

# HUMAN RESOURCES & INSURANCE

## Transcript 3/30/2021

### **SPEAKERS**

Steve Bulger, Andrew Jarosh, Darren O'Connor, John Lant, Matt Rose, Michael Hartnett, Matt Veitch, Joe Grasso, Tina Potter, Several Supervisors, Dominic Gallo, Therese Connolly, Marcy McNamara, Tom Wood

### **Darren O'Connor**

Okay. Welcome everyone. Thanks very much for coming to the march meeting of the Human Resources and Insurance Committee. Attendance has been taken Therese?.

### **Therese Connolly**

Yes, it has.

### **Darren O'Connor**

Okay. Do we have a motion to approve the minutes from March 2?

### **Tom Wood**

I make that motion Supervisor Wood.

### **Matt Veitch**

I'll second it.

### **Darren O'Connor**

Okay. Discussion? All in favor?

### **Several Supervisors**

Aye.

### **Darren O'Connor**

Opposed? Carried. Next item on the agenda is the worker's compensation report. And Marcy, what do we got going on there?

### **Marcy McNamara**

So we have 27 new claims for the month of February. For a total of 206 open claims. We're at 9% of the budget. We had four noes to the utilization calls, but they were all legitimate noes.

**Darren O'Connor**

Alrighty. Any questions for Marcy? All right. Thank you very much, Marcy. Okay, the next item on the agenda is a resolution to authorize the workers compensation, excess liability coverage. This one is basically routine. You know, as I understand it, this is essentially a worker's comp. If somebody gets injured on the job, an employee, they sue somebody whose car hit him or something like that. And that third party, in pleads the County, and this kind of coverage protects the County against liability in that circumstance, which is not often, I don't know if it's ever happened, but if it does, it can be huge. And so it makes sense to have coverage for it. Am I right, Mike? So do we have a motion to authorize the renewal of that that coverage?

**John Lant**

I'll make the motion to renew it. John Lant.

**Darren O'Connor**

John Lant, and a second. Do you have that Therese?

**Joe Grasso**

I'll second.

**Darren O'Connor**

Supervisor Grasso. Okay. Discussion. All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Thank you. The next item on the agenda is to authorize the County insurance coverage. Marcy is someone talking on that? Or is that routine thinking? This was on the agenda here at the table. But it was not the one that I was looking at before.

**Therese Connolly**

We do have some people from Cool Insuring on the line. And we also have Matt Rose and Administrator Bulger on the line.

**Steve Bulger**

Yeah. Matt and I had a discussion earlier with Dominic from Cool Insurance. And I'd like him to just go through. Our premiums are going up a little bit. And I want him to kind of take us through, I think it's important for the Board to understand where our insurance premiums are at, and the process that Cool insurance went through without taking too much time here. But there are some changes. There are some issues. And I'm going to turn it over now to Dominic, Chairman, if that's okay with you, to have him go through a breakdown of those premiums.

**Darren O'Connor**

Thank you. Dominic can you give us a summary of what's going on here?

**Dominic Gallo**

Yeah, Steve. Thank you, Chairman. This is Dominic from Cool Insurance and my assistant on the line as well Jane Sexton, is out there somewhere. Before I start, do you have? Matt, we were able to get the sheet to the members, the spreadsheet the premium summary market review?

**Matt Rose**

Yeah, so the spreadsheet was sent out. I'm going to be sending out the in depth proposal shortly.

**Dominic Gallo**

Okay, so I'm going under the assumption that everybody has the premium review in front of you. This is shows multiple insurance companies looking at Saratoga County this year. We did put the County out to bid looking at various companies, your prime carrier is Travelers. And if you look at expiring premiums on the far left and drop down, you can see that the overall premium last year was 848. Renewal numbers came in at 918. NYMIR came in at 1,000,045. Trident at 946,987. And down below you see various companies that looked at it, may be fine for various reasons, but overall, it was a pretty successful renewal with Travelers, with competition from NYMIR and Trident. The two areas of concern, not concern, that's a bad word, the two areas that were really underwritten hard this year, law enforcement. Last year law enforcement premium was 71,000. This year at 81,630. And you'll see NYMIR is at 103 and Trident at 114. Insurance carriers today, especially for Counties after everything, all policies and procedures. Many more questions that we normally get. I will say that Colonel Emery and Undersheriff Castle, probably at a point got tired of me, but they provided us with the information that we needed to complete the file and come in with a decent renewal number, compared to other carriers. Law enforcement, obviously, if watch the news, across the Country, there are problem areas there. Not to say that Saratoga has any issues, they don't. But Insurance carriers are really looking at law enforcement. And that was driven home this year with the renewal request. And those questions that came from all carriers. Another area that is of concern, and it may continue to be a concern for future years. Healthcare, general liability and professional liability. You can drop down you'll see that, probably three quarters of the way down on the sheet. Last year premiums 79,000. This year 99,000. The umbrella policy over that 35,043. So you know, Cool Insuring handles book of business for nursing homes, independent care to deliver across the State of New York. We're seeing rate increases from 25, 50 to 100% across the board, no questions asked. In some cases, trying to find a carrier to underwrite a nursing home, it becomes extremely difficult to place coverage. We knew this would be a problem going into this and we had a good feeling that there will be rate increase here. We estimated between 20 and 50%, So it didn't come in as the worst case scenario. Doctor Kuhles is doing a great job managing Public Health, we've got a lot going on with vaccines and other issues that he has to deal with on a daily basis, the pandemic, the rest of the issues they have to deal with. And like I said his Department is doing a great job and overall that also was underwritten pretty thoroughly this year, and there is a rate increase there. Like I said, it wasn't at the higher end that we were anticipating so that came in about 20 grand higher. So overall, the County's increase really depends on the three areas law enforcement and Public Health. And we're seeing that across the board. So you're not alone out there for what we are seeing in rates. Travelers maintain the general liability rate actually, that came down a little bit. Overall, the premiums with Travelers stayed in pretty flat, came down in areas, but overall was a pretty solid renewal with the carrier. And of course, when we take it out, we do apply

pressure and pressure was applied. Trident to come in really strong, and came close. As I was telling Mr. Bulger that when we take these out the to bid, the carriers understand that's a bid. And they bring the first, the best numbers up front. Make sure we keep our credibility with the marketplace. So it was it was a race at the end. Now one other area that we're still working on is cyber liability. Cyber basically, in the past two to three weeks, pretty much, it's gotten pretty ugly, to be honest with you the most choice of words. What we're seeing last year's premium is 20,000 this year is to be determined we are still working the account. We've had our folks talking directly with IT from Saratoga County, with the work at home that we're seeing across Saratoga, across state, across country. Cyber carriers are seeing a tremendous amount of claims, the hacking, the invasion, the privacy of being invaded across state, country, worldwide to the point where cyber at one time was very easy for me to place. A couple questions, we had a premium, we had a policy. The underwriting of cyber right now is probably ten times more than a lot of the Law enforcement. We are really looking hard at this I anticipate to have a final number within the next week then I'll reconvene with Matt and Mr. Bulger and we'll take it from there on a sense of the number. So on that note I do apologize for not being prepared on cyber, it wasn't for lack of trying it's just the market turned this past few weeks, to the point we are still working it.

**Darren O'Connor**

Okay. Thanks very much Dominic. We totally understand cyber definitely. Thank you for that very good summary. Okay, Steve do we need a resolution on this and can we do it without cyber or what's the story here?

**Therese Connolly**

We can't hear you Administrator Bulger. If you're muted we can't hear you.

**Steve Bulger**

Sorry about that. My fault. We do need a budget resolution. No budget impact on this however the premiums will be going up, we do plan, we have to wait for the final cyber number so we're going to put an estimated number of \$50,000 to cover our cyber insurance premium and that's on the high end that goes along with a \$17,000 overall increase bringing that to \$67,000 is what we're anticipating would be the high end or over what we had budgeted this year and we would feel more comfortable in talking with Matt and a couple of others to ask the Board to make that number \$80,000 on the top end just to cover us in case there's any other unexpected costs especially with the cyber-attack comes in higher than we think. This money will come out of the Administrator's contingency, so we would ask the Board to move forward with a resolution with that understanding that the extra premium will come out of contingency funding.

**Darren O'Connor**

Okay thank Steve. Any questions for Dominic or Steve?

**Matt Veitch**

So are you saying that you want us to approve this with a not to exceed number? I'm a little confused as to what you're asking us to do here.

**Darren O'Connor**

Yeah I think it's to approve with a not to exceed number of 50,000 for the cyber, right Steve? And would that give us the 80,000 of comfort zone?

**Steve Bulger**

Because we don't know exactly what the cyber will be we're asking for an overall \$80,000 increase over budget with the additional to come out of the contingency funding. We believe the 80,000 will be more than enough to cover whatever comes out of the cyber plus the increases over the budget of what we budgeted from last year.

**Matt Veitch**

Is it possible to know, do you think we will have any more firm numbers for Law and Finance or the Board once we get to that point? I mean it's still a few weeks away so

**Steve Bulger**

I hope so. In talking to Dominic, they do believe that we should be in the next week or two so it's going to be close for Law and Finance, but hopefully by the Board meeting we will have a firmer number on the cyber. The problem as Dominic explained is the market has really been in an uproar over the last month and I'll let Dominic amplify that if you want to Dominic, what the challenge is with the Cyber.

**Dominic Gallo**

We will have a number by Law and Finance. Law and Finance I believe is two weeks away approximately. My anticipation that we'll have a firm number within the next week, we're pushing hard for that. The numbers that he put out seem to be fair. Again I want to keep this on the lower end, and we're going to try to keep it on the lower end, but we will have resolution to this within the next week

**Darren O'Connor**

Okay so this motion we're looking at would be to authorize the County insurance coverage with the proviso that it will include up to 80,000 additional over budget. Am I right Steve?

**Steve Bulger**

Correct.

**Darren O'Connor**

Okay, do we have a motion on that?

**Joe Grasso**

So moved.

**Tom Wood**

Second, Supervisor Wood.

**Darren O'Connor**

Supervisor Wood. Discussion?

**Joe Grasso**

Yeah, Mr. Chairman? Steve, this is Joe. Do we know what the budget number was?

**Steve Bulger**

Yeah, Matt, you have that right in front of you Matt Rose? I was looking for it here. Hold on.

**Matt Rose**

I don't have it handy right this moment, but I believe it was 16,000 and change was what fell short when I looked it up in the budget line. So the 17,000, rounding to the nearest 1,000 to be on the safe side. And that's what the proposal is right now not including the cyber ware.

**Darren O'Connor**

Is that what you were asking Joe?

**Joe Grasso**

So does that make the budget number 935? Just trying to understand what the, I know we're talking about the \$80,000 increase over budget, but the budget number would be obviously above the 918,393 proposal.

**Matt Rose**

Right. So it would be above that 918 to accommodate for the cyber ware and the difference that we currently have in that budget line right now.

**Darren O'Connor**

So 980,998 would be the number is that accurate?

**Matt Rose**

I'd have to get back to you on that exact number.

**Joe Grasso**

I think as long as we include in the resolution what that number is, so that we've got all the facts to present to Law and Finance.

**Darren O'Connor**

That sounds good and hopefully we'll have the precise numbers by Law and Finance. Okay, any other discussion on this motion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Thank you. Okay, the next item is a resolution authorizing amendments to the 2021 compensation schedule under the County Treasurer and County Attorney. And I think Drew Jarosh, are you still on the phone? Whoa, I didn't even see you. Okay, there you go.

**Andrew Jarosh**

Thank you, Chairman. Thank you, committee, I apologize, I was home with my kid who got sent home from school because there was an exposure at his school. So I am here. This resolution that I am requesting is to create two new positions in my office. This is in response to an ongoing transition that actually started near the end of last year with the retirement of the then County Attorney, the duties of Tax Enforcement Officer were transitioning to the default position, which is the County Treasurer. In the past, the Tax Enforcement Officer was always appointed to be the County Attorney. We let it go to default County Law which is making the Treasurer the Tax Enforcement Officer. So with that, and in addition to that, the person in the County Attorney's office, who for the last 17 years, has been doing both paralegal work and title search work for our in-rem tax foreclosure process. She has announced her intention to retire and her retirement is actually Friday, this coming Friday. Several times now over the last three months, Mike Hartnett the current County Attorney and I and my staff have met with this person. She does an amazing amount of work, and she has done it diligently and without any complaint for 17 years. And I think Mike and I agree, the best way I can say this is the County is very, very fortunate over the last 17 years to have a single individual who has both paralegal experience and knows how to title search in the County records room and in the court documents room, to do this job all by her lonesome in her office with piles and piles of paperwork and nobody bothering her basically, and she does a great job. We are losing something very, very valuable in her. And we have decided that the best way to replace her and to make sure all of those duties continue on as best as we can is to create these positions in my office and I will combine with them other functions in my office, and other needs that I have in my office, with these positions. In doing this, and because I worked with the Director of HR and the County Attorney at the end of last year, and I requested from the Committee and from the Board a position to be hurried and implemented into the budget as kind of a stopgap solution. I am now using that and in creating these positions, we are now actually budget negative for 2021 by doing this. We actually will save over what our current budget is for 2021 by creating these two new positions. Does that make sense?

**Darren O'Connor**

That's a great way to end the summary Drew. Thank you very much. Okay, do we have a motion authorizing that resolution?

**John Lant**

I'll make a motion for two new hires for the Treasurer's department. John Lant.

**Matt Veitch**

I'll second that.

**Darren O'Connor**

Motion by Supervisor Lant and seconded by Supervisor Veitch. Discussion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Alrighty. The next item on the agenda today is authorize a resolution authorizing the creation of a petty cash policy to be included in the County's Policy and Procedures manual. And, I also wanted to talk to Matt about this with respect to the Government Review and Efficiency agenda, because I noticed that it's also on that agenda. So maybe we can talk about how this kind of thing would work with being on both agendas?

**Matt Veitch**

Oh, Supervisor, I am fine with having it on both agendas, I think really the point of having an under Government Review is just to look at, maybe get a re-explanation. We're going to get it today as to why the position as needed and what it does for the County. Reading through some of it, I see that there is some need for this, and I support doing it. I just think it would be good to maybe have it at both Committees and get a reaffirmation that it's a good policy, something new that we should do. So that's really it.

**Darren O'Connor**

Yeah, I mean, that sounds right. To me, I think there will probably be more issues that come up that are going to be appropriate for Government Review and Efficiency as well as a different committee. And there are aspects of this policy, especially dealing with petty cash and personal liability, and imposition of new duties that obviously encounter HR, but it also brings up the focus of your committee, dealing with this is the best way to be efficient.

**Matt Veitch**

Right, and it is new policy that we didn't have before, so in a sense that it's something we could vet and look at and verify that it's needed and good. I mean there's other Committees that are gonna make those decisions like this one to move it forward. And it's a little out of order, because our meeting is scheduled on Thursday, and yours is today. So in some sense, it's just a timing issue. But yeah, not a problem at all. And I'm, again, I'm in favor of moving this forward. So if you want to get the explanation. We'll go from there.

**Darren O'Connor**

Okay. So we'll make this motion, Mike, and then it'll go to Government Review and Efficiency after this, assuming we authorize the resolution.

**Michael Hartnett**

Sounds good.

**Darren O'Connor**

Okay. Does someone want to make that resolution and we can have discussion for questions.

**Joe Grasso**

So moved.



**Matt Veitch**

I'll second it.

**Darren O'Connor**

Okay, discussion. Any questions for Drew? To flesh out the memorandum?

**Andrew Jarosh**

I do have some comments to make, if I may, Chairman.

**Darren O'Connor**

Sure.

**Andrew Jarosh**

I thank you, the Committee for doing this. And as you guys just discussed, there are elements to this policy that both crossover HR, Government Efficiency as a whole, certainly finance, so bringing it to HR, Government Review, and then Law and Finance is a very logical and appropriate method for doing this. I think that's appropriate that it's a joint resolution between two subcommittees to bring to Law and Finance. In researching this over the last several years, actually, what I have found is that the County is currently absent a petty cash policy. We revert back to Law and the section is County law. 373 I believe right?

**Michael Hartnett**

371

**Andrew Jarosh**

371 is the section of County Law that deals with petty cash. Creating this policy allows us to have a process in place for A. authorizing a department to have petty cash; B. it sets controls for how that petty cash should be managed by the department head, what the audit process looks like both from myself and the County Auditor, and what the replenishment process looks like, and lastly; C. it provides some method of making sure that if petty cash is for any reason misappropriated, there's a way to recoup that. We currently don't have that in place. So basically it's a clean slate. In addition, what created the urgency for this is rightfully so the banks that we deal with have said, Guys, you need to do this differently, you've been cutting a check, either to an employee or to Saratoga County, and then somebody has been cashing that check. That's not really the appropriate way to do this, and I concur with that wholeheartedly. Plus, I would like some amount of control and visibility into how the Departments are appropriating their petty cash. So I came up with the idea of saying what we can do, I can set up a County account specific for each Department that is authorized to hold petty cash, and fund that account, and then give the Department head, instead of giving them cash, I can give them a debit card to that account. And they can use that debit card now to make purchases, which they can't do before because they have cash. Or they can use it to go get cash at an ATM, and then take note of the cash. Then that card becomes something that needs a policy around it as well, which you can see in the policy that I drafted, there's a whole subsection on control of the card, who's authorized to hold it, what happens if it goes missing, they have to inform it right away, that kind of thing. So we thought this through on various levels of the best way to allow ease of use for the Departments, also allow some

control and visibility by my department. We have an audit process now, we have a replenishment process now, and that's really where this stems from. And I think it's going to work quite well actually, I've already worked out the back end in my office for when a replenishment comes through. It's literally just an internal transfer at Adirondack Trust. It's something we could take care of in an hour. Whereas right now, the process takes a week and a half to replenish petty cash. So I really hope the Board looks favorably on this, and if you have any questions, please let me know.

**Darren O'Connor**

Thanks, Drew.

**Andrew Jarosh**

Oh, I do have one more comment to make. Director McNamara and I have agreed that the policy does require a one edit that I think we'll have in time, certainly for Law and Finance, we'll probably even have it for Government Review. You'll see highlighted in the policy, there are the sections that deal specifically with HR type issues. There's one section where I drafted saying that if we need to recoup or if monies are in any way misappropriated the Department head is personally liable for their petty cash, and that's in accordance with County Law 371, section 371. But I worded in there that if the cash is not replenished by the Department head that we will take corrective action. That needs to be edited to just to say we will take action in accordance with County Policy and New York State County Law.

**Darren O'Connor**

Thanks, just a couple of little questions. First of all on the debit card, I mean, is it anticipated that almost all of the purchases will be with the card and not with cash?

**Andrew Jarosh**

I think that's, I don't know about all purchases, but I think a large percentage of them, probably the vast majority of them would be with a card. It's easier, there's no need to go get cash and then carry the cash. But there are some Departments where for instance, like Mental Health, for instance, will provide cab fare for someone. That's more right with cash.

**Darren O'Connor**

Okay, got it. And in terms of the personal liability of the Department heads if they have cash in their office or something. So, I mean, even if there's a theft, for example, the concept would be that the Department head would be liable, more of a kind of an incentive to make sure that that cash is kept very safe.

**Andrew Jarosh**

Exactly, in some kind of lockbox in a secure location, that's accessible by the Department head and by myself.

**Darren O'Connor**

Okay, got it. Any other questions for Drew Jarosh?

**Matt Veitch**

Yes, sir. Thank you, Chairman. So I think this is great. It's probably much needed. And I definitely understand the justification for it. And I appreciate you coming to the Committee meeting on Thursday as well. My only question was really, and I don't know if it's in the same section or a related section, but the control policies. I don't know if the language is strong enough here for that Department had responsibility for not abiding or, it's probably understood, but we may need to spell it out. And it talks about County employees who notice any suspicious, that they have to report it, and I think that's good. I mean, it's the responsibility of an employee. And we are working on our ethics laws as well, to be forthcoming when they see something that's not, we have a whistleblower policy, whatever. But it doesn't really say anything that if you are, if you do steal, let's say which we would never expect to happen, that you are subject to law and you are subject to the County Sheriff investigating that and those kinds of things. I think we need to have a little bit stronger language in here that if you don't abide by this. Because it's cash and it's being potentially pulled out of an ATM and so when you see some of that there needs to be some sort of language in here that just says, you're subject to discipline, termination, law enforcement if you do something criminal.

**Andrew Jarosh**

I think, number one, the HR concern there is, and I'm going to let Director McNamara speak to this. What does the contract say we can do? That being said, I would imagine and I'm going to totally overstep my authority here and defer to County Attorney Mike Hartnett, I would imagine that regardless of what the contract says, if any criminal codes are breached, obviously, we have recourse through the criminal process. Again, I'm gonna let Mike speak to that.

**Michael Hartnett**

I think that's accurate. And what makes me in analogous situation is, whenever you log on to a County computer, there's a disclaimer at the bottom that says misappropriation of use of this computer can lead to discipline, up to and including termination and or criminal prosecution. And I think some language like that, to be included in the policy would be appropriate from a legal perspective. I'd have to see the HR, the contract terms, to whether or not I would qualify that, but strengthening the language I think can be accomplished.

**Matt Veitch**

So I think that there's two things there, right, I think if it's Department heads who are ultimately responsible, they're not subject to the contract. Right? They are management employees who don't have that luxury of, I don't wanna say luxury, but they don't have a contract, they don't have rules and regulations or policy they have to go through. Whereas a unionized employee does. The thing about that if you're looking at it from that level, is that I'm not necessarily holding those employees responsible for the misappropriation, right? The Department head is ultimately responsible for what occurs with this money. So if it's handed to a unionized employee for a specific purpose, and that employee does not do that, there's a process for that, we already have that established in and that would not be on the Department head to be held responsible for that because we have the contract. But if the Department head mis-appropriates the money, this is where I'm having more concern, right? If I'm the Department head, and then I do something with it that I'm not supposed to do, there needs to be something this policy that says, I'm subject to this process. So hopefully that clarifies my question a little bit.

**Michael Hartnett**

I completely agree with that. And I believe that that would be true irrespective of if you put that into the policy, criminal prosecution of misappropriation of funds would occur, and it's probably for management confidential employees.

**Andrew Jarosh**

Although I might add one caveat to this, in general, on average, we're talking about a couple \$100 in petty cash total. Obviously, if the whole thing goes missing, would be worst case scenario, we're still only talking about a couple 100 bucks, certainly less than 1,000, that might fall into a different part of the Criminal Code. I don't know, I'm not an attorney. But I think another part of this, another caveat to note on this, I actually should have put this into the policy that there would be some sort of periodic review or renewal of the Department's petty cash as well, or maybe upon changing of the guard, or the Department head, there'd be a review of how it's done. Any department that wants to hold petty cash has to go through an approval process, or if they want to increase the amount of petty cash they hold, they have to go through an approval process. So there's always some eyes on it going, hang on, do you really need that much cash on hand? You know, we shouldn't be letting any department in my opinion, in my professional opinion, we should not be letting any department have more than a couple \$1,000 in petty cash, and even that is a lot, I would say it's certainly under 1,000. And I know we put limits in here, but we're not talking about grand larceny here. That's the point that I'm making.

**Darren O'Connor**

And I think that the debit cards will enable much easier keeping track of what's going on out there.

**Andrew Jarosh**

I think my proposal would be if you guys agree to this in concept, certainly the areas that are highlighted. Mike Hartnett, myself and Marcy McNamara will work together over the next couple of days to tighten up that language, to put a little more strength behind that, and I think by the time we get it to Government Review, and certainly by the time we get it to Law and Finance, it'll be what you're hoping for.

**Darren O'Connor**

Mike can we take a vote on this motion with the understanding that it can have those changes before it gets into Law and Finance?

**Michael Hartnett**

Absolutely, especially with a dual committee approval situation, it can be essentially a contingency vote or a vote in concept or in theory, subject to deferring to the Government Review and Efficiency committee approval for those tweaks and Law and Finance, absolutely.

**Darren O'Connor**

Okay, that sounds good. Okay, so with that understanding, is there any more discussion or questions on this motion?

**Joe Grasso**

Yeah, I had a question just, the use of the debit card, that is limited by the amount. that's the deposited in the petty cash?

**Andrew Jarosh**

Most certainly, there's no credit associated with that.

**Joe Grasso**

No overdraft?

**Andrew Jarosh**

In fact, there's even additional limits to how much could be withdrawn from an ATM in any given day. So it actually provides a second layer of limitation as well.

**Joe Grasso**

Okay. Nothing further.

**Darren O'Connor**

Okay. Any other discussion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Thank you Drew. Okay, next item on the agenda is vacancy review. Marcy, how are we doing?

**Marcy McNamara**

Department of Public Works, we have a motor equipment operator who retired, a building maintenance worker, who re-located, a laborer who was promoted. In DSS we have a senior caseworker who transferred to the State, and another caseworker who also transferred to another agency. In the County Clerk's office, we have a senior motor vehicle clerk that was promoted, and a motor vehicle supervisor who retired. In the Sewer, we have a maintenance mechanic who was promoted, and in the Sheriff, we have a civil service who retired and a correction officer who transferred to another County.

**Darren O'Connor**

Okay. Thanks, Marcy. Any questions for Marcy? Thanks, Marcy. Tina, I think we have you up next.

**Tina Potter**

Thank you, Chairman. I just have an informational item in regard to the Emergency Rental Assistance Program. This is a Federal program that is in place to assist households to pay for their rent or utilities, because of them being impacted by the Covid 19 pandemic. So I did complete an application to the United States Treasury, and we've received \$6,818,000 for Saratoga County. And we have the ability with those funds to use 10% of that for administrative expenses. So this will be going through Law and

Finance to set up the accounts for accepting the funds and developing the accounts, as well as the liability account to pay with those rental payments that would go out. What I wanted to do was preliminarily mention to the Human Resource Committee that I expect the need to request two staff in my department to help with this program. Specifically a senior social welfare examiner and a social welfare examiner that would work in the Temporary Assistance Unit to help with the application process to be a liaison with the agency that we may work with in the community and to help people with applications. The other major component that I anticipate for getting the local responsibilities done is we're doing an RFP for not for profit in the community that would have a significant responsibility to do outreach and application assistance, probably with hiring as many as six to eight people in order to reach the entire County to make sure that we're reaching landlords, and also applicants and tenants who are at risk of eviction. My plan is to use in house is to use some trained Temporary Assistance workers to get going and then I'll need to backfill, because we're already receiving quite a few calls. At the present time, the status of the program is that New York State's in negotiation with the Legislature, and they're very close to completing the discussions about the parameters about the eligibility on the portal. And as soon as they open the portal, then we'll need to be ready to go. So at that point, we're going to need to bring on staff rather quickly. So I wanted to kind of informationally give you the backdrop for this. And it may be next month, we don't know, we're hearing April, that the State might open the portal. We do have information up on our website, which is pretty comprehensive, and people have the ability to either call in on a number or to send in emails. And so we're collecting information, and we have that out there because people are just hearing about it. So the website that we have on Department of Social Services is pretty comprehensive to answer the questions. And we're keeping a running list so that when we're ready, when the portal opens, we'll at least have some information, we will be ready to go. Any questions?

**Darren O'Connor**

So these are temporary positions that we'll be hiring for this dedicated purpose?

**Tina Potter**

I think it will be necessary to do permanent for a couple of reasons. One is there's also two other grants that we've gotten, one was in the Fall. And they're all basically around COVID related issues, but it was an Emergency Solutions grant, and we worked with the not for profits when that program, we have about 975,000. And we got a second round of that, that we've just received. And we're doing a plan for right now, which is for 979,000. And that's to do outreach, street outreach, housing, rapid rehousing. And so there's a lot of work involved with that as well. In addition to this Emergency Rental Assistance program, we have heard that we're going to get a second round of this money, also. The date of when we're going to get that is not certain yet, but I'm told, we're going to get about 80 to 85%, in our second round of this funds, which will bring another approximately \$5.5 million, \$5.4. So the work involved is pretty significant, we're seeing an increase in the number of people and families that are coming into temporary assistance. So I feel pretty strongly that it would be important to have permanent, and in worst case scenario, in a year. Now, this round of money has just been extended. So this money can be extended through September of 2022. The second round of Emergency Rental Assistance that we may receive is going to go through 2025. So I think it's important to get permanent staff if something were to happen and through attrition, we make adjustments regularly if I didn't need, but I'm confident we need these people permanently.

**Darren O'Connor**

Okay, thank you, Tina. Any questions? Okay. Got it. Thanks for that heads up, I appreciate it.

**Tina Potter**

Thank you.

**Darren O'Connor**

Alrighty, that brings me to my favorite part, employee recognition and it's really just an honor to read the recommendation of Dr. Kuhles. Cathy Medick first joined the County at Maplewood Manor in 2002, as a Nursing Supervisor, Rehabilitation Coordinator and Infection Preventionist. She joined Public Health Services and it's Emergency Preparedness Program in 2011. In that role, she created operational plans, located and evaluated points of dispensing, and then exercised and ran the PODs for influenza vaccination. Her efforts resulted in Saratoga County becoming one of the most highly regarded Emergency Preparedness programs in the state. In 2016, Cathy became the Department's Director of Patient Services, where she focused on developing needed policies and procedures to improve operations and comply with New York State regulations. In 2020, when COVID was identified in the County, Cathy took the lead role in the Public Health response by serving as the operations lead for the Public Health Command Center, and then becoming the Department's acting Health Director. The vaccination clinic plan that Cathy created and is being used by the department has received numerous compliments about its organization and operation from both residents and healthcare providers, which is a testament to her vision and hard work. And we can all second that recognition. We're all very familiar with the incredibly hard work of Cathy Medick and our sincere thanks and admiration go out to her. Okay, we're gonna have the RFP for health insurance next month, I think? So, we're on board for that. Is there any business? Not hearing any, is there a motion to adjourn?

**Matt Veitch**

So moved.

**Darren O'Connor**

Second by Supervisor Lant. Discussion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Thanks very much, everybody. See you next month.