

Human Resources & Insurance Committee Minutes
May 25, 2021 – 4:00 p.m.

Present: Chairman Darren O'Connor; Committee Members Joe Grasso, John Lant, Jon Schopf, Tom Richardson, Matt Veitch, Tom Wood; Supervisor Tara Gaston and Chairman of the Board Todd Kusnierz; Matt Rose, Audra Hedden, County Administrator; Michael Hartnett, Michelle Granger, Bridget Rider County Attorney; Marcy McNamara, Stephanie Monaco, Wendy Tennant, Human Resources; John Warnt, Purchasing; Scott Brackett, CSEA.

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 April 27, 2021 meeting were approved unanimously.

Mr. O'Connor said that Amy Frederickson will be retiring next month from the Real Property Tax Department. Amy began working in Real Property on September 29, 1989 as a Tax Map Technician. She will be the longest tenured Tax Map Technician in the history of Saratoga County Real Property and has unrivaled institutional knowledge. Mr. O'Connor thanked Amy for her years of service.

Mrs. McNamara gave a brief overview of the Workers Compensation report. There are 25 new claims for this month, the budget is at 22% four months in at \$176K. There were 4 that did not call the 1-800 number. Mrs. Tennant has called and reminded each municipality. Mrs. McNamara said that 29 out of the 36 total Maplewood Manor cases have been closed.

Mr. O'Connor said that without objects, the Aging Services item on the agenda is being removed from the agenda today.

A motion was made by Mr. Schopf, seconded by Mr. Lant, to authorize the position of Clerk Part Time within the Purchasing Department to be changed to Facilities Distribution Coordinator Part Time and amending the 2021 Compensation Schedule. Unanimous.

Mr. Warnt said that the part time Clerk position was vacated a couple of months ago. In review of that job title and the actual responsibilities the position is responsible for, and in concert with Human Resources, it was decided to request the change in job title to Facilities Distribution Coordinator part time. Part of the duties of this part time position is to act as a back up to the Facilities Distribution Coordinator in their absence.

A motion was made by Mr. Wood, seconded by Mr. Schopf, to authorize an amendment to Chapter 3 Section D of the Saratoga County Policies and Procedures Manual for the revision of the Vacancy Review Policy and Process. Unanimous.

Mr. O'Connor said that the history of this has been discussed. He believes that this was in place to save the County 30 days of money where a salary would not have to be paid, or to possibly examine the need for the position. Mr. Veitch said that he does not have any problem with this and

said that this is probably much more efficient than what was being done previously. Mr. Veitch asked that the Director of Human Resources present the item to the Government Review and Efficiency committee next week, as it also falls under that committee.

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

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

Respectfully submitted,
Therese Connolly
Clerk of the Board