

HUMAN RESOURCES & INSURANCE COMMITTEE
April 27, 2021 4:00 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 the minutes of the March 30, 2021 meeting
- III. Workers Compensation Report
- IV. Discussion - Village of Corinth
- V. Appointment – Director of Human Resources
- VI. Cyber Insurance Coverage
- VII. Standard Workday Resolution
- VIII. Resolution authorizing amendment(s) to the 2021 Compensation Schedule
 - a) County Treasurer
 - b) County Administrator
 - c) Youth Bureau
- IX. Resolution authorizing a contract extension with Goldberg Segalla
- 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

April 27, 2021





**March
2021 Data**



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$2,422.65	0	0	0
City of Saratoga Springs City Center	\$208.19	0	0	0
City of Saratoga Springs-All Other	\$368.88	0	0	0
City of Saratoga Springs-Fire Department	\$4,998.27	1	1	0
City of Saratoga Springs-Police Department	\$6,149.38	1	1	0
City of Saratoga Springs-Public Works	\$6,474.26	0	0	0
Clifton Park Halfmoon Emergency Corp-Paid	\$5,418.23	0	0	0
Clifton Park Water Authority	\$79.10	1	1	0
Community Emergency Corps-Paid	\$0.00	1	1	0
Malta-Stillwater Ambulance Corps-Paid	\$0.00	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$2,543.55	0	0	0
Moreau Emergency Squad-Paid	\$105.00	1	1	0
Saratoga Co -Public Health Nursing Service	\$896.36	0	0	0
Saratoga Co -Public Works Building & Grnds	\$4,357.59	2	2	0
Saratoga County-Animal Shelter	\$8.50	1	1	0
Saratoga County-County Attorney	\$0.00	1	1	0
Saratoga County-District Attorney	\$39.85	0	0	0
Saratoga County-Maplewood Manor	\$8,048.86	0	0	0
Saratoga County-Public Works Highway	\$9,159.91	1	1	0
Saratoga County-Sewer District	\$9,207.99	3	1	2
Saratoga County-Sheriff	\$24,873.48	9	9	0
Saratoga County-Social Services	\$4,399.75	0	0	0
Saratoga County-SYEP	\$794.82	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$1,398.49	0	0	0
Town of Ballston-All Other	\$0.00	2	2	0
Town of Charlton-All Other	\$827.88	0	0	0
Town of Clifton Park-All Other	\$2,333.39	0	0	0
Town of Clifton Park-Public Works	\$1,472.77	0	0	0
Town of Corinth-Jessups Landing EMS-Paid	\$9,580.58	0	0	0
Town of Edinburg-All Other	\$3,290.52	0	0	0
Town of Galway-Public Works	\$1,966.75	0	0	0
Town of Greenfield-Public Works	\$128.97	0	0	0
Town of Hadley-All Other	\$873.78	0	0	0
Town of Hadley-Public Works	\$11,714.69	0	0	0
Town of Halfmoon-All Other	\$1,839.00	0	0	0
Town of Halfmoon-Public Works	\$821.06	0	0	0
Town of Milton-All Other	\$45.38	0	0	0
Town of Moreau-All Other	\$766.26	1	0	1



March
2021 Data



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Moreau-Public Works	\$868.75	1	1	0
Town of Northumberland-All Other	\$31,254.40	0	0	0
Town of Providence-Public Works	\$0.00	1	1	0
Town of Saratoga-Public Works	\$246.98	0	0	0
Town of Waterford-All Other	\$727.35	1	1	0
Town of Waterford-Public Works	\$65.04	0	0	0
Town of Wilton-All Other	\$0.00	1	1	0
Town of Wilton-Public Works	\$1,218.82	0	0	0
Village of Ballston Spa-All Other	\$8.50	0	0	0
Village of Ballston Spa-Police Department	\$0.00	1	1	0
Village of Ballston Spa-Public Works	\$1,462.92	0	0	0
Village of Corinth-All Other	\$44.67	0	0	0
Village of Schuylerville-Public Works	\$3,613.30	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$1,939.10	0	0	0
Vol Fire Dept-Clifton Park-Halfmoon Fire Dep	\$8.50	0	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	\$0.00	1	1	0
Vol Fire Dept-Clifton Park-Vischer Ferry Fre	\$170.92	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$0.00	1	1	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$5,551.20	1	1	0
Vol Fire Dept-Greenfield Fire District	\$4,276.71	0	0	0
Vol Fire Dept-Malta Ridge Vol Fire Co	\$5.00	0	0	0
Vol Fire Dept-Vil of Round Lake Fire Co	\$247.01	1	1	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$6,676.25	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$938.01	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Volunteer Fire Dept.-Wilton Fire Dept.	\$26.83	0	0	0
Wilton Emergency Squad-Paid	\$1,546.67	0	0	0
Grand Total	\$190,111.07	34	31	3



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Michael Hartnett, 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: Margaret McNamara, Director of Human Resources

DATE: April 21, 2021

RE: Re-Appointment

COMMITTEE: Human Resources and Insurance

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: NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:
NO (If yes, provide details)
4. Specific details on what the resolution will authorize:
Reappointing Margaret McNamara as Director of Human Resources, Grade 23 for a six year term commencing May 22, 2021 and expiring May 22, 2027.
5. Does this item require hiring a Vendors/Contractors: NO
 - 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:
NO (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: NO
 - a. Effective date
 - b. Salary and grade

8. Is a new employee being hired: NO
 - a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:

9. 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:

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

The Human Resource Director is responsible for the largest financial investment in Saratoga County's operating budget. This includes payroll and benefit expenses in excess of \$113M and represents 33% of the 2021 budget. The County employs approximately 1200 employees in the 33 departments that provide services either mandated by New York State or authorized by the Board of Supervisors. Additionally, the Human Resources Director oversees and manages health care insurance for approximately 800 retirees.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

Some of the responsibilities and recent accomplishments of the Human Resources Director are:

The Human Resources Director negotiated a 0% increase in renewal rates for the 2021 health and dental policies for both active and retired employees resulting in a substantial savings to the County. These policies routinely increase and had a combined premium in excess of \$20M in 2020. The Human Resource Director revised and updated 32 of the 56 policies related to personnel which streamlined County procedures.

Within the last term, the Human Resource Director was assigned responsibility for the County Payroll and administration of the New York State Assigned Counsel Plan (18B).

The Human Resource Director is responsible for administration of the County Worker's Compensation Plan. The Human Resource Director instituted a variety of cost reduction measures which directly benefitted the municipalities that receive coverage through the County's Worker's Compensation plan. The loss control and claims management initiatives instituted resulted in a 3% reduction in costs from the \$4.9M budgeted in 2017.

Saratoga County's Human Resource Director is responsible for the Civil Service administration of the civil servants employed by The County, Towns, Villages and School districts. The Human Resource Director successfully completed the Office of Commission Operations and Municipal Assistance Technical Assistance Review and updated local Rules for the Administration of Civil Service Law. These rules provide an orderly and uniform system for the administration of Civil Service in Saratoga County on the basis of merit and fitness as provided for in the Civil Service Law of the State of New York.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Mike Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: County Administration, Steve Bulger

DATE: 4/27/21

RE: Cyberware Insurance Coverage for 2021-2022

COMMITTEE: HR & Insurance

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)
No
3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
No
4. Specific details on what the resolution will authorize:
This resolution will approve a cyberware insurance policy for the county. The new coverage will be effective until May 8th, 2022. The policy includes a limit of \$1M in coverage, \$100,000 deductible, and the premium will cost \$45,316.
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):

Due to market volatility in cyberware insurance's, we were unable to present this along with the other insurance coverages and premiums for the April board meeting as in years past. This policy will need to be passed as its own separate resolution.

Matthew Rose

From: [REDACTED]
Sent: Thursday, April 22, 2021 3:16 PM
To: Matthew Rose
Cc: [REDACTED]
Subject: Cyber

Hi Matt, per our phone conversation the Cyber quote information is below.

Cyber - \$1M ransom \$1,000,000 \$100,000 \$45,316

thanks,
[REDACTED]

[REDACTED]
[REDACTED]
Client Service Supervisor

COOL, A Gallagher Company
784 Troy-Schenectady Rd.
Latham, NY 12110
(518)783-2665 (office)
(518)783-8754 (fax)
[REDACTED]

"I know God will not give me anything I cannot handle, I just wish he did not trust me so much"
~Mother Teresa~

For the latest COVID-19 information and resources, please visit www.ajg.com/pandemic.



Insurance | Risk Management | Consulting

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CRUM & FORSTER

A FAIRFAX COMPANY

The North River Insurance Company (Admitted)

**A.M. BEST RATED
"A" (EXCELLENT)**

**C&F Simple Cyber
CYBER AND MULTIMEDIA LIABILITY INSURANCE
QUOTATION OF TERMS**

DATE: 04/12/2021

TO: Adam Connor

AT: RPS, Chicago

NEW

RENEWAL OF:

POLICY NUMBER:

EXPIRATION DATE:

NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

NAMED INSURED: County Of Saratoga
STREET ADDRESS: 40 McMaster St.
Ballston Spa, NY 12020

PROPOSED POLICY PERIOD: Effective: 05/08/2021 Expiration: 05/08/2022
(12:01 a.m. local time at the address shown above)

POLICY FORM: Cyber and Multimedia Liability Insurance Policy, SC-POL-002 (02/19)

COVERAGE OPTIONS:

- A. Breach Costs
- B. Cyber Liability
- C. Multimedia Liability
- D. eCrime Loss
- E. First Party Loss
- Extended First Party Loss

	<u>Option #1</u>	<u>Option #2</u>
LIMITS OF LIABILITY:		
Aggregate Limit of Liability:	\$1,000,000	\$1,000,000
The above amount includes Claims Expenses unless amended by specific endorsement to this Policy.		
Breach Response Limit of Liability:	\$1,000,000	\$1,000,000
Sublimits of Liability:		
eCrime Loss Sublimit of Liability:	\$250,000	\$250,000
Dependent Business Sublimit of Liability:	\$100,000	\$100,000
Ransomware/Malware Sublimit of Liability:	\$100,000	\$1,000,000
Ransomware/Malware Coinsurance:	0%	10%
DEDUCTIBLE: each incident or event	\$100,000	\$100,000
PREMIUM:	\$40,192	\$45,216
Policy premium is due within 30 days of the billing statement date		



CRUM & FORSTER
A FAIRFAX COMPANY

CONTINUITY DATE: 05/08/2021

WAITING PERIOD: 10 Hours

THE FOLLOWING NOTICES AND ENDORSEMENTS, IF ANY, WILL BE ADDED TO THE BASIC POLICY:

1. Signature Page, MI 07 002 01 15
2. U.S. Treasury Department's OFAC Advisory Notice to Policyholders, IL P 001 01 04
3. New York Amendatory Endorsement, SC-END-NY3 (02/19)
4. Cap on Losses from Certified Acts of Terrorism, SC-END-001 (08/18)
5. Disclosure Pursuant to Terrorism Risk Insurance Act, SC-TRIA-001 (08/20)
6. First Party Loss Amendatory Endorsement, SC-END-032 (09/20)
7. Fraudulent Invoice Endorsement, SC-END-010 (10/18)

The Following Endorsement Applies Only to Options 1:

8. Ransomware/Malware Event Sublimit Endorsement, SC-END-073 (01/21)

The Following Endorsement Applies Only to Options 2:

9. Ransomware/Malware Coinsurance Endorsement, SC-END-074 (01/21)

SUBJECTIVITIES:

This Quotation is subject to our receipt, review and underwriting approval of the following required additional information prior to binding:

1. Completed, signed & dated C&F New Simple Cyber Application
2. A response to the CRITICAL and HIGH severity items in the attached Cyber Loss Control Recommendations
3. Currently valued prior carrier loss runs
4. Confirmation that the applicant does not (and has not) had the Microsoft Exchange or SolarWinds Orion software operating in its computer environment in the last 365 days

IMPORTANT: PLEASE READ CAREFULLY

In order to complete the underwriting process, we require that you send us the additional information requested above. We are not required to bind coverage prior to our receipt, review and underwriting approval of the above information. If between the date of this Quotation and the Effective Date of the proposed policy there is a significant adverse change in the condition of this Applicant, or an occurrence of an event, or other circumstances which could substantially change the underwriting evaluation of the Applicant, then, at our option, this Quotation may be withdrawn by written notice thereof to the Applicant. We also reserve the right to modify the final terms and conditions upon review of the completed application and any other information requested by the underwriter herein. If such material change in the risk is discovered after binding, the insurance coverage will be void ab initio ("from the beginning").

This Quotation is conditioned upon the Applicant's agreement to accept delivery of the policy, endorsements and any policyholder notices by electronic means. The Applicant's acceptance of this Quotation signifies their agreement to this.

Any applicable taxes, surcharges or countersignature fees, etc., are in addition to the above premium. Your office is responsible for making state surplus lines filings and complying with all applicable laws.

THIS QUOTATION WILL REMAIN VALID UNTIL: 05/08/2021

Thank you for the opportunity to offer terms on this Applicant. If you have any questions, please contact me.

Sincerely,

Daisy Lopez, Assistant Vice President

Phone: 1.201.334.4732

Email: Daisy.Lopez@cfins.com



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THIS NOTICE IS IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT. THIS NOTICE DOES NOT GRANT ANY COVERAGE OR CHANGE THE TERMS AND CONDITIONS OF ANY COVERAGE UNDER THE POLICY.

DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

SCHEDULE

Terrorism Premium (Certified Acts): \$0

This premium is the total Certified Acts premium attributable to the following Policy(ies):

Cyber and Multimedia Liability Insurance Policy for Attorneys and Accountants

Cyber and Multimedia Liability Insurance Policy

A. Disclosure of Premium

In accordance with the federal Terrorism Risk Insurance Act, we are required to provide you with a notice disclosing the portion of your premium, if any, attributable to coverage for terrorists acts certified under the Terrorism Risk Insurance Act. The portion of your premium attributable to such coverage is shown in the Schedule of this notice.

B. Disclosure of Federal Participation in Payment of Terrorism Losses

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 80% beginning on January 1, 2020, of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion.

C. Cap on Insurer Participation in Payment of Terrorism Losses

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed \$100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Mike Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: Pam Wright

DATE: April 19, 2021

RE: Standard Workday Resolution

COMMITTEE: Human Resources & Insurance

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)
No.
3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
No.
4. Specific details on what the resolution will authorize:
The Resolution will establish or revise a standard work day for elected county officials for retirement purposes.
5. Does this item require hiring a Vendors/Contractors:
 - a. Were bids/proposals solicited: n/a
 - b. Is the vendor/contractor a sole source: n/a
 - c. Commencement date of contract term: n/a
 - d. Termination of contract date: n/a
 - e. Contract renewal and term: n/a
 - f. Contact information: n/a
 - g. Is the vendor/contractor an LLS, PLLC or partnership: n/a
 - h. State of vendor/contractor organization: n/a
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:
n/a



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 n/a
 - b. Are the terms changing: n/a
 - c. What is the reason for the change in terms:
n/a

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

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

9. Is a grant being accepted:
 - a. Source of grant funding: n/a
 - b. Amount of grant: n/a
 - c. Purpose grant will be used for: n/a
 - d. Equipment and/or services being purchased with the grant: n/a
 - e. Time period grant covers:
n/a

10. Remarks/Reasoning (Supporting documentation must be attached to this form):
The last three year's resolutions are: 141 of 2018, 156 of 2019 and 141 of 2020.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Mike Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: Drew Jarosh, Treasurer

DATE: 4/21/2021

RE: Personnel Request: Account Clerk Typist PT abolishment extention

COMMITTEE: Human Resources & Insurance

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)
No
3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
Yes? No?
4. Specific details on what the resolution will authorize:
Previous resolution in November 2020 abolishes one Account Clerk Typist Part-Time upon the hiring of a Foreclosure Supervisor/Specialist. I am requesting the abolishment of the ACT PT be extended to 12/31/2021.
5. Does this item require hiring a Vendors/Contractors:
 - a. Were bids/proposals solicited: na
 - b. Is the vendor/contractor a sole source: na
 - c. Commencement date of contract term: na
 - d. Termination of contract date: na
 - e. Contract renewal and term: na
 - f. Contact information: na
 - g. Is the vendor/contractor an LLS, PLLC or partnership: na
 - h. State of vendor/contractor organization: na
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:
na



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):

Keeping the ACT PT position filled through the end of the year will help to maintain staffing and continuity through this year as the duties of Tax Enforcement Officer are transitioned to the Treasurer, and through retirements and training of new hires.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steven Bulger, County Administrator
Michael Hartnett, 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: Margaret McNamara, Director of Human Resources

DATE: April 21, 2021

RE: Director of Public Relations

COMMITTEE: Human Resources and Insurance

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- the item) #10) (If NO, skip to #10 and provide reason for bringing
2. Is a Budget Amendment needed: **Yes – Under County Administrator**
Base/Step 1 \$73,127 * 60% Fringe (\$43,876.20) = \$117,003.20
3. Are there Amendments to the Compensation Schedule:
Yes – Create (1) Director of Public Relations,
Grade 15
4. Specific details on what the resolution will authorize:
Authorizing an amendment to the 2021 Compensation Schedule to create (1)
Director of Public Relations, Grade 15 under County Administrator.
5. Does this item require hiring a Vendors/Contractors: **NO**
 - 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
6. Is this an annual housekeeping resolution:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

NO

(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: **YES**
 - a. Effective date: **5/18/21**
 - b. Salary and grade:
 - **Director of Public Relations, Grade 15**
8. Is a new employee being hired: **Unknown at this time**
 - a. Effective date of employment:
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. 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:
10. Remarks/Reasoning (Supporting documentation must be attached to this form)

Position being created is responsible for the planning, coordinating and controlling public information and relation activities for the County of Saratoga.

DIRECTOR OF PUBLIC RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class is responsible for planning, coordinating and controlling public information and relation activities for the County of Saratoga. Work involves developing and coordinating a comprehensive program designed to keep the public informed about the objectives and operations of County government as well as gaining its understanding and stimulating its active support, and advising and assisting department heads and other top officials in the development and maintenance of good public relations practices. Frequent and significant contacts will occur with key officials at the federal, state and local levels of government as well as with media representatives, various interest groups and the public. This position exists in several County departments, where extensive public contact is maintained, and performing public relations activities are an integral part of the agencies' operation. Supervision is exercised over a number of subordinate professional, support and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative Only)

Directs and studies the public's knowledge and interest in various activities, services and objectives of the Saratoga County;

Formulates, implements and evaluates policies for public relations and promotion programs;

Directs the preparation of public information materials, programs and projects including news releases, publications and audio-visual materials;

Serves as a liaison with contractual services agencies for promotion programs;

Keeps abreast of current or emerging public issues that have an impact on the policies or operations of Saratoga County;

Attends conferences, Committee meetings as well as public hearings in order to gather information;

Establishes and maintains liaison with press correspondents, television, radio, newspaper editors and publishers.

In addition to the above:

May be required to represents the Board of Supervisor's at conferences and meetings;

Oversees the operations of the County Information Center;

Oversees and approves the community information and public relations functions performed by all departmental public information officers.

Advises the County Administrator and Board of Supervisors on public relations and press relations issues;

Keeps abreast of emerging public issues affecting the criminal justice system, and brings these issues and those covered by mass media to the attention of the District Attorney to develop programmatic and operational responses;

Identifies target populations for advertising, promotional, and marketing campaigns for County services by gathering demographic statistics and selecting various media that would best serve as tools for presentation to a variety of citizen groups;

Studies the impact of past and current marketing campaigns to project the benefits to the population served;

Coordinates automated public information services, including but not limited to, telephone information systems, public information kiosks, and the Internet;

Coordinates with Information Technology Department on the County's Internet Web Site and assists County departments in their preparation of text and graphics for the electronic media;

Prepares promotional materials, both in written and electronic formats;

Develops presentations on new services provided by the County, and informs the public of how these services can be used in their community;

Represents the County at seminars and presentations regarding new programs and initiatives, services or products.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Director of Public Relations (P2)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the techniques of preparing, producing and disseminating information to the various media; thorough knowledge of the techniques and methods used in evaluating the effectiveness of a public information and relations program; thorough knowledge of the principles and techniques of establishing and maintaining effective public relations; good knowledge of the functions and organization of Saratoga County; ability to speak effectively in public; ability to deal with persons of divergent views in a courteous, tactful and effective manner; ability to identify program problems and critical factors and to develop realistic solutions; ability to plan, coordinate and evaluate the work of assigned professional and clerical personnel; tact; resourcefulness; initiative; imagination; integrity; good judgment; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either:

- A) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in Public Relations, Communications or a closely related field, and seven (7) years of public information or relations experience; OR
- B) Satisfactory completion of at least 30 credits hours towards a Master's Degree, but must include the two years of specialized experience in public information or relations experience, four years of which must have included supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary degree granting institution.

POR 2020-80 11122020

Job Level: Management/Administrative



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steven Bulger, County Administrator
Michael Hartnett, 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: **Wes Carr, Youth Bureau Director**

DATE: **May 22, 2021**

RE: **Youth Bureau Director – Temporary Stipend**

COMMITTEE: **Human Resources and Insurance**

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: **No – Funds are available in the 2021 Youth Bureau budget.**
3. Are there Amendments to the Compensation Schedule:
Yes
4. Specific details on what the resolution will authorize:
Authorizing a temporary monthly stipend for Rebecca Robarge, Youth Services Specialist, of \$1,500/month to compensate her additional duties from June through December due to the retirement of the Youth Bureau Director. (See Remarks for additional information)
5. Does this item require hiring a Vendors/Contractors: **NO**
 - 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
6. Is this an annual housekeeping resolution:
NO



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

(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: **No**

- a. Effective date:
- b. Salary and grade:

8. Is a new employee being hired: **No**

- a. Effective date of employment:
- b. Salary and grade
- c. Appointed position:
- d. Term:

9. 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:

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

****This temporary monthly \$1,500 stipend will begin June 1, 2021 and will remain in effect through December 31, 2021. Effective January 1, 2022 the Youth Bureau will be dissolved, with its components being reassigned to other departments.**



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steven Bulger, County Administrator
Michael Hartnett, 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: Margaret McNamara, Human Resources Director

DATE: April 21, 2021

RE: Extension of Goldberg Segalla Retainer

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: **NO**
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:
NO (If yes, provide details)
4. Specific details on what the resolution will authorize:
Authorizing an extension of the agreement with Goldberg Segalla LLP for its professional legal services in comprehensive labor relations and representation for, and on, behalf of, the County at their current hourly rate of \$225 per hour for partners and special counsel, \$200 per hour for associates and \$100 per hour for paralegals.
5. Does this item require hiring a Vendors/Contractors: **Goldberg Segalla LLP**
 - a. Were bids/proposals solicited:
 - b. Is the vendor/contractor a sole source:
 - c. Commencement date of contract term: **June 1, 2021**
 - d. Termination of contract date: **TBD by bid process**
 - e. Contract renewal and term:
 - f. Contact information: **Jonathan Bernstein, Esq.**
 - g. Is the vendor/contractor an LLS, PLLC or partnership: **LLP**
 - h. State of vendor/contractor organization: **New York**
 - 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:
No (If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: **No**
- Effective date
 - Salary and grade
8. Is a new employee being hired: **No**
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: **No**
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Resolution 119-2019 authorized the current contract with Goldberg Segalla LLP which expires May 31, 2021. Extension of contract is being recommended at the current hourly rate with the intention to bid for professional legal services at a later date this year.

VACANCY REVIEW COMMITTEE

DEPARTMENT	TITLE OF POSITION	JC	ELIGIBLE LIST	VACANCY DATE	GRADE/ BASE SALARY	RECOMMENDED DATE OF HIRE
DPW	Senior Engineer	C	No Current List	4/16/2021	\$70,371.00	5/28/2021
	Motor Equipment Operator	NC	No Exam Required	4/2/2021	\$41,982.00	5/14/2021
AGING	Aging Services Specialist	C	No Current List	3/19/2021	\$47,308.00	4/30/2021
DSS	Senior Typist	C	Exam Given 4/2021	4/30/2021	\$39,562.00	6/11/2021
	Investigator	C	No Current List	3/19/2021	\$46,455.00	4/30/2021
SHERIFF	Deputy Sheriff Patrol	C	Valid List Until 2024	4/7/2021	\$55,255.00	5/14/2021
	Deputy Sheriff Patrol	C	Valid List Until 2024	4/7/2021	\$55,255.00	5/14/2021
DISTRICT ATTORNEY	Assistant District Attorney	E	No Exam Required	4/16/2021	\$92,341.00	5/28/2021
REAL PROPERTY	Real Property Tax Service Assistant	C	No Current List	3/19/2021	\$42,496.00	4/18/2021
YOUTH	Principal Account Clerk	C	Valid List Until 2022	3/31/2021	\$44,069.00	4/30/2021