

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

Present: Chairman Tom Wood; Committee Members Alan Grattidge, Jack Lawler, Dick Lucia, Bill Peck, Sandra Winney, Mo Wright; Supervisors Eric Connolly, Todd Kusnierz and Chairman of the Board Preston Allen; Chad Cooke, Matt Rose, 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. Grattidge, seconded by Mr. Lucia, the minutes of the July 8, 2020 meeting were approved unanimously.**

The Workers Compensation report was distributed and Mrs. McNamara gave a brief overview. For the month of July there were 26 claims, 9 were report only. There are currently 192 open claims. Last year there was 220. Unfortunately, there was a severe accident out of the Greenfield Fire Department over the past weekend.

The total paid out for July was approximately \$121K. The total YTD budget is at \$1.6M which is 44% of the budget. 8 of the claims did not call the 24/7 number. All were contacted and a reminder email will be going out from Ms. Tennant regarding the importance of calling and the 1-800 number.

**A motion was made by Mr. Peck, seconded by Mr. Grattidge, committee approval of the 2021 Workers Compensation Budget. Unanimous.**

Ms. Tennant distributed a copy of the proposed budget and gave a brief overview. Ms. Tennant said that this budget is a decrease of 7.8% from the 2020 budget. A copy of the proposed budget is attached to these minutes. Ms. Tennant said that if anyone has questions about their portion of the budget, to reach out to her and she can go over specifics. Mr. Wood said that this budget will ultimately be incorporated into the total County proposed budget.

Ms. Tennant said that the actuarial reserve came in lower this year. They are finally seeing the cost benefits of doing settlements, the sale of Maplewood Manor. They have seen a decrease of 10.6% so the recommended reserve should be \$20.5M. We are currently just shy of \$13M.

**A motion was made by Mr. Peck, seconded by Mr. Grattidge, to authorize a temporary increase in the rate of pay for Cathleen Medick, Director of Patient Services, to \$60.5427/hour until such time a Public Health Commissioner is hired. Unanimous.**

Mr. Wood said that Cathi Duncan has retired effective August 1<sup>st</sup>. Because the population of the County has been increasing, the State of New York has been encouraging the County to create a Public Health Commissioner. The position has been advertised. In the meantime, Ms. Medick will take over the responsibilities that Cathi Duncan had. Ms. Medick has been an employee of the County for over 30 years, at least half of which has been in Public Health. Ms. Medick has been consistently recognized for her outstanding work and has been actively involved in the

COVID-19 pandemic situation. The increase in pay will be from \$48.26 to \$60.54 per hour and will be effective August 1<sup>st</sup> until the new Public Health Commissioner has been hired, at which point Ms. Medick will revert back to her original rate of pay. Mr. Wood said that the hourly rates are based on what their annual salaries are. There is no overtime.

Mr. Wood said that they received a number of applications for the Public Health Commissioner position. Three very strong applicants have been identified. The plan at this point is to try to set the interviews up for next week. Mr. Peck said that the entire process could take 1.5 to 2 months between interviews, notice given, etc.

**A motion was made by Mr. Wright, seconded by Mr. Peck, to authorize an amendment to the 2020 Compensation Schedule to reclassify (1) Records Management Clerk to (1) Civil Clerk in the Sheriff's Department. Unanimous.**

Mr. Wood said that last fall when they were reviewing position requests, there was a great deal of focus placed on the expected need for staff concerning the discovery law in the Sheriff's and District Attorney's offices. Originally there was a fairly short turnaround time of 15 days with a great deal of information that would need to be shared. It has turned out that the time period was extended and the amount of material needed to be reproduced has been minimized by a new State Law. The person that was hired on January 1 as Records Management Clerk has resigned and the position is now vacant. The request from the Sheriff is to reclassify that position to a Civil Clerk. The original position was at a salary of \$46,716 and the Civil Clerk position would be at \$37,950.

The vacancy review report was distributed and Mrs. McNamara gave an overview on the positions that are vacant at this time. Mrs. McNamara said that several waiver request were received and granted. Mr. Wright expressed concern over one Building Maintenance worker position being on hold, as the new Public Safety Facility is now open. Mrs. McNamara said that she will check with Mr. Manz.

Mr. Peck said that the Public Safety Facility ribbon cutting is scheduled for August 20<sup>th</sup> at 10am. There will be approximately 15 minutes of a presentation with speakers, tours given inside, and a virtual video of the building stages.

Mr. Wood said that Wendy Tennant has been offered, and has accepted, to serve as one of the Directors of the New York State Self Insured Workers Compensation Board. This is an association of workers comp. individuals with a representative from each County in New York State. Ms. Tennant has regularly attended their meeting to keep up to date. Ms. Tennant's knowledge, skills and abilities have been recognized by this appointment.

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

Respectfully submitted,  
Therese Connolly  
Deputy Clerk of the Board