

Human Resources & Insurance Committee Minutes  
June 29, 2021 – 4:00 p.m.

Present: Chairman Darren O'Connor; Committee Members Joe Grasso, John Lant, Jon Schopf, Tom Wood; Steve Bulger, Ridge Harris, Matt Rose, Audra Hedden, Riley Flint, County Administrator; Michael Hartnett, Michelle Granger, County Attorney; Marcy McNamara, Wendy Tennant, Human Resources; Karen Heggen, Alan Poremba, Joseph Frandino, Johnny Destino, Michael Wells; Sandi Cross, Judy Dahoda, Office for the Aging; Daniel Kuhles, Public Health; Andrew Jarosh, Treasurer; Tina Potter, Social Services; Eileen Bennett, Information Technology.

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

**On a motion made by Mr. Wood, seconded by Mr. Lant, the minutes of the May 25, 2021 meeting were approved unanimously.**

*Employee Recognition*

Mr. O'Connor read an employee recognition from District Attorney Karen Heggen. Mrs. Heggen recognized the efforts of her office surrounding the prosecution and conviction of Georgios Kakavelos for murder in the first degree, along with 10 other felonies, following a six week plus trial that concluded with the jury delivering their verdict to the Saratoga County Judge James Murphy this past Thursday afternoon. Prosecution was led by First Assistant District Attorney Alan Poremba, with the support of Assistant District Attorneys Joseph Frandino and Johnny Destino, and DA Investigator Michael Wells. First Assistant DA Poremba presented a thorough, cohesive understandable case to the Saratoga County jury, using over 650 items evidence and calling more than 65 witnesses. ADA's Frandino and Destino provided valuable support before and during the trial. Investigator Wells worked behind the scenes to contact, organize and gather the witnesses throughout the proceedings, so the trial was able to continue daily without gaps or interruptions. DA Heggen also commended the other members of her staff who stepped up to handle, cover and continue with the cases of the Attorneys and Investigator involved with his trial, while keeping up with all other responsibilities. Mr. O'Connor gave his sincere thanks to DA Heggen and her team for this prosecution.

*Workers Compensation Report*

Mrs. McNamara said that there were 19 new claims this month. The budget is currently at 32%. There were two no calls to the 24/7 utilization line.

Mrs. McNamara said that this is her last HR meeting and thanked the hardworking and supportive staff of the HR Department.

**A motion was made by Mr. Grasso, seconded by Mr. Schopf, to authorize amendments to the 2021 Compensation Schedule to reclassify six Aging Services Specialists to six Caseworkers and one Principal Account Clerk to Fiscal Manager within the Office for the Aging. Unanimous.**

Mr. O'Connor said that the funding for this reclassification will be covered by NY Connects. Mr. Grasso asked what the duration of the NY Connects program is. Mrs. Cross said that is never ending. This program began in 2006 and is in every County in NYS. Mr. Grasso noted that the level of increases has disparity. Mrs. Cross said that the difference in increases is due to the difference in tenure of the employees, some have been with the County 20 years and some 2 years, and therefore they are on different steps. The beginning salary for a new employee will be the same.

**A motion was made by Mr. Schopf, seconded by Mr. Lant, to authorize an amendment to the 2021 Compensation Schedule to reclassify the Director of Patient Services to Director of Community Health Services within the Department of Public Health. Unanimous.**

Dr. Kuhles said that the grade and salary will remain the same. The requested change reflects the evolution of the department from what was more of a homecare nursing service to the current construct as a partial service Health Department, and where the Department is headed, which is to a full service Health Department

**A motion was made by Mr. Grasso, seconded by Mr. Wood, to authorize amendments the 2021 Compensation Schedule to transfer the Director of Finance under County Administrator, and the Payroll Supervisor and Payroll Clerk under Human Resources to the County Treasurer. Unanimous.**

Mr. Jarosh said that a letter with supporting documentation was provided with the agenda. The Director of Finance move from the Treasurer's office to the County Administrator approximately 4 years ago has caused some confusion with the State Comptroller's office. Mr. Jarosh said that this move that will improve efficiency and transparency, and adheres most correctly to our form of federal and local government.

Mr. Jarosh said that the Payroll function is a hybrid function of the Treasurer and HR Departments. Mr. Jarosh said that the Payroll employees will physically remain in the Human Resources Department as this is best from an operational point of view.

Mr. Jarosh said that today is Brian O'Connor's last day at the County and thanked him for his work over the past several years.

**A motion was made by Mr. Lant, seconded by Mr. Grasso, to authorize an amendment to the 2021 Compensation Schedule to reclassify a Paralegal Specialist to Assistant County Attorney within the County Attorney's office. Unanimous.**

Mr. Hartnett said that the Paralegal Specialist position previously assigned to the Department of Social Services has moved to Building 1, leaving the DSS position vacant. Mr. Hartnett said that documentation was provided with the agenda and as noted in the statistical analysis, the number of filing through Family Court related to Article 10 have significantly increased over the years. For example there were 127 petitions filed in 2018 and 306 petitions filed in 2019. Mr. Hartnett said that a third attorney is important to balance the caseload. Mr. Hartnett said that work done by County Attorney's office related to DSS work is 92% reimbursable by the Federal Government.

The increased payroll cost of \$3,146 is already included in the 2021 budget. Going forward the local share cost would be approximately \$8K annually.

*Contract expansion with Tyler Technologies*

Mr. O'Connor said that this item was already approved by the Technology Committee and will move on to Law & Finance. Mr. Jarosh said that this expansion will provide for an employee self service module to allow County employees and Supervisors to view paystubs, update W2, W9 information and view benefits. This will reduce the amount of paper that payroll produces and will provide greater security of information currently printed on paystubs. This upgrade will accompany the IT upgrade to the data center scheduled for this year. Mr. O'Connor expressed his support of this project.

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

Respectfully submitted,  
Therese Connolly  
Clerk of the Board