

HUMAN RESOURCES & INSURANCE COMMITTEE
March 2, 2021 3:00 p.m.

AGENDA

- | | |
|--|---|
| | Chair: Darren O'Connor |
| | Members:
Joe Grasso
John Lant
Jon Schopf - VC
Tom Richardson
Matt Veitch
Tom Wood |
- I. Welcome and Attendance
 - II. Approval of minutes from the January 26, 2021 meeting
 - III. Workers Compensation Report
 - IV. Resolution Authorizing an Extension of Resolution 118-2020 Authorizing a Temporary Vacation Carryover Amendment Resulting From the COVID-19 Pandemic
 - VI. Resolution Authorizing a Memorandum of Agreement with the Saratoga County Sheriff Officers Association, Inc.
 - VII. Resolution Authorizing a Contract Renewal with Saratoga Hospital, Inc., Corporate Health Services
 - VIII. Resolution Authorizing Amendment(s) to the 2021 Compensation Schedule under the following:
 - a. Saratoga County Election Board
 - b. Saratoga County Sheriff's Department
 - c. Saratoga County Treasurer
 - IX. Appointment of a County Attorney.
 - X. Vacancy Review
 - XI. Other Business
 - XII. 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 and
Insurance Committee
Meeting

March 2, 2021





January 2021



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$4,170.26	1	1	0
City of Saratoga Springs-All Other	\$368.88	0	0	0
City of Saratoga Springs-Fire Department	\$3,301.48	0	0	0
City of Saratoga Springs-Police Department	\$4,173.18	1	1	0
City of Saratoga Springs-Public Works	\$32,773.02	0	0	0
Clifton Park Halfmoon Emergency Corp-Paid	\$4,794.54	0	0	0
Clifton Park Water Authority	\$1,705.48	1	1	0
Malta-Stillwater Ambulance Corps-Paid	\$378.00	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$1,515.00	0	0	0
Moreau Emergency Squad-Paid	\$143.50	0	0	0
Saratoga Co -Public Health Nursing Service	\$896.36	0	0	0
Saratoga Co -Public Works Building & Grnds	\$3,624.59	0	0	0
Saratoga County-Animal Shelter	\$68.57	1	1	0
Saratoga County-District Attorney	\$0.00	1	0	1
Saratoga County-Maplewood Manor	\$7,112.04	0	0	0
Saratoga County-Public Works Highway	\$7,087.70	4	4	0
Saratoga County-Sewer District	\$11,772.53	0	0	0
Saratoga County-Sheriff	\$22,272.38	1	1	0
Saratoga County-Social Services	\$9,233.10	2	2	0
Saratoga County-SYEP	\$0.00	1	1	0
Saratoga County-Water Authority	\$0.00	1	1	0
Schuylerville-Victory Board-Water Mgmt	\$837.95	0	0	0
Town of Charlton-All Other	\$551.92	0	0	0
Town of Clifton Park-All Other	\$2,632.71	0	0	0
Town of Clifton Park-Public Works	\$1,628.35	0	0	0
Town of Corinth-Jessups Landing EMS-Paid	\$5,133.60	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Hadley-All Other	\$582.52	0	0	0
Town of Hadley-Public Works	\$5,604.00	0	0	0
Town of Halfmoon-All Other	\$1,308.54	0	0	0
Town of Halfmoon-Public Works	\$2,765.94	0	0	0
Town of Malta-Public Works	\$0.00	1	0	1
Town of Milton-All Other	\$216.92	0	0	0
Town of Milton-Public Works	\$886.24	0	0	0
Town of Moreau-All Other	\$759.28	0	0	0
Town of Moreau-Public Works	\$0.00	1	1	0
Town of Northumberland-All Other	\$199.62	1	1	0



January 2021



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Northumberland-Public Works	\$3,351.79	0	0	0
Town of Saratoga-Public Works	\$147.00	0	0	0
Town of Stillwater-Public Works	\$79.10	0	0	0
Town of Waterford-All Other	\$585.43	0	0	0
Town of Wilton-All Other	\$0.00	1	0	1
Town of Wilton-Public Works	\$0.00	2	1	1
Village of Ballston Spa-Public Works	\$1,635.83	0	0	0
Village of Corinth-All Other	\$153.93	0	0	0
Village of Schuylerville-Public Works	\$2,658.19	0	0	0
Village of South Glen Falls-Police Dept.	\$208.50	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$604.21	0	0	0
Vol Fire Dept-Clifton Park-Vischer Ferry Fre	\$59.93	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$412.76	0	0	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$771.28	1	1	0
Vol Fire Dept-Greenfield Fire District	\$7,289.08	0	0	0
Vol Fire Dept-Malta Ridge Vol Fire Co	\$92.05	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$169.69	0	0	0
Vol Fire Dept-Stillwater-Arvin Hart Co	\$315.00	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$3,998.75	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$207.44	1	1	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Vol Fire Dept-West Crescent Fire District	\$71.63	0	0	0
Volunteer Fire Dept.-Providence Fire Dept.	\$122.16	0	0	0
Volunteer Fire Dept.-Wilton Fire Dept.	\$127.00	0	0	0
Wilton Emergency Squad-Paid	\$261.87	0	0	0
Grand Total	\$165,614.50	22	18	4



SARATOGA COUNTY

PRE-RESOLUTION MEMORANDUM

TO: Steven Bulger, County Administrator
Pam Wright, Clerk of the Board
Hugh Burke, Esq., Acting County Attorney

FROM: Margaret McNamara, Director of Human Resources

DATE: February 23, 2021

Committee: **Human Resources & Insurance**

1. Budget Amendments: N/A
2. Amendments to the Compensation Schedule: N/A
3. Details on what the resolution will authorize:

Authorizing the amendment of Chapter 4 Section M of the Saratoga County Policies and Procedures Manual in reference to the Vacation Carryover Policy.

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: No
 - a. What were the terms of the prior resolution:
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
6. Is a new position being created: **No**
 - a. Effective date
 - b. Salary and grade:
7. Is a new employee being hired: No



SARATOGA COUNTY

- 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: No

- 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:

History: June 16, 2020 Resolution 118-2020 was passed allowing any currently approved vacation carryover request be extended until the employee's 2021 accrual anniversary date. Upon approval of the Department Head and the Human Resources Department, all vacation carryover requests made by the employee through December 31, 2020 be extended until their accrual anniversary in 2021.

Recommendation is being given that upon recommendation of the Department Head and the Human Resources Director, all vacation carryover requests will be reviewed for approval to carryover in those instances where vacation time could not be used due to the inability to take time off as a result of the COVID-19 Pandemic.

VACATION CARRY-OVER

In general, all vacation time must be taken within one year of the date it is earned. However, when work requirements make it impossible for an employee to take vacation before the year expires, unused vacation may be carried over to the following year with the approval of the Department Head and the Human Resources Director and in accordance with Article IX (3) of the Labor Agreement. The following procedure will be used to request vacation carry-over.

1. The employee shall ask the Department Head for the carry over, in writing, at least 30 days prior to the date on which vacation eligibility would be exhausted. Such request will include the reason the vacation was not taken during the normal time frame and the date on which the employee intends to take the vacation.
2. The Department Head will evaluate the request and forward it to the Human Resources Director along with a recommendation for approval or denial.
3. The Human Resources Director will write a letter to the Department Head approving or denying the request. As a general rule, vacation time will not be carried more than two months into the following year.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 118 - 2020

Introduced by Supervisors Wood, Grattidge, Lawler, Lucia, Peck, Winney and Wright

AMENDING THE POLICIES AND PROCEDURES MANUAL TO REVISE THE VACATION CARRYOVER POLICY AND PROCESS

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures for the conduct of Saratoga County government; and

WHEREAS, since adoption, the Board of Supervisors has enacted several amendments to the Manual; and

WHEREAS, the County of Saratoga has complied with Governor Cuomo's Executive Order 202.4, issued on March 16, 2020 and last extended through June 17, 2020 by his Executive Order 202.39, requiring non-essential County personnel to work from home or take leave without charging accruals, which non-essential personnel were required to total no less than 50% of the total number of employees in the County's workforce; and

WHEREAS, all Saratoga County offices will be opening to the public on June 17, 2020, and employee staffing must support the needs of all County departments; and

WHEREAS, County employees have staggered accrual anniversary dates that in conjunction with the reopening of County offices could compromise the efficiencies of department operations were a significant number of employees to concurrently use accrued personal and vacation time that they were not required to use between March 16, 2020 and June 17, 2020; and

WHEREAS, authorizing County employees who have staggered accrual anniversary dates an extension of time in which to use their unused vacation time will minimize the impact on department operations and help ensure adequate staffing to serve the public; and

WHEREAS, our Human Resources and Insurance Committee has recommended that the time in which County employees with staggered accrual anniversary dates through December 31, 2020 must use their accrued vacation time be extended through the employee's accrual anniversary date in 2021 in accordance with the Collective Bargaining Agreements; and that the following section be added at the end of the County's Vacation Carryover Policy:

TEMPORARY VACATION CARRYOVER AMENDMENTS RESULTING FROM THE COVID-19 PANDEMIC

Effective June 16, 2020 any currently approved vacation carryover request will be extended until the employee's 2021 accrual anniversary date. Upon the employee's 2021 accrual anniversary date, any unused vacation time will be removed from the employee's vacation accrual bank.

Upon the approval of an employee's Department Head and the Human Resources Department, all vacation carryover requests made by the employee through December 31, 2020 will expire on the employee's accrual anniversary in 2021. Upon the employee's 2021 accrual anniversary date any unused vacation accruals will be removed from the employee's vacation accrual bank.

The provisions set forth in this section shall expire on January 1, 2022.

and, be it further

WHEREAS, implementation of any legislative revisions to the Manual requires the approval of the Board; now, therefore, be it

RESOLVED, that the time in which County employees with staggered accrual dates through December 31, 2020 are required to use their accrued vacation time is hereby extended through the employee's accrual anniversary date in 2021 in accordance with the Collective Bargaining Agreements; and be it further

RESOLVED, that the following section of the Saratoga County Policies and Procedures Manual is amended to revise the Vacation Carryover Policy, as more particularly described in the Human Resources and Insurance Committee's proposal hereinabove:

<u>CHAP/SECTION</u>	<u>TITLE</u>	<u>ORIGINALLY ADOPTED</u>	<u>LAST REVISED</u>
4 M	Vacation Carryover Policy	5/13/80	Resolution 183-08

and, be it further

RESOLVED, that the Human Resources Department shall distribute copies of the revised Vacation Carryover Policy to all County departments and agencies.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY

PRE-RESOLUTION MEMORANDUM

TO: Steven Bulger, County Administrator
Pam Wright, Clerk of the Board
Hugh Burke, Esq., Acting County Attorney

FROM: Margaret McNamara, Director of Human Resources

DATE: 2/23/2021

Committee: **Human Resources & Insurance**

1. Budget Amendments: N/A

2. Amendments to the Compensation Schedule: Ratifying the Collective Bargaining Agreement with the United Public Service Employees Union (UPSEU) to make part of the Union, Registered Professional Nurses and Head Nurses in the Saratoga County Sheriff's Department.

3. Details on what the resolution will authorize:

Authorizing ratifying the Collective Bargaining Agreement with the United Public Service Employees Union (UPSEU) to make part of the Union, Registered Professional Nurses and Head Nurse in the Saratoga County Sheriff's Department.

4. Vendors/contractors Selected: No

- 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: No

- a. What were the terms of the prior resolution:
- b. Are the terms changing:
- c. What is the reason for the change in terms:

6. Is a new position being created: **No**

- a. Effective date:



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b. Salary and grade:

7. Is a new employee being hired: No

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: No

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: The Union seeks to have those nurses that work in the Saratoga County jail become members of the Union and that the Employer, Saratoga County, acknowledges the Union as the selected bargaining agents for those nurses. The County and Sheriff have agreed to this request. The nurses will be entitled to the benefits of the Collective Bargaining Agreement and Memorandum of Agreement. The County will deduct Union Dues from the pay of those nurses who have signed union cards.

MEMORANDUM OF AGREEMENT

WHEREAS, the County of Saratoga-Saratoga County Sheriff, referred to herein as the "County" or "Employer", and the Saratoga County Sheriff Officers Association, Inc., herein referred to as the "Union" were parties to a Collective Bargaining Agreement that expired on December 31, 2018; and

WHEREAS, since the expiration of the Collective Bargaining Agreement (CBA), United Public Service Employees Union (UPSEU also referred to as the Union) has replaced the Saratoga County Sheriff Officers Association, Inc., as the bargaining agent for those employees previously represented by the Saratoga County Sheriff Officers Association, Inc.;

WHEREAS, the Employer and the Union entered into a Memorandum of Agreement to extend the CBA from January 1, 2019 to December 31, 2019;

WHEREAS, the Employer and the Union entered into a Memorandum of Agreement to extend the CBA from January 1, 2020 to December 31, 2022;

WHEREAS, the Union seeks to have those nurses that work at the Saratoga County jail employed by the Saratoga County Sheriff's Office become members of the Union and that the Employer acknowledge the Union as the selected bargaining agent for those nurses;

WHEREAS, the titles that the Union seeks to make part of the Union are Registered Professional Nurses and Head Nurses (herein referred to as nurses);

WHEREAS, the County and Sheriff have agreed to the nurses becoming part of the Union;

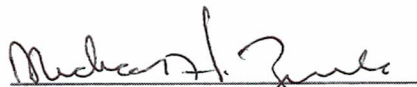
NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the parties agree to extend the Collective Bargaining Agreement as to the nurses based on the following terms:

1. As members of the Union, the nurses are entitled to the benefits of the Collective Bargaining Agreement and Memorandums of Agreement, and subject to all of the terms and conditions set forth in those agreements with no back payments paid by the County to the nurses other than what is addressed in paragraph 2.
2. The nurses are subject to the compensation plan that is attached hereto. The salary lines for the nurses reflect a 2% cost of living adjustment for 2021. Retroactive payment will only be made back to January 1, 2021, to anyone that did not already receive a 2% increase for 2021. The nurses will receive \$275 for a clothing allowance and \$175 for a dry cleaning allowance. No other back payment or other payment is owed or will be paid to the nurses.
3. The County will deduct union dues from the pay of those nurses that have signed union cards supplied to the County by the Union.
4. The Union Bargaining Members shall utilize its best efforts to secure ratification of this agreement by members of the bargaining unit. Following successful ratification by the bargaining unit, the County will utilize its best efforts to secure legislative approval of this agreement. This

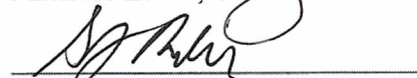
agreement is subject to approval of the Saratoga County Board of Supervisors and the Union members. The Sheriff will present this agreement to the Saratoga County Board of Supervisors for a vote on approval immediately after receiving notice from the Union that the Union members of the bargaining unit have ratified the agreement and will use their best efforts to have the Board of Supervisors vote within twenty five business (25) days after notice of Union ratification. All members of each bargaining team agree to recommend passage of the above terms.



**Paul Iachetta, Labor Relations
Representative, UPSEU**



Michael Zurlo, Sheriff



**Steve Bulger,
County Administrator**



SARATOGA COUNTY

PRE-RESOLUTION MEMORANDUM

TO: Steven Bulger, County Administrator
Pam Wright, Clerk of the Board
Hugh Burke, Esq., Acting County Attorney

FROM: Margaret McNamara, Director of Human Resources

DATE: 2/24/2021

Committee: **Human Resources & Insurance**

1. Budget Amendments: No Budget Impact
2. Amendments to the Compensation Schedule: N/A
3. Details on what the resolution will authorize:

Authorization of an agreement with Saratoga Hospital, Inc., Corporate Health Services for its physical examinations and testing in accordance with its fee schedule at the time services are rendered with the total not to exceed the sum of \$30,000 per calendar year upon submission of properly documented voucher.

4. Vendors/contractors Selected: Saratoga Hospital, Inc., Corporate Health Services
 - a. Less desirable alternatives:
 - b. Were bids/proposals solicited: No
 - 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: 1/1/2021
 - h. Termination of contract date: 12/31/2021
 - i. Contract renewal and term: 1 Year Renewal
 - j. Contact information (names, addresses): Saratoga Hospital, Inc., Corporate Health Services, 211 Church Street, Saratoga Springs, NY 12866
 - k. Is the vendor/contractor an LLS, PLLC or partnership: .No
 - l. State of vendor/contractor organization: New York
 - m. Time element and why:
 - n. Other remarks:
5. Is this an annual housekeeping resolution: Yes
 - a. What were the terms of the prior resolution: 1/1/20-12/31/20
 - b. Are the terms changing: No
 - c. What is the reason for the change in terms: Contract Expired
6. Is a new position being created: **No**
 - a. Effective date
 - b. Salary and grade:



SARATOGA COUNTY

7. Is a new employee being hired: No

- 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: No

- 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: Resolution 43-2020 executed an agreement with Saratoga Hospital, Inc. Corporate Health Services for the term 1/1/20-12/31/20 that has since expired. Saratoga Hospital provides physical examinations and laboratory testing required for new and current County employees in accordance with contractor's fee schedule in effect at the time the services are rendered. Recommendation is being given to renew this contract.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 43 - 2020

Introduced by Supervisors Wood, Grattidge, Lawler, Lucia, Peck, Winney and Wright

AUTHORIZING THE CHAIR TO EXECUTE AN AGREEMENT WITH SARATOGA HOSPITAL, INC., CORPORATE HEALTH SERVICES FOR THE PROVISION OF PHYSICAL EXAMINATIONS AND LABORATORY TESTING SERVICES

WHEREAS, the County entered into a minor contract with Saratoga Hospital, Inc., Corporate Health Services, ("Saratoga Hospital") on September 29, 2010, for the performance of physical examinations and laboratory testing required for new and existing County employees at a cost not to exceed \$6,000; and

WHEREAS, said minor contract was amended in 2013, 2015, 2017 and 2018 to increase the minor contract's limit to \$15,000 and to update Saratoga Hospital's fee schedule, which contract limit was exceeded in 2018 due to an increase in the number of employees that needed to be tested in 2018; and

WHEREAS, pursuant to Resolution 47-2019, the County entered into an agreement with Saratoga Hospital, Inc., Corporate Health Services for the performance of physical examinations and laboratory testing required for new and current County employees, for the term December 1, 2018 through December 31, 2019 at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into an agreement with Saratoga Hospital for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 2020 through December 31, 2020 at a cost not to exceed \$30,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Saratoga Hospital, Inc., Corporate Health Services, of Saratoga Springs, New York, for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 2020 through December 31, 2020 at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY

PRE-RESOLUTION MEMORANDUM

TO: Steven Bulger, County Administrator
Pam Wright, Clerk of the Board
Hugh Burke, Esq., Acting County Attorney

FROM: Margaret McNamara, Director of Human Resources

DATE: 2/24/2021

Committee: **Human Resources and Insurance Committee**

1. Budget Amendments: Amending the budget under Elections to increase the salary lines by \$65,738.50.
2. Amendments to the Compensation Schedule: Amending the 2021 Compensation Schedule to provide for increase in base salaries and the salary increase of (2) Commissioner of Elections, (2) Deputy Commissioner of Elections, (2) Senior Clerk, (4) Clerk, and (2) Voting Machine Technician under the Department of Elections.
3. Details on what the resolution will authorize:

Authorizing an amendment to the 2021 Compensation Schedule to increase the base salaries and salaries of (2) Commissioner of Elections, (2) Deputy Commissioner of Elections, (2) Senior Clerk, (4) Clerk and (2) Voting Machine Technician under the Department of Elections. *See Remarks

4. Vendors/contractors Selected: No
 - 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: No
 - a. What were the terms of the prior resolution:
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
6. Is a new position being created: **No**
 - a. Effective date



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b. Salary and grade:

7. Is a new employee being hired: No

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: No

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:

Request is being made by the Commissioner(s) of Elections to increase the base salaries of the titles of:

- **Commissioner of Elections**
- **Deputy Commissioner of Elections**
- **Senior Clerk**
- **Clerk**
- **Voting Machine Technician**

The reason for such request is legislative changes that have increased the duties of the Elections Department. These include early voting, electronic poll-books, pre-registration of 16 and 17 year olds, and no-excuse absentee voting and same day registration. Two additional Clerk positions were created increasing the number of employees requiring supervision.

The cost of requested increases are as follows:

- **Commissioner of Elections (2)**
(2021 Base salary \$94,065.34)

2021 Salary \$85,746

Requested 2021 salary \$94,065.34

Total Cost of Approval \$8,319.34 * 2 = \$16,638.68

(Commissioner of Elections are paid the same rate and computed together for cost of approval).

- **Deputy Commissioner of Elections (2)**



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(2021 Base Salary, Grade 12, Base/Step1 \$60,316.68)

**(1) 2021 Salary \$54,297.15 (Grade 10, Step 2B)
Requested 2021 Salary \$61,764.06 (Grade 12, Step 2B)
Cost of Approval \$7,466.91**

**(1) 2021 Salary \$59,700.36 (Grade 10, Step 6B)
Requested 2021 Salary \$67,910.58 (Grade 12, Step 6B)
Cost of Approval \$8,210.22**

Total Cost of Approval for Deputy Commissioners \$15,677.13

- **Senior Clerk (2)
(2021 Base Salary \$43,744.74)**

**(1) 2021 Salary \$44,019.24 (Step 7)
Requested 2021 Salary \$48,199.08 (Step 7)
Cost of Approval \$4,179.84**

**(1) 2021 Salary \$42,267.13 (Step 4)
Requested 2021 Salary \$46,449.78 (Step 4)
Cost of Approval \$4,182.65**

Total Cost of Approval for Senior Clerk \$8,362.49

- **Clerk (4)
(2021 Base Salary \$42,495.24)**

**(1) 2021 Salary \$38,318.64 (Base)
Requested 2021 Salary \$42,495.24 (Base)
Cost of Approval \$4,176.60**

**(1) 2021 Salary \$38,995.13 (Step 1)
Requested 2021 Salary \$43,171.50 (Step 1)
Cost of Approval \$4,176.37**

**(1) 2021 Salary \$39,671.26 (Step 2)
Requested 2021 Salary \$43,847.76 (Step 2)
Cost of Approval \$4,176.50**

**(1) 2021 Salary 41,023.89 (Step 4)
Requested 2021 Salary \$45,200.28 (Step 4)
Cost of Approval \$4,176.39**

Total Cost of Approval for Clerk \$16,705.86



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- **Voting Machine Technician (2)**
(2021 Base Salary \$45,191.10)

(1) 2021 Salary \$45,461.05 (Step 7)
Requested 2021 Salary \$49,639.32 (Step 7)
Cost of Approval \$4,178.27

(1) 2021 Salary \$41,691.29 (Step 1)
Requested 2021 Salary \$45,867.36 (Step 1)
Cost of Approval \$4,176.07

Total Cost of Approval for Voting Machine Technician \$8,354.34

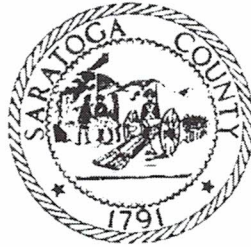
TOTAL COST OF APPROVAL OF ALL SALARY INCREASES REQUESTED \$65,738.50

Commissioners of Elections

SARATOGA COUNTY

Roger J. Schiera
Republican Commissioner

John Marcellus
Deputy Commissioner



William Fruci
Democratic Commissioner

Cassandra M. Bagramian
Deputy Commissioner

In the last two years, the burden on the Board of Elections has expanded dramatically due to legislative changes that impose significant new challenges in addition to the traditional duties of the Board. Over 20 bills reforming NYS Election Law were signed into law in 2019, with 10 more recently sent to the Governor for signing in 2020. Among those were the enactment of Early Voting, authorized use of electronic poll-books, pre-registration of 16 and 17 year olds, and the start of the constitutional amendment process to allow for no-excuse absentee voting and same-day registration. Primary Election Day hours were expanded by six hours, nine days of Early Voting before each election were added, and deadlines to re-canvass votes and gather voter history have been greatly condensed. Our record keeping requirements have also expanded due to the increased use of technology in the election process.

Additionally, from 2007 to 2014, the Governor extended the authorization for schools, villages, and libraries to use lever voting machines. However, in August 2014, he signed legislation that abruptly eliminated such authorization, requiring them to now use the Board's electronic voting machines. Use of our machines requires the Board to create their ballots and program their machines as we are the sole custodian of the machines and ballot creation software.

In response to all of these new law changes and challenges, the Board of Supervisors graciously approved the creation of two new full-time Election Clerk positions, for which the Board of Elections is extremely appreciative. Employing additional staff, however, increased the number of employees under our direct supervision. Furthermore, the roles and responsibilities of each staff member have expanded considerably due to the election law changes described previously. However, we were unable to retain one of these new, highly-functioning staff members due to the non-competitive pay rate we offer.

The implementation of Early Voting requires the use of electronic poll-books (iPads), which in turn requires staff to have much more technology-based knowledge, skills, and abilities. Electronic poll books must be programmed and tested before every election. This requires a great deal of familiarity with iPads, the software used to program the iPads, and the ability to monitor the use of the iPads during an election. Programming the electronic poll books requires in-depth knowledge of Early Voting and Election Day procedures and is considered a decision-making task. After an election, data must be extracted out of the electronic poll books, imported into the programming software, and further manipulated so it can be imported into our voter registration system. This is necessary for certifying election results as required by the State, and to produce

Commissioners of Elections

SARATOGA COUNTY

election results reports in various formats for use by candidates, campaigns, and the general public. We have 220 electronic poll books in inventory.

Furthermore, Early Voting requires polls to be open for 9 days, including two full weekends, prior to Election Day. This is a significant increase in the workload and hours for each staff member, requiring them to work on weekends and evenings. Outside of Early Voting, staff must come in on weekends to process the backlog of paperwork that builds around Election Day, as we must freeze our system until election results are certified, which usually takes about a month.

Intercounty registration transfers were also implemented last year. This process requires a complex, multi-step procedure, adding to the technical requirements placed on the staff. This process is done electronically and each transaction requires work and approval by at least two staff members simultaneously. This necessitates a great deal of coordination and communication among each staff member, as well as management of the process to mitigate any errors.

In addition to the clerical and management staff, the Board employs two full-time voting machine technicians. Their burden has also grown as they take on duties to maintain our electronic poll books, in addition to maintaining our voting machines. Most counties have had to pay for extended warranties for their voting machines and other counties have begun to replace their entire fleet of voting machines. Saratoga County is able to avoid this expense, \$30,000 annually, due to the extraordinary productivity of our technicians. They have been trained by our voting machine vendor to the highest available level and because of their work, experience, and training, every voting machine that we purchased ten years ago is still available for service.

For comparison, the Schenectady County Board of Elections base pay for Commissioners and Deputy Commissioners is \$96,061 and \$71,913 respectively. The Albany County Board of Elections base pay for Commissioners and Deputy Commissioners is \$97,522 and \$74,452 respectively.

The Board of Elections respectfully requests the following base pay rates be included in our 2021 Budget:

- Commissioner: \$94,065.34
- Deputy Commissioner: \$61,984.03
- Senior Clerk: \$43,786.52
- Clerk: \$42,567.62
- Voting Machine Technician: \$45,210.44

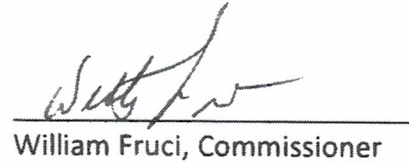
Commissioners of Elections

SARATOGA COUNTY

Thank you for your consideration,

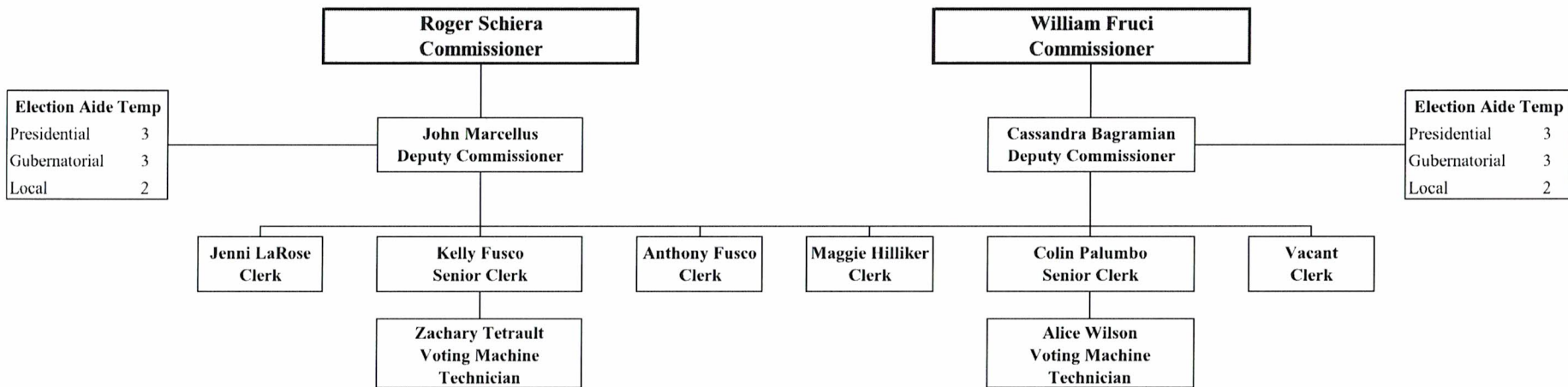


Roger J. Schiera, Commissioner



William Fruci, Commissioner

Saratoga County Board of Elections Organization Chart





SARATOGA COUNTY

PRE-RESOLUTION MEMORANDUM

TO: Steven Bulger, County Administrator
Pam Wright, Clerk of the Board
Hugh Burke, Esq., Acting County Attorney

FROM: Margaret McNamara, Director of Human Resources

DATE: 2/24/2021

Committee: Human Resources and Insurance Committee

1. Budget Amendments: N/A
2. Amendments to the Compensation Schedule: N/A
3. Details on what the resolution will authorize:

Resolution providing authorization to the Sheriff's Department to hire transfers at step 1, rather than base.

4. Vendors/contractors Selected: No
 - 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: No
 - a. What were the terms of the prior resolution:
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
6. Is a new position being created: **No**
 - a. Effective date
 - b. Salary and grade:
7. Is a new employee being hired: No



SARATOGA COUNTY

- 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: No

- 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:

Due to issues recruiting transfers from other agencies, the Sheriff's Department is requesting authorization to hire transfers for both the Corrections and Road Patrol Units, at step 1 rather than base. This would only be applicable to eligible transfers. Transfers hired at Step 1 would get subsequent steps as outlined in their Collective Bargaining Agreement.



SARATOGA COUNTY

/PRE-RESOLUTION MEMORANDUM

TO: Steven Bulger, County Administrator
Pam Wright, Clerk of the Board
Hugh Burke, Esq., Acting County Attorney

FROM: Margaret McNamara, Director of Human Resources

DATE: 2/24/2021

Committee: Human Resources and Insurance Committee

1. Budget Amendments: N/A
2. Amendments to the Compensation Schedule: Amending the 2021 Compensation Schedule to provide for the reclassification of (1) Senior Account Clerk to (1) Special Clerk to the County Treasurer under the Saratoga County Treasurers Department.
3. Details on what the resolution will authorize:

Authorizing an amendment to the 2021 Compensation Schedule to reclassify (1) Senior Account Clerk to (1) Special Clerk to the County Treasurer under the Saratoga County Treasurers Department. *See Remarks

4. Vendors/contractors Selected: No
 - 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: No
 - a. What were the terms of the prior resolution:
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
6. Is a new position being c/reated: **Yes – Reclassification of Senior Account Clerk to Special Clerk to the County Treasurer**



SARATOGA COUNTY

- a. Effective date: 3/19/21
- b. Salary and grade: Base Salary \$41,686

7. Is a new employee being hired: No – Potential Internal Transfer

- 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: No

- 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:

This request reflects the fact that the County Treasurers Office performs functions and tasks unique to the County Treasurer. This includes delinquent property tax collection, delinquent tax certifications, foreclosure notices, tender offer receipts, bail receipts and refunds, certificate of residence, and court order trust deposits. The Special Clerk to the County Treasurer position requires an accounting, finance, bookkeeping, or similar experience with preference towards tax collection, unique among positions of similar class.

The base salary for Senior Account Clerk is the same as the base salary for Special Clerk to the County Treasurer. This reclassification would be budget neutral.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

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

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst

FROM:

DATE:

RE:

COMMITTEE:

1. Is a Resolution Required: **YES** or **NO**
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors:
 - a. Were bids/proposals solicited:
 - b. Is the vendor/contractor a sole source:
 - c. Commencement date of contract term:
 - d. Termination of contract date:
 - e. Contract renewal and term:
 - f. Contact information:
 - g. Is the vendor/contractor an LLS, PLLC or partnership:
 - h. State of vendor/contractor organization:
 - i. Is this a renewal agreement: **YES** or **NO**
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:
(If yes, attach the last approved resolution)
 - a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:

7. Is a new position being created:
 - a. Effective date
 - b. Salary and grade

8. Is a new employee being hired:
 - a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:

9. Is a grant being accepted:
 - 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:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

VACANCY REVIEW COMMITTEE

DEPARTMENT	TITLE OF POSITION	JC	ELIGIBLE LIST	VACANCY DATE	GRADE/ BASE SALARY	30 Day Min Date	RECOMMENDED DATE OF HIRE
DPW	MEO	NC	No List Required	12/25/2020	\$41,982.00	1/24/2021	
	Automotive Repairer	NC	No List Required	12/29/2020	\$48,570.00	1/28/2021	
COUNTY CLERK	Index Clerk	C	No Current List	1/7/2021	\$40,979.00	2/6/2021	
DSS	Senior Investigator	C	No Current List	1/24/2021	\$49,719.00	1/23/2021	30 Day Waiver Requested
	Social Welfare Examiner	C	Valid List Until 2023	1/28/2021	\$42,496.00	2/27/2021	
	Social Welfare Examiner	C	Valid List Until 2023	2/19/2021	\$42,496.00	3/21/2021	30 Day Waiver Requested
	Caseworker	C	Valid List Until 2023	12/23/2020	\$51,300.00	1/22/2021	
	Senior Caseworker	C	Valid List Until 2023	12/10/2020	\$55,234.00	1/9/2021	
PUBLIC HEALTH	Supervising Public Health Nurse	C	No Current List	1/5/2021	\$66,118.00	1/4/2021	
DISTRICT ATTORNEY	Assistant District Attorney	E	No List Required	12/25/2020	\$92,341.00	1/24/2021	
REAL PROPERTY	Real Property Tax Research Assistant	C	No Current List	1/1/2021	\$44,279.00	1/30/2021	
	Real Property Tax Records Clerk	C	No Current List		\$43,513.00		
	Real Property Information Specialist	C	No Current List		\$56,677.00		
	Real Property Services Specialist	C	Valid List Until 2022		\$60,617.00		
PURCHASING	Clerk, PT	NC	No List Required	2/19/2021	\$18,711.00	3/21/2021	30 Day Waiver Requested
AGING	Senior Nutrition Coordinator	C	No Current List	2/8/2021	\$58,043.00	3/10/2021	30 Day Waiver Requested