

Human Resources and Insurance Committee

January 26, 2021 4:00 PM

A G E N D A

Chairman: Darren O'Connor

Members:

Joe Grasso

John Lant

Jon Schopf

Tom Richardson

Matt Veitch

Tom Wood

- I. Welcome and Attendance
- II. Approval of minutes from the December 2, 2020 meeting
- III. Appointment of a Vice Chair
- IV. Workers Compensation Report
- V. Resolution Amending the 2021 Compensation Plan Under Public Health
- VI. Vacancy Review
- VII. Other Business
- VIII. Adjournment

Due to public health and safety concerns related to COVID-19, there is limited capacity in the Boardrooms. The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145

Access Code: 1840389

**Human Resources &
Insurance
Committee Meeting**
January 26, 2021





Number of Claims

Participant	New Claims December
City of Mechanicville-Public Works	0
City of Saratoga Springs City Center	0
City of Saratoga Springs-All Other	0
City of Saratoga Springs-Fire Department	0
City of Saratoga Springs-Police Department	2
City of Saratoga Springs-Public Works	3
Clifton Park Halfmoon Emergency Corp-Paid	1
Clifton Park Water Authority	0
Malta-Stillwater Ambulance Corps-Paid	2
Malta-Stillwater Ambulance Corps-Volunteer	0
Saratoga Co -Public Health Nursing Service	0
Saratoga Co -Public Works Building & Grnds	1
Saratoga County-Animal Shelter	1
Saratoga County-County Clerk	0
Saratoga County-District Attorney	0
Saratoga County-Maplewood Manor	0
Saratoga County-Public Works Highway	2
Saratoga County-Sewer District	1
Saratoga County-Sheriff	5
Saratoga County-Social Services	1
Schuylerville-Victory Board-Water Mgmt	0
Town of Ballston-Public Works	0
Town of Charlton-All Other	0
Town of Clifton Park-All Other	0
Town of Clifton Park-Public Works	0
Town of Corinth-Jessups Landing EMS-Paid	0
Town of Edinburg-All Other	0
Town of Galway-All Other	0
Town of Hadley-All Other	0
Town of Hadley-Public Works	0
Town of Halfmoon-All Other	0
Town of Halfmoon-Public Works	0
Town of Malta-All Other	0
Town of Milton-All Other	1
Town of Milton-Public Works	0
Town of Moreau-All Other	0
Town of Moreau-Public Works	1



Number of Claims

Participant	New Claims December
Town of Northumberland-All Other	0
Town of Northumberland-Public Works	0
Town of Saratoga-Public Works	0
Town of Stillwater-Public Works	0
Town of Waterford-All Other	1
Town of Waterford-Public Works	0
Village of Ballston Spa-All Other	0
Village of Ballston Spa-Public Works	0
Village of Corinth-All Other	0
Village of Schuylerville-Public Works	0
Vol Fire Dept-Ballston Lake Fire Dept.	0
Vol Fire Dept-Clifton Park-Vischer Ferry Fre	0
Vol Fire Dept-Corinth Vol Fire Association	0
Vol Fire Dept-Greenfield Fire District	1
Vol Fire Dept-Malta Ridge Vol Fire Co	1
Vol Fire Dept-Mechanicville Fire Dept.	0
Vol Fire Dept-Milton Eagles Vol Fire Co	0
Vol Fire Dept-Stillwater-Arvin Hart Co	0
Vol Fire Dept-Vil of Round Lake Fire Co	1
Vol Fire Dept-Vil of Schuylerville-Schuylers	0
Vol Fire Dept-Vil of South Glens Falls Fire	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	0
Vol Fire Dept-Vil of Victory-David Nevins	0
Vol Fire Dept-West Crescent Fire District	1
Volunteer Fire Dept.-Wilton Fire Dept.	0
Wilton Emergency Squad-Paid	0
Total	26



Total Paid

Participant	Total Paid December
City of Mechanicville-All Other	\$0.00
City of Mechanicville-Public Works	\$3,036.97
City of Saratoga Springs City Center	\$0.00
City of Saratoga Springs-All Other	\$525.58
City of Saratoga Springs-Fire Department	\$3,946.76
City of Saratoga Springs-Police Department	\$7,197.11
City of Saratoga Springs-Public Works	\$7,443.17
Clifton Park Halfmoon Emergency Corp-Paid	\$4,539.63
Clifton Park Water Authority	\$0.00
Community Emergency Corps-Volunteer	\$0.00
Galway Emergency Medical Services-Vol	\$0.00
Malta-Stillwater Ambulance Corps-Paid	\$2.85
Malta-Stillwater Ambulance Corps-Volunteer	\$3,413.92
Moreau Emergency Squad-Paid	\$0.00
Saratoga Co -Public Health Nursing Service	\$1,344.54
Saratoga Co -Public Works Building & Grnds	\$4,851.39
Saratoga County-All Others	\$0.00
Saratoga County-Animal Shelter	\$5,482.27
Saratoga County-District Attorney	\$78.35
Saratoga County-Employment & Training	\$0.00
Saratoga County-Maplewood Manor	\$18,952.09
Saratoga County-Mental Health Center	\$0.00
Saratoga County-Public Works Highway	\$5,555.45
Saratoga County-Sewer District	\$10,328.30
Saratoga County-Sheriff	\$105,698.91
Saratoga County-Social Services	\$6,151.03
Saratoga County-SYEP	\$0.00
Saratoga County-Water Authority	\$0.00
Schuylerville-Victory Board-Water Mgmt	\$907.80
Town of Ballston-Public Works	\$0.00
Town of Ballston-Youth	\$0.00
Town of Charlton-All Other	\$551.92
Town of Clifton Park-All Other	\$2,427.66
Town of Clifton Park-Public Works	\$1,806.78
Town of Corinth-Jessups Landing EMS-Paid	\$20,023.68
Town of Corinth-Jessups Landing EMS-Vol	\$0.00
Town of Day-All Other	\$0.00
Town of Edinburg-All Other	\$2,193.68



Total Paid

Participant	Total Paid December
Town of Edinburg-Public Works	\$135.89
Town of Galway-All Other	\$0.00
Town of Galway-Public Works	\$97.60
Town of Greenfield-Public Works	\$0.00
Town of Hadley-All Other	\$582.52
Town of Hadley-Public Works	\$9,485.15
Town of Halfmoon-All Other	\$1,410.92
Town of Halfmoon-Public Works	\$7,809.70
Town of Malta-All Other	\$0.00
Town of Malta-Public Works	\$0.00
Town of Milton-All Other	\$28.28
Town of Milton-Public Works	\$510.03
Town of Moreau-All Other	\$638.67
Town of Moreau-Public Works	\$36.25
Town of Northumberland-All Other	\$875.00
Town of Northumberland-Public Works	-\$10.72
Town of Saratoga-All Other	\$0.00
Town of Saratoga-Public Works	\$185.67
Town of Stillwater-All Other	\$0.00
Town of Stillwater-Public Works	\$0.00
Town of Waterford-All Other	\$1,484.35
Town of Waterford-Public Works	\$59.29
Town of Wilton-All Other	\$0.00
Town of Wilton-Public Works	\$0.00
Town of Wilton-Youth	\$0.00
Village of Ballston Spa-All Other	\$0.00
Village of Ballston Spa-Police Department	\$0.00
Village of Ballston Spa-Public Works	\$2,488.96
Village of Corinth-All Other	\$0.00
Village of Schuylerville-Public Works	\$3,138.77
Village of South Glen Falls-All Other	\$0.00
Village of South Glen Falls-Police Dept.	\$0.00
Village of South Glen Falls-Public Works	\$0.00
Village of Victory-Public Works	\$0.00
Vol Fire Dept-Ballston Lake Fire Dept.	\$599.67
Vol Fire Dept-Clifton Park-Halfmoon Fire Dep	\$0.00
Vol Fire Dept-Clifton Park-Jonesville Fire	\$0.00
Vol Fire Dept-Clifton Park-Vischer Ferry Fre	\$16.37



Total Paid

Participant	Total Paid December
Vol Fire Dept-Corinth Vol Fire Association	\$0.00
Vol Fire Dept-Edinburg Volunteer Fire Co	\$0.00
Vol Fire Dept-Greenfield Fire District	\$7,361.88
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$225.00
Vol Fire Dept-Malta Ridge Vol Fire Co	\$176.79
Vol Fire Dept-Mechanicville Fire Dept.	\$0.00
Vol Fire Dept-Milton Eagles Vol Fire Co	\$337.98
Vol Fire Dept-Northside Fire Dist-FB Peck Hs	-\$7.75
Vol Fire Dept-Northumberland-Gansevoort Fire	\$0.00
Vol Fire Dept-Stillwater-Arvin Hart Co	\$0.00
Vol Fire Dept-Vil of Ballston Spa-Eagle Matt	\$0.00
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$4,600.19
Vol Fire Dept-Vil of South Glens Falls Fire	\$0.00
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$2,400.00
Vol Fire Dept-Vil of Victory-David Nevins	\$84.55
Vol Fire Dept-Vil of Waterford-JW Ford Hose	\$235.85
Vol Fire Dept-West Crescent Fire District	\$0.00
Volunteer Fire Dept.-Providence Fire Dept.	\$54.21
Volunteer Fire Dept.-Wilton Fire Dept.	\$112.53
Waterford Water Commission	\$0.00
Wilton Emergency Squad-Paid	\$1,458.24
Total	\$263,071.68



24/7 Utilization December

Participant	December 2020 24/7 Utilization	
	Yes	No
City of Mechanicville-Public Works	0	0
City of Saratoga Springs City Center	0	0
City of Saratoga Springs-All Other	0	0
City of Saratoga Springs-Fire Department	0	0
City of Saratoga Springs-Police Department	1	1
City of Saratoga Springs-Public Works	3	0
City of Saratoga Springs-Water Commission	0	0
Clifton Park Halfmoon Emergency Corp-Paid	1	0
Clifton Park Water Authority	0	0
Galway Emergency Medical Services-Vol	0	0
Malta-Stillwater Ambulance Corps-Paid	2	0
Malta-Stillwater Ambulance Corps-Volunteer	0	0
Moreau Emergency Squad-Paid	0	0
Saratoga Co -Public Health Nursing Service	0	0
Saratoga Co -Public Works Building & Grnds	1	0
Saratoga County-Animal Shelter	1	0
Saratoga County-County Clerk	0	0
Saratoga County-County Treasurer	0	0
Saratoga County-Employment & Training	0	0
Saratoga County-Mental Health Center	0	0
Saratoga County-Public Works Highway	2	0
Saratoga County-Sewer District	1	0
Saratoga County-Sheriff	5	0
Saratoga County-Social Services	1	0
Town of Clifton Park-All Other	0	0
Town of Clifton Park-Public Works	0	0
Town of Corinth-Jessups Landing EMS-Paid	0	0
Town of Corinth-Jessups Landing EMS-Vol	0	0
Town of Galway-All Other	0	0
Town of Galway-Public Works	0	0
Town of Greenfield-Public Works	0	0
Town of Hadley-Public Works	0	0
Town of Halfmoon-All Other	0	0
Town of Halfmoon-Public Works	0	0
Town of Malta-All Other	0	0
Town of Malta-Public Works	0	0
Town of Milton-All Other	1	0
Town of Milton-Public Works	0	0
Town of Moreau-All Other	0	0
Town of Moreau-Public Works	1	0
Town of Northumberland-Public Works	0	0



24/7 Utilization December

	December 2020 24/7 Utilization	
Town of Saratoga-All Other	0	0
Town of Stillwater-All Other	0	0
Town of Stillwater-Public Works	0	0
Town of Waterford-All Other	1	0
Town of Waterford-Public Works	0	0
Town of Wilton-All Other	0	0
Town of Wilton-Public Works	0	0
Village of Ballston Spa-Police Department	0	0
Village of Ballston Spa-Public Works	0	0
Village of Schuylerville-Public Works	0	0
Village of South Glen Falls-Police Dept.	0	0
Village of South Glen Falls-Public Works	0	0
Village of Victory-Public Works	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	0	0
Vol Fire Dept-Corinth Vol Fire Association	0	0
Vol Fire Dept-Greenfield Fire District	1	0
Vol Fire Dept-Malta Ridge Vol Fire Co	1	0
Vol Fire Dept-Mechanicville Fire Dept.	0	0
Vol Fire Dept-Milton Eagles Vol Fire Co	0	0
Vol Fire Dept-Northside Fire Dist-FB Peck Hs	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	0	0
Vol Fire Dept-Stillwater-Arvin Hart Co	0	0
Vol Fire Dept-Town of Galway Fire Company	0	0
Vol Fire Dept-Vil of Ballston Spa-Eagle Matt	0	0
Vol Fire Dept-Vil of Round Lake Fire Co	1	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	0	0
Vol Fire Dept-Vil of Victory-David Nevins	0	0
Vol Fire Dept-West Crescent Fire District	1	0
Volunteer Fire Dept.-Providence Fire Dept.	0	0
Volunteer Fire Dept.-Wilton Fire Dept.	0	0
Waterford Rescue Squad-Paid	0	0
Waterford Water Commission	0	0
Wilton Emergency Squad-Paid	0	0
Wilton Emergency Squad-Volunteer	0	0
Total	25	1

96% Utilization



SARATOGA COUNTY

PRE-RESOLUTION MEMORANDUM

TO: Pam Wright, Clerk of the Board of Supervisors
Steve Bulger, County Administrator
Hugh Burke, County Attorney

FROM: Margaret McNamara, Director of Human Resources

DATE: 1/25/2021

Committee: **Human Resources and Insurance Committee**

1. Budget Amendments: Cost of Salary and Fringe will require a transfer from the fund balance.
2. Amendments to the Compensation Schedule: Amending the 2021 Compensation Schedule to provide for the creation of (2) Public Health Epidemiologist, Grade 15, Step 1A (Base) \$73,127, (1) Supervising Public Health Epidemiologist, Grade 17, Step 1A (Base) \$83,444, and (1) Senior Public Health Educator, Base \$59,522 under the Public Health Department.
3. Details on what the resolution will authorize:

Authorizing an amendment to the 2021 Compensation Schedule to create (2) Public Health Epidemiologist, Grade 15, Step 1A (Base) \$73,127, (1) Supervising Public Health Epidemiologist, Grade 17, Step 1A (Base) \$83,444, and (1) Senior Public Health Educator, Base \$59,522 under the Public Health Department. **See Remarks for additional information.

4. Vendors/contractors Selected: N/A
 - a. Less desirable alternatives:
 - b. Were bids/proposals solicited:
 - c. Was the contractor selected the lowest bid or proposal:
 - d. Was the contract awarded on the best value methodology:
 - e. Is the vendor/contractor a sole source:
 - g. Commencement date of contract term:
 - h. Termination of contract date:
 - i. Contract renewal and term:
 - j. Contact information (names, addresses):
 - k. Is the vendor/contractor an LLS, PLLC or partnership:
 - l. State of vendor/contractor organization:
 - m. Time element and why:
 - n. Other remarks:
5. Is this an annual housekeeping resolution: N/A
 - a. What were the terms of the prior resolution:
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:



SARATOGA COUNTY

6. Is a new position being created: **Yes – (2) Public Health Epidemiologist, (1) Supervising Public Health Epidemiologist, (1) Senior Public Health Educator (existing title)**

a. Effective date: 3/5/2021

b. Salary and grade: Public Health Epidemiologist, Grade 15, Step 1A (Base) \$73,127

Supervising Public Health Epidemiologist, Grade 17, Step 1A (Base) \$83,444

Senior Public Health Educator, Base \$59,522

7. Is a new employee being hired: Yes – 4 will be hired. We do not have information yet on those individuals.

a. Full name of the new employee including suffixes:

d. City/Town of residence:

e. Effective date of employment

f. Salary and grade

g. Appointed position:

h. Term:

8. Is a grant being accepted: N/A

a. Source of grant funding:

b. Amount of grant:

c. Purpose grant will be used for:

d. Equipment and/or services being purchased with the grant:

e. Time period grant covers:

9. Remarks:

(2) Public Health Epidemiologist: Step 1A (Base) \$73,127 * 60% Fringe = \$117,003 * 2 = \$234,006

Supervising Public Health Epidemiologist: Step 1A (Base) \$83,444 * 60% Fringe = \$133,510

Senior Public Health Educator: Base Salary \$59,522 * 60% Fringe = \$95,235

Total cost of positions with fringe = \$462,751



SARATOGA COUNTY

Epidemiologists are public health professionals who investigate patterns and causes of disease and injury in humans. They seek to reduce the risk and occurrence of negative health outcomes through research, community education and health policy.

Epidemiologist's typical duties:

- Plan and direct studies of public health problems to find ways to prevent and treat them if they arise
- Collect and analyze data—through observations, interviews, and surveys, and by using samples of blood or other bodily fluids—to find the causes of diseases or other health problems
- Manage public health programs by planning programs, monitoring their progress, analyzing data, and seeking ways to improve the programs in order to improve public health outcomes
- Supervise professional, technical, and clerical personnel

Public Health Educator

The role of the Public Health Educator is to gain an extensive knowledge of Public Health issues and then translate that knowledge into highly effective education campaigns through a variety of mediums in order to educate the broadest group of people possible. Supervision and direction is exercised over a staff which may include professional, technical, outreach workers, and clerical employees.

VACANCY REVIEW

DEPARTMENT	TITLE OF POSITION	Jurisdictional Classification
DPW	MEO	NC
	Automotive Repairer	NC
DSS	Caseworker	C
	Senior Caseworker	C
DISTRICT ATTORNEY	Assistant District Attorney	E
REAL PROPERTY	Real Property Tax Research Assistant	C
JURISDICTIONAL CLASSIFICATION NC = Non Competitive C = Competitive E = Exempt		