

Human Resources & Insurance Committee Minutes
March 30, 2021 – 4:00 p.m.

Present: Chairman Darren O'Connor; Committee Members Joe Grasso, John Lant, Jon Schopf, Matt Veitch, Tom Wood; Supervisors Tara Gaston, Bill Peck; Steve Bulger, Matt Rose, County Administrator; Michael Hartnett, County Attorney; Margaret McNamara, Adam Kinowski, Wendy Tennant, Human Resources; Andrew Jarosh, Treasurer; Tina Potter, Pat Maxwell, Social Services; Scott Brackett, CSEA; Dominic Gallo, Jane Sexton, Cool Insurance.

Chairman O'Connor called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Wood, seconded by Mr. Veitch, the minutes of the March 2, 2021 meeting were approved unanimously.

Mrs. McNamara gave a brief overview of the Worker's Compensation report. For February 2021 there were 27 new claims for a total of 206 open claims. The budget is at 9%. There were 4 noes on the utilization calls but all were legitimate.

A motion was made by Mr. Lant, seconded by Mr. Grasso, to authorize the renewal of the third party employer excess liability insurance coverage for workers compensation for the County's Workers' Compensation Plan. Unanimous.

Mr. O'Connor said that this is a routine agreement.

A motion was made by Mr. Grasso, seconded by Mr. Wood, to authorize the County's Insurance Coverages through May 8, 2022 . Unanimous.

Mr. Bulger said that he and Mr. Rose have discussed the renewal with Mr. Gallo from Cool Insurance. Premiums are increasing. Mr. Gallo gave an overview of the renewal. Mr. Gallo said that they put this out to bid and Travelers came back with the best price. Premiums have increased in general in the healthcare, law enforcement and cyber security areas. Mr. Gallo said that the market for cyber insurance has turned in the last few weeks and therefore they do not have an exact number on that yet. They will have the exact number for the Law & Finance meeting. Mr. Bulger said that it is anticipated not to exceed \$80K over what is currently budgeted, overage will be covered from the contingency line in the County Administrator's budget.

A motion was made by Mr. Lant, seconded by Mr. Veitch, to authorize amendments to the Compensation Schedule under the County Treasurer and County Attorney. Unanimous.

Mr. Jarosh said that the employee who has handled paralegal work and title work for the County's in-rem tax foreclosure process for the past 17 years is retiring this week. Mr. Jarosh has discussed this with Mr. Hartnett, and the transitioning of the Tax Enforcement Officer from the County Attorney's office to the default position of the County Treasurer. Mr. Jarosh said that the request is to create two new positions in the Treasurer's office that will combine the duties of the retiring

employee with other duties in his department. Mr. Jarosh said that this will result in savings in the 2021 budget.

A motion was made by Mr. Grasso, seconded by Mr. Veitch, to authorize the creation of a Petty Cash Policy. Unanimous.

Mr. O'Connor said that this policy will also be reviewed by the Government Review and Efficiency committee. Mr. Jarosh said that he has done research and found that the County does not currently have a Petty Cash policy. Section 371 of County Law deals with petty cash. Mr. Jarosh said that he drafted the policy and it allows for a process to authorize a Department to have petty cash, sets controls for how the petty cash should be managed by the Department Head, and provides a method of making sure there is a recoup of funds should it be misappropriated for any reason. Mr. Jarosh said that an account can be set up for the Department that is authorized to hold petty cash, the account will be funded and a debit card provided to make purchases or withdraw cash, if cash is necessary. The debit account would have a daily and total dollar limit. Department heads will be held personally liable for their petty cash. Mr. Hartnett suggested that disclaimer language be added to the policy. Mr. Jarosh said that he will work with Mr. Hartnett and Mrs. McNamara to tighten up language regarding corrective action that would be taken in the event of misappropriation. Mr. Hartnett said that approval of the item can be contingent on referral to the Government Review & Efficiency committee and Law & Finance, for approval with the final changes.

Mrs. McNamara gave an overview of the vacancy review report and the positions that are vacant at this time.

Mrs. Potter gave an informational update regarding 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. Mrs. Potter said that she completed an application to the United States Treasury, and Saratoga County will receive \$6,818,000. 10% of the funds can be used for administrative expenses. Mrs. Potter said that this item will be going through Law & Finance to accept the funds and set up the corresponding budget accounts. Mrs. Potter said that she expects the need for additional staff in the Temporary Assistance Unit to help with the application process. Mrs. Potter anticipates doing an RFP for a non-profit in the community to do outreach and application assistance, to ensure landlords and tenants in need of aid are reached. At this time the State is in negotiation with the Legislature and are very close to completing the parameters regarding eligibility. Once the State portal is open, which could be as early as April, the County will need to be ready to go. Additional information is available on the Department of Social Services website.

Mr. Potter said that the new positions will need to be permanent as she is anticipating additional grant funding that could be extended out through 2025.

Mr. O'Connor read an employee recognition from 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.

Mr. O'Connor said that we are all familiar with the incredibly hard work of Cathy Medic and sent sincere thanks and appreciation to her.

On a motion made by Mr. Veitch, seconded by Mr. Lant, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board