2019; 24/7 utilization is up 82%; and calls to the 24/7 line past 24 hours is down 24%. 40% of the calls initiated at 24/7 had an outcome of self-care / first aid and 85% of these calls remained at self-care. In 2019 the self-care savings was \$380K. Mrs. Tennant said that they continue to have a great relationship with CorVel and hope to continue that in the future. They have weekly meetings with the Sheriff's Department that has shown a decrease in claims. They developed a light duty program to get employees back to work sooner. Mr. Wood said that the full report is available in the HR Department if anyone would like to view it. Mr. Wright said that an employee in the Town of Hadley is currently going through a health ordeal and wanted to pass it on that Mrs. Tennant has been very helpful. Mr. Peck said that Mrs. Tennant does a fantastic job and the HR Department, Mrs. Tennant and CorVel have a great relationship. Mr. Peck said that the decision to work with CorVel has proved to be a good move.

A motion was made by Mr. Peck, seconded by Mrs. Winney, to authorize renewal of Workers' Compensation Excess Employer Liability coverage in an amount not to exceed \$22,821. Unanimous.

Mr. Wood said that this is an annual policy and is due to expire on April 15. The firm is Capital Indemnity and the annual premium is \$22,821 which is a decrease of \$822 from last year. This excess insurance coverage kicks in at \$100K and has a \$1M limit.

A motion was made by Mr. Wright, seconded by Mr. Lucia, to amend the policies and procedures manual relative to the time keeping policy. Unanimous.

A draft of the new policy was distributed. The first paragraph has been amended and reads as follows: “The following positions shall maintain an account of their time worked and used: Department Heads, Directors, Deputy Directors, Director of Patient Services, Chief Wastewater Treatment Plant Operator, Sheriff, Undersheriff, Chief Deputy, Corrections Administrator, Captains, all positions held in the Narcotics Unit, and all attorneys who are employed full-time by the County.” The changes reflect the Sheriff’s office timekeeping needs as they look to integrate Kronos into their time tracking efforts. This policy was last revised in July 2016.

A motion was made by Mr. Wright, seconded by Mr. Peck, to amend the 2020 Compensation Schedule under Public Health Nursing Services to Create (1) Program Supervisor, Base \$60,496 and (1) Family Support Worker, Base \$38,898. Unanimous.

Mr. Wood said that these positions are being created as staffing for Healthy Families New York program to help reduce child abuse and neglect, increase family function and self-sufficiency, improve school readiness and adjustment, and allows for the broad health and fiscal benefits of families. The Healthy Families New York home visiting program matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping the families access community resources and services, educating families on parenting and child development, connecting families with medical providers and assessing children for developmental delays. Both of the positions are grant funded and would end if the grant ends. Mrs. Duncan said that the Healthy Families program has a proven track record of helping at risk families in other counties. The current grant covers the remaining of 2020 and there will be a new grant for 2021. It will be a 5- year grant program after 2021. It is hoped that two additional Family Support Workers will be added next year. There is a 10% in kind match from Saratoga County. This match can be taken from salaries and space provided.

A motion was made by Mr. Peck, seconded by Mr. Wright, to amend the 2020 Compensation Schedule under Sheriff’s Department to create (1) Staff Social Worker at a base salary of \$64,106, (2) Correction Officers at a base salary of \$45,190, and retitling (1) Correction Officer to Clerk Part-Time. Unanimous.

Mrs. McNamara said that typically positions are not added in the middle of the year however, these positions were originally requested by the Sheriff during the 2020 budget process and the sub-committee agreed to defer the request as the repercussions of bail reform were unknown at that time. Mr. Emery said that regarding the Staff Social Worker position, the position currently exists on a 20 hour per week basis, provided by the Mental Health Department. Mr. Emery said with the services that they need to provide in the facility, and the programs that have been expanded, they believe the position should be a 40 hour per week. Programs include medication assisted treatment and mental health related counseling. With bail reform the count has decreased; however, the level of mental health or substance abuse related issues has not. Mr. Emery said that the average count prior to bail reform was 185, the count today was 130, which seems to be the new norm.

Mr. Emery said that late last year all part time correction officer positions were eliminated. Historically, there has been anywhere from 4-13 part time correction officers, some working in a

full time capacity. They were used to supplement full time staff that needed time off or had to attend training. Losing the part time staff members and moving two full time staff members to other positions, they are now requesting the additional two full time positions. Mrs. McNamara said that a correction officers position has not been created since 2016. Overtime from 2018 was \$747K and in 2019 \$938K.

Mrs. McNamara said that there are two part time correction officers. One will be moving to a minor contract as a diver. The other is an employee that is doing medical filing and should not be titled Correction Officer. This is the position that will be retitled to Clerk P/T. The P/T Correction officer rate is \$16.50 per hour and the P/T Clerk rate is \$20.16 per hour. An annual increase of \$3,331. Mr. Wood said that the total annual cost for these positions is \$267,724 and funding for all positions will come from the fund balance.

The vacancy review report was distributed and Mrs. McNamara gave an overview on the positions that are vacant at this time. Mr. Peck said that there is a high turnover rate for Social Welfare Examiners. Mrs. McNamara said that they are looking into it.

On a motion made by Mr. Lucia, seconded by Mrs. Winney, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board