

# HUMAN RESOURCES & INSURANCE

## Transcript 4-27-2021

### **SPEAKERS**

Darren O'Connor, John Lant, Wendy Tennant, Michael Hartnett, Jonathan Schopf, Joe Grasso, Several Supervisors, Therese Connolly, Tom Richardson, Tom Wood, Rick Castle, Matt Rose, Tara Gaston, Wes Carr, Steve Bulger, Marcy McNamara, Pamela Wright.

### **Darren O'Connor**

Welcome everybody, to the April 27 meeting of the Human Resources and Insurance Committee. Very sorry for the slight delay in getting started here. There's been a real problem on the roads today and we had a couple of delays but we'll get going. Okay. Therese do we have attendance?

### **Therese Connolly**

We do.

### **Darren O'Connor**

I think supervisor Veitch was excused and we have the remainder.

### **Therese Connolly**

We everybody else.

### **Darren O'Connor**

Okay, the first item on the agenda is approval of the minutes from March 30. Do we have a motion?

### **Joe Grasso**

So moved.

### **Tom Wood**

Second, Supervisor Wood.

### **Darren O'Connor**

Discussion? All in favor?

### **Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. The next item on the agenda is my favorite, employee recognition. And we have two this month that I'd like to read if you don't mind. Craig Hayner, Saratoga County Clerk would like to recognize Grace Farrow, Supervisor of the Ballston Spa DMV office. Grace started with us in 2004 as a part time DMV clerk. Over the years she's climbed a ladder, putting in hard work and becoming an excellent leader in our organization. Grace always lead by example will be sorely missed by all. She retired last Thursday, April 15. We wish her great health and happiness for her well-deserved retirement. Next is from Dr. Prezioso. I would like to recommend Melissa Stinson Principal Account Clerk for recognition. Mr. Stinson is responsible for all department billing for Mental Health services. Recently, after conducting extensive research, she identified a mechanism to allow certain service claims to be resubmitted for a higher rate of reimbursement. She continually scours regulations and our processes to identify efficiencies, and is a central figure in the Department's billing staff. Further, she has successfully contended with ever changing rules of reimbursement issued during the pandemic. And I just want to add to that, this is a tremendous skill to be able to identify sources of reimbursement especially in difficult substantive areas like that. So, thank you very much, Melissa. And those are well deserved recognitions. Okay, next item on the agenda is the Worker's Compensation report. Okay, Marcy, I think we it's kind of normal. Marcy or Wendy?

**Wendy Tennant**

So the workers compensation report. This is information based for March of 2021. Claims received for the month we have 34, of which 11 were report only, so no cost to the plan at all. We have a total paid for the month of 190,000, which is down 300,000 from last year, which is great news. Our utilization rate for the month was 31 did call, 3 did not, but those three were exempt as two of them reported were very late filings so they get directly reported to the Workers Compensation Board, not to the plan. And the other one was a pretty extensive of an injury excessive bleed and directly to the emergency room. For the payouts for the month, we had for Town of Hadley there was an employer reimbursement paid out, and for the Town of Northumberland, there was a 22.5% schedule loss use award.

**Darren O'Connor**

Alright, any questions by the members of the Committee or other Supervisors? Okay, thank you very much.

**Wendy Tennant**

Thank you.

**Darren O'Connor**

Appreciate it. Next item on the agenda is the matter of the Village of Corinth with the Sheriff's Department and Steve who is going to? Oh, he's on the line. Rick.

**Rick Castle**

Hello, gentlemen. How are you today?

**Darren O'Connor**

Good? How about you?

**Rick Castle**

Very good. I apologize. The Sheriff and I couldn't be there. We're at a conference down in Latham with the all the Sheriffs from across the State. So I just wanted to call in to give the Committee just a briefing on a resolution that's going to be coming before Public Safety later, actually early in May. We're prepared to enter into a contract with the Village of Corinth to reinstate additional law enforcement coverage specific to the Village. This is a contract that we had several years ago, that the Village did away with when they find some financial hardships, and now they're looking to reinstate it. This is basically identical to the contract we have with the Town of Wilton, as well as the services we provide to Clifton Park and Halfmoon for additional law enforcement services. It will require an additional position added to the compensation schedule. The contract will be effective June 1, and it's 100% funded for the contract for salary and benefits, uniforms, equipment, and all the other ancillary expenses that go along would be with adding one position.

**Darren O'Connor**

Okay, we'll need a motion on that one, right?

**Rick Castle**

I don't know if you need a motion. It's going to go through Public Safety. So this is just so everybody knows that we're going to be creating a position in the Comp Schedule.

**Darren O'Connor**

Okay. I mean, from Human Resources point of view, it seems like perfectly fine to me, no problems that I see. Does anybody else on HR Committee see any problems with it?

**John Lant**

Nope.

**Tom Wood**

No.

**Darren O'Connor**

It'll go to Public Safety, and then the resolution will come out of that.

**Joe Grasso**

Mr. Chairman, Just a question. So is this like an annual term agreement that we execute with the Village?

**Rick Castle**

This one is gonna be a three, this is a three year contract. One of the discussions we had with the Village is that if this was going to be a contract or requires us to create a position that we didn't want it to just be a one off, a year over year. So this is a three year contract.

**Joe Grasso**

Okay, great. Thanks. I'm all set, Chairman.

**Darren O'Connor**

Okay. Any other questions by anybody on the Committee? Okay, I think the Committee approves this, and it'll be sent over to the Public Safety Committee. Okay, thank you. The next item on the agenda is the appointment and Mike, correct me if I'm wrong, but for matters leading to the appointment of a particular person, we can go into Executive Session under Section 105 of the Public Officers Law. Am I right on that?

**Michael Hartnett**

I would confirm that, that any discussion about personnel, the work history of any individual can be appropriately handled in Executive Session.

**Darren O'Connor**

Okay. So is there, It seems appropriate for an Executive Session? Is there a motion for it to go into Executive Session? You can just put your mic on.

**Jonathan Schopf**

Sorry, Mr. Chairman. Jon Schopf, I'll make the motion to move this matter to Executive Session for discussion.

**John Lant**

I'll second that.

**Darren O'Connor**

Discussion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed?

**Tom Wood**

No.

**Tom Richardson**

Why are we going into Executive Session?

**Darren O'Connor**

It's a matter leading to the appointment of particular person, Director of Human Resources. And that would be a topic that can be covered in Executive Session under the Public Officers Law.

**Tom Richardson**

Okay.

**Darren O'Connor**

Okay. Did you vote on that, Tom?

**Tom Wood**

Yes, I voted no, I don't know why we need to do an Executive Session.

**Tom Richardson**

I agree with Mr. Wood. I vote no also.

**Darren O'Connor**

Okay. Do you have a vote on that?

**Therese Connolly**

Yes, the motion passes.

**Darren O'Connor**

Motion passes. Okay. So we'll go into Executive Session now. And we'll take a few minutes so we can arrange for that.

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**Darren O'Connor**

Okay, we're back in open session. Thank you very much. There was a motion by John Lant seconded by John Schopf to come out of Executive Session. That motion passed unanimously. The action taken was to, under the Chapter 4 Section U procedure, there was a motion to follow the recommendation of the County Administrator to follow the procedure in Chapter 4 Section U. That motion was made and seconded and adopted by a four to two vote.

**Therese Connolly**

Do you know you made and seconded the motion?

**Darren O'Connor**

I think it was made by Jonathan Schopf and seconded by John Lant.

**Therese Connolly**

Mike, do we need to record who, or does that, ayes and nays?

**Michael Hartnett**

I don't believe that the actual vote recording, but that number that would be my impression. Is that what the tally was.

**Darren O'Connor**

Okay, the next item on the agenda is Cyber Insurance coverage. Steve, I think you were gonna talk on that?

**Steve Bulger**

Yes. So, the cyber coverage. Because of an exceptional number nationally of cyber-attacks against municipal governments recently, the cyber coverage, we were not able to secure it in time for the Board meeting last week where we approved all the other insurance coverages. However, working with Cool Insurance, and good work by Matt Rose on our team, we were able to get a policy approved by Gallagher, I believe, Insurance through Cool Insurance. So this is something that we will have to add on for this month. One of the things we have done, because the insurance coverages, all of our insurance coverage ended or will end on May 7, we have to get a 30 day extension, which we've already applied for, to continue our cyber coverage until the new policy is approved by the Board at the May meeting. So that coverage is going to be \$45,000 for a \$1M policy. We have a \$1M policy now. And Matt, what was the increase over what we paid in 2020? Do you have that?

**Matt Rose**

Yeah. So I have the increase. In 2020, we paid \$20,089. So the total increase compared to this year is \$25,127.

**Steve Bulger**

So it's over a 100% increase in the premiums. And all I can say is there were very few insurance companies willing to write this. I think they're looking at this, seeing the exposure, what's going on, and they're getting out. So I feel we're fortunate to get this coverage, it's really the only bid we were able to get, the only company, only one would write it for us. So we're thankful to get it and it will be moving forward through the process to get to the Board.

**Darren O'Connor**

Okay, so we need a resolution to move that along right? Okay. Motion made by Tom Richardson.

**Tom Richardson**

Tom Richardson making the motion.

**John Lant**

John Lant, I'll second it.

**Darren O'Connor**

Discussion. All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Sorry, Tara, did you want to say something?

**Tara Gaston**

Yeah, I mean, it doesn't have to. It doesn't go to the vote. So that's fine. But Administrator or Matt, were there any recommendations made of anything that we could do that would reduce our premium? If so, I mean, we don't have to cover all of it now. But if so I would like to hear about it for the Technology Committee. If nothing else, we can start discussing what steps we can take to reduce it. Also is \$1M enough? I'm looking at Guilderland now, they're under a ransomware attack. They're already on their third day of no school because of it. So, I would like to look at that in the future, maybe we need more than a million.

**Steve Bulger**

Yeah, I don't disagree Supervisor, and I know Eileen Bennett and her team are doing all they can to mitigate the risk of the ransomware. So I think, but I think it's a great conversation to have at the Technology Committee, and we can get some more information for you then.

**Darren O'Connor**

Okay, thank you. Next item on the agenda is the Standard Workday Resolution. This is fairly standard, I think right Steve? Workday Resolution is item seven. Pam?

**Pamela Wright**

So I have right now three Supervisors. One Supervisor that is new to the Retirement System that'll be putting his calendar in, and there's two Supervisors that are going to be revising their work day.

**Darren O'Connor**

Okay, thanks, Pam. Any questions on that?

**Joe Grasso**

Mr. Chair, I assume I'm one of those three. So I guess I'll recuse myself or abstain from the vote on it.

**Darren O'Connor**

Okay. We have a motion.

**Tom Wood**

Supervisor Wood.

**Darren O'Connor**

Motion by Supervisor Wood.

**Tom Richardson**

Second by Richardson.

**Darren O'Connor**

Discussion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed?

**Joe Grasso**

I'll abstain.

**Darren O'Connor**

Okay. Next item. I think we're doing these by three separate resolutions, right Therese? Or is this by one resolution? Mike is this three separate resolutions for item eight?

**Michael Hartnett**

I believe that it is because it's all it's separate Departments.

**Darren O'Connor**

Yeah, I think it makes sense to have separate motions. Okay, so the first item is 8A, and this is a request pertaining to the Account Clerk Typist to extend the term before abolishment from Treasurer Drew Jarosh. Do we have a motion then we can have discussion if it's seconded. A motion to pass this resolution?

**Darren O'Connor**

Do we have a second

**Joe Grasso**

So moved.

**John Lant**

Second, Supervisor Lant.

**Darren O'Connor**

Discussion. We have anybody who wants talk?

**Michael Hartnett**

Mr. Chairman, Mike Hartnett. I did I have a little bit of information on this.

**Darren O'Connor**

Okay.

**Michael Hartnett**

What I understand is that when the Tax Enforcement Officer title was transferred from the County Attorney, and reverted back to the County Treasurer at the beginning of the new year, Treasurer Jarosh, in anticipation of that, created a position that would be essentially like a holding spot for him.



And what he did last month, or what he proposed and was passed by Resolution last month, was to take that one holder spot and created two positions, that for the Foreclosure Specialist, and the a Title Searcher, I don't know if I have the exact title of that position. And this would, because he's still looking to fill those two spots, he had promised to keep that original position open. That's my understanding of what he's requesting. But he is not here to explain it in a little bit more detail. But we've had some extensive discussions about the in-rem process this year, and that was part of the discussion. Thank you.

**Darren O'Connor**

Thanks, Mike. Any questions for Mike or any just any further discussion on this motion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Okay, resolution 8B, and this is to pertain to the creation of a Director of Public Relations at Grade 15. I think we'll have some discussion on this from Steve. But do we want to have a motion first and then a discussion? Or maybe we can just have a discussion first, Steve?

**Steve Bulger**

Sure. Thank you, Chairman. So this position is a new position Director of Public Relations. It will be an exempt position falling under the County Administrator. It is something that we've been discussing, some of the Supervisors going back for quite some time now. And the money was included in this year's budget. This position would be basically exactly what it sounds like, a Director of Public Relations and all that that entails. There is a job description attached. That could change as we move forward here to get it ready to go out for hiring purposes. But basically, this position will be an exempt position under the County Administrator at a Grade 15 Step 1.

**Darren O'Connor**

Questions for Steve or comments. Okay, do we have a motion?

**John Lant**

I'll make a motion to approve it, Lant.

**Darren O'Connor**

Do we have a second?

**Jonathan Schopf**

I'll second it.

**Darren O'Connor**

Second by Supervisor Schopf. Any further discussion? All in favor?

## **Several Supervisors**

Aye.

### **Darren O'Connor**

Opposed? Carried. The next item is item 8C the temporary stipend for the Youth Bureau Director for additional duties that she's going to have from June through December. Is Wes here?

### **Wes Carr**

Well, for those of you who don't know, I'm planning on retiring in late May. And I sat and met with Marcy and Steve to talk about the future of the Youth Bureau. What we would like to do at this point is have Rebecca Robarge here who has been with the Youth Bureau for seven years, upon my retirement, take over and kind of run the Department through the end of the year. I'm the only management in the Youth Bureau. But somebody's got to be there to kind of take care of business that needs to be taken care of. Signing vouchers is a big thing with the Preschool Program and so forth and just someone acting in charge. And that was the purpose of this. To take it a little further down the road, after the first of the year, what we are considering, and what I think makes great sense, is dissolving the Youth Bureau. That doesn't mean that any of the services are going away, we're going to be parting them out. Our traditional Youth Bureau mission, with Youth Development, Delinquency Prevention, the Runaway Homeless aspect of it, that would go to the Office of the Aging. They would become Office of the Aging and Youth. That's done in some other counties around the state. And the two big programs, Early Intervention and Preschool Special Ed., which between the two of them is around \$14 million a year. It's time for them to go to Public Health. I've been doing this for 25 years, those programs have gotten very big, very technical, Early Intervention, as of yesterday, there were 406 kids on the program. Those kids are going to trickle up into Preschool Special Ed. And it's at a point now, we're coming to a point where those programs need the technical and clinical oversight that Public Health and Dr. Dan can give them. And most of the counties across the state, those programs always have been in Public Health. There's two other counties Cattaraugus and Wyoming, that do the preschool program for the Youth Bureau. So I just think it's a perfect time to part things out, I think it's gonna be better for the County is going to save some money.

### **Darren O'Connor**

Okay, thanks very much Wes. And Rebecca, thank you very much for stepping up and being willing to take on these added responsibilities. We appreciate that. Okay, is there a motion on this resolution?

### **John Lant**

I'll make a motion to approve the temporary stipend. And Wes, thank you for the great job you did for the County.

### **Darren O'Connor**

Absolutely. I think we can all agree with that. Thank you. Do we have a second?

### **Jonathan Schopf**

Second.

**Darren O'Connor**

Second by Supervisor Schopf? Any further discussion?

**Tara Gaston**

Chairman?

**Darren O'Connor**

Yes Tara.

**Tara Gaston**

Can I ask a question?

**Darren O'Connor**

Yeah.

**Tara Gaston**

I know, historically, when we have someone who steps up and takes over the role, we give them the equivalent salary, is this the equivalent? Is this approximately, do we know? I don't mind her getting money for the job that she's doing, absolutely. I'm just wondering.

**Wes Carr**

It doesn't equal my salary. Obviously, I've been in 25 years. So I'm on the high end. And I believe it's a little short of what the low level Grade 16 is, but I'm going to be staying on as the STOP DWI coordinator, and I have volunteered to come in and help and do the budget and do all sorts of things like that. So the particular responsibilities that Miss Robarge will be assuming, won't technically rise to a full Management Director.

**Tara Gaston**

Okay, but this is the appropriate stipend to bring up to what the additional expectation is?

**Wes Carr**

Between Steven and Marcy and me, and we went back to Rebecca, with that and she's happy with it.

**Tara Gaston**

No, I just wanted to make sure because I know that that's been a discussion before when we have interims and whatnot, I wanted to make sure that we were following the same guidance. And it sounds like we are, there are some special circumstances. Thank you.

**Darren O'Connor**

Thank you. Any other discussion?

**Joe Grasso**

Yeah, Mr. Chairman, so just Wes, I appreciate your thoughts. And it's not very often when you when you see a Director of a Department talking about the path forward is to abolish the position, but just in

terms of that process that the County goes through to do that, is that? What steps are required? Or is that a Government Review and Efficiency item for their consideration, or who's involved in that decision I assume that's quite a big decision moving forward.

**Tara Gaston**

Chairman? I have some information, if that's helpful? Both Public Health and Office of the Aging are under the Health and Social Services committee. And so these are discussions that have already started. And I think in the end, the structural changes will take place through the Government Review Committee. But all the Departments have made sure that we're aware of it, that all the Department heads are comfortable with how the transition, well, how the proposed transition, obviously, the Board has to approve it. But all of those details will go through, the structure will go through Government Review, and then Law and Finance, but all the agencies, all the other Departments are comfortable with that plan moving forward as well.

**Joe Grasso**

Okay, great. Thank you. Nothing further.

**Wes Carr**

Mr. Chair, as far as the traditional Youth Bureau Programs go, my initial talks with people that OCFS, there is a, I'll call it a merger protocol that we have to go through, as far as taking a Youth Bureau that's freestanding, and combining it with another department. And that's not unusual, but it is a step we have to take. And my initial conversations with them, I don't think it's going to be a problem, but it's just a step we're gonna have to take. And we'll get that ball rolling and have that prepared, probably well, before the end of the year.

**Darren O'Connor**

Okay, fair enough. Thank you.

**Steve Bulger**

So just one other comment on this. Going through this, instead of trying to do this in the middle of the year, we decided the cleanest process would be to put it through the budget process this coming year. So that January 1, it'll be ready to go from a budgetary perspective, everything will be worked out through the budget process. And that works for Dr. Kuhles timeline as well.

**Darren O'Connor**

Okay. Fair enough. We have a motion. It's seconded. no further discussion. All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Okay, the next item on the agenda is an extension of the retainer for Goldberg Segalla. I think that contract is going out to bid and Goldberg Segalla hopefully will be bidding on it.

They are the current lawyers and this extends their contract so that we can cover that period. Have I got that right Marcy? Goldberg Segalla just to extend it through the period while it's bid out?

**Marcy McNamara**

Yes, we're extending it.

**Darren O'Connor**

Do we have a motion to pass that resolution?

**Tom Richardson**

I'll move that, Tom Richardson.

**Tom Wood**

Second.

**Darren O'Connor**

Second by Supervisor Wood. Motion made by Supervisor Richardson. Any further discussion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Okay. The next item is vacancy review. I think everybody has the distribution that was sent out. Any comments, discussion, items of interest on this? We don't have any before the minimum period? I don't believe so I don't know if there's anything that needs further kind of examination at this meeting. But if anybody has any comments or questions, please say so. Okay. There being no other comments on the vacancy review. Is there any other business before this committee? Hearing none, do we have a motion to adjourn?

**John Lant**

I'll make a motion to adjourn.

**Jonathan Schopf**

Second.

**Darren O'Connor**

Motion made and seconded. Discussion? All in favor?

**Several Supervisors**

Aye.

**Darren O'Connor**

Opposed? Carried. Thanks everybody for coming. Appreciate it. Have a good night.