

HUMAN RESOURCES & INSURANCE COMMITTEE

July 27, 2021 4:00 p.m.

AGENDA

Chair: Kevin Tollisen

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 June 29, 2021 meeting
- III. Workers Compensation Report
- IV. 2022 Workers Compensation Budget
- V. Resolutions Authorizing Amendment(s) to the 2021 Compensation Schedule
 - a) Mental Health
 - b) Public Health
- VI. Chairman's Item- New Initiative
- VII. Discussion on Office for the Aging
- VIII. Other Business
- IX. Adjournment

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

July 27, 2021





June
2021 Data



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$3,071.92	0	0	0
City of Saratoga Springs City Center	\$17,730.43	0	0	0
City of Saratoga Springs-All Other	\$368.88	0	0	0
City of Saratoga Springs-Fire Department	\$60,847.48	0	0	0
City of Saratoga Springs-Police Department	\$13,706.46	4	4	0
City of Saratoga Springs-Public Works	\$9,949.62	1	1	0
Clifton Park Halfmoon Emergency Corp-Paid	\$2,698.85	0	0	0
Clifton Park Halfmoon Emergency Corp-Vol	\$0.00	3	3	0
Clifton Park Water Authority	\$1,717.54	0	0	0
Community Emergency Corps-Paid	\$0.00	0	0	0
Galway Emergency Medical Services-Paid	\$148.32	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$3,281.55	0	0	0
Moreau Emergency Squad-Paid	\$0.00	0	0	0
Saratoga Co -Public Health Nursing Service	\$1,120.45	0	0	0
Saratoga Co -Public Works Building & Grnds	\$15,067.40	2	2	0
Saratoga County-Animal Shelter	\$297.53	0	0	0
Saratoga County-County Attorney	\$0.00	0	0	0
Saratoga County-District Attorney	\$87.60	0	0	0
Saratoga County-Human Resources	\$0.00	1	1	0
Saratoga County-Maplewood Manor	\$17,370.05	0	0	0
Saratoga County-Public Works Highway	\$37,311.13	3	2	1
Saratoga County-Sewer District	\$5,025.16	0	0	0
Saratoga County-Sheriff	\$237,780.67	5	4	1
Saratoga County-Social Services	\$5,321.29	2	2	0
Saratoga County-SYEP	\$377.82	0	0	0
Saratoga County-Water Authority	\$0.00	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$1,018.90	0	0	0
Town of Ballston-All Other	\$0.00	0	0	0
Town of Charlton-All Other	\$551.92	0	0	0
Town of Charlton-Police Department	\$0.00	0	0	0
Town of Clifton Park-All Other	\$1,974.02	2	2	0
Town of Clifton Park-Public Works	\$6,856.71	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Galway-Public Works	\$0.00	0	0	0
Town of Hadley-All Other	\$582.52	0	0	0
Town of Hadley-Public Works	\$2,246.04	0	0	0
Town of Halfmoon-All Other	\$1,226.00	2	2	0
Town of Halfmoon-Public Works	\$149.68	0	0	0



June
2021 Data



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Malta-Public Works	\$0.00	0	0	0
Town of Milton-All Other	\$318.06	1	0	1
Town of Milton-Public Works	\$609.54	0	0	0
Town of Moreau-All Other	\$2,777.66	0	0	0
Town of Moreau-Public Works	\$70.28	0	0	0
Town of Northumberland-All Other	\$2,413.82	0	0	0
Town of Providence-Public Works	\$136.96	0	0	0
Town of Saratoga-All Other	\$420.47	1	1	0
Town of Saratoga-Public Works	\$5.00	0	0	0
Town of Stillwater-All Other	\$0.00	1	1	0
Town of Stillwater-Public Works	\$0.00	2	2	0
Town of Waterford-All Other	\$0.00	0	0	0
Town of Waterford-Public Works	\$5.00	0	0	0
Town of Wilton-All Other	\$0.00	1	1	0
Town of Wilton-Public Works	\$552.00	0	0	0
Village of Ballston Spa-All Other	\$127.00	0	0	0
Village of Ballston Spa-Police Department	\$0.00	0	0	0
Village of Ballston Spa-Public Works	\$5,371.58	1	1	0
Village of Corinth-Public Works	\$0.00	1	0	1
Village of Round Lake-Public Works	\$565.62	0	0	0
Village of Schuylerville-Public Works	\$6,992.94	0	0	0
Village of Victory-Public Works	\$540.27	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$819.47	0	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	\$0.00	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$5,235.54	0	0	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$0.00	0	0	0
Vol Fire Dept-Greenfield Fire District	\$3,548.00	0	0	0
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$8.50	0	0	0
Vol Fire Dept-Malta Ridge Vol Fire Co	\$208.50	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$1,390.15	0	0	0
Vol Fire Dept-Stillwater-Arvin Hart Co	\$800.00	1	1	0
Vol Fire Dept-Vil of Round Lake Fire Co	\$0.00	1	1	0
Vol Fire Dept-Vil of Schuylerville-Schuylers	\$4,620.00	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$0.00	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$2,400.00	0	0	0
Vol Fire Dept-West Crescent Fire District	\$0.00	0	0	0
Wilton Emergency Squad-Paid	\$1,481.35	1	1	0
Grand Total	\$491,497.33	36	32	4



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM:

DATE:

RE:

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: **YES** or **NO**
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: **YES** or **NO**
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors: **YES** or **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: **YES** or **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: **YES** or **NO**
- Effective date
 - Salary and grade
8. Is a new employee being hired: **YES** or **NO**
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: **YES** or **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):

Proposed 2022 Workers Compensation Budget Premiums

<u>PARTICIPANT Name</u>	2021 PREMIUM	<u>2022 Premium</u>	INC/DEC
City of Mechanicville	\$ 61,398.15	\$ 53,981.97	\$ (7,416.18)
City of Saratoga Springs	\$ 745,936.75	\$ 733,801.90	\$ (12,134.86)
County of Saratoga	\$ 2,034,138.17	\$ 2,083,808.08	\$ 49,669.91
Town of Ballston	\$ 35,145.26	\$ 35,972.47	\$ 827.20
Town of Charlton	\$ 51,209.96	\$ 39,101.93	\$ (12,108.03)
Town of Clifton Park	\$ 149,809.07	\$ 189,045.26	\$ 39,236.19
Town of Corinth	\$ 21,775.02	\$ 21,178.62	\$ (596.40)
Town of Day	\$ 17,611.14	\$ 15,494.26	\$ (2,116.88)
Town of Edinburg	\$ 47,896.42	\$ 49,318.85	\$ 1,422.44
Town of Galway	\$ 12,347.86	\$ 12,873.19	\$ 525.33
Town of Greenfield	\$ 40,804.61	\$ 34,816.14	\$ (5,988.47)
Town of Hadley	\$ (3,652.76)	\$ 34,137.62	\$ 37,790.38
Town of Halfmoon	\$ 154,669.60	\$ 142,690.70	\$ (11,978.89)
Town of Malta	\$ 127,174.21	\$ 131,456.90	\$ 4,282.69
Town of Milton	\$ 67,131.12	\$ 56,708.37	\$ (10,422.75)
Town of Moreau	\$ 39,231.58	\$ 36,816.91	\$ (2,414.67)
Town of Northumberland	\$ 19,070.03	\$ 26,459.05	\$ 7,389.02
Town of Providence	\$ 5,721.88	\$ 5,918.24	\$ 196.36
Town of Saratoga	\$ 13,159.24	\$ 24,375.30	\$ 11,216.06
Town of Stillwater	\$ 43,151.99	\$ 43,599.77	\$ 447.78
Town of Waterford	\$ 74,595.40	\$ 82,224.50	\$ 7,629.09
Town of Wilton	\$ 77,265.89	\$ 73,835.78	\$ (3,430.11)
Village of Ballston Spa	\$ 147,218.41	\$ 100,588.67	\$ (46,629.74)
Village of Corinth	\$ 7,362.17	\$ 7,906.13	\$ 543.96
Village of Galway	\$ 347.02	\$ 371.75	\$ 24.73
Village of Round Lake	\$ 3,831.29	\$ 3,834.55	\$ 3.26
Village of Schuylerville	\$ 4,532.34	\$ 15,622.01	\$ 11,089.68
Village of South Glens Falls	\$ 22,414.28	\$ 44,572.96	\$ 22,158.68
Village of Stillwater	\$ (1,171.83)	\$ 5,672.98	\$ 6,844.81
Village of Victory	\$ 1,524.26	\$ 1,707.64	\$ 183.38
Village of Waterford	\$ 2,156.76	\$ 2,039.63	\$ (117.13)
Saratoga County Prosperity Partnership	\$ 4,867.33	\$ 3,978.26	\$ (889.07)
Saratoga County Soil & Water	\$ 2,517.71	\$ 2,781.29	\$ 263.58
Saratoga County Water Authority	\$ 5,438.82	\$ 6,443.48	\$ 1,004.66
Saratoga Lake Protection & Improvement District	\$ 1,493.95	\$ 2,252.76	\$ 758.82
Saratoga Springs City Center	\$ 12,192.17	\$ 8,851.86	\$ (3,340.31)
Clifton Park Water Authority	\$ 37,322.35	\$ 44,370.44	\$ 7,048.09
Schuylerville/Victory BOWM	\$ 18,573.87	\$ 18,765.06	\$ 191.19
Town of Wilton Water & Sewer	\$ 3,801.11	\$ 4,275.65	\$ 474.54
Waterford Water Commission	\$ 5,627.07	\$ 5,662.04	\$ 34.97
Ballston Lake Emergency Squad	\$ 600.00	\$ 600.00	\$ -
Clifton Park Halfmoon Emergency Squad	\$ 137,567.93	\$ 109,194.20	\$ (28,373.73)
Community Emergency Squad	\$ 2,007.24	\$ 2,404.45	\$ 397.21
Town of Corinth-Jessups Landing EMS	\$ 640.50	\$ 12,560.48	\$ 11,919.98
Edinburg Emergency Squad	\$ 600.00	\$ 600.00	\$ -
Galway Ambulance Squad	\$ 1,323.92	\$ 735.34	\$ (588.58)
Malta-Stillwater Ambulance Squad	\$ 76,892.10	\$ 91,651.96	\$ 14,759.85
Moreau Emergency Squad	\$ 1,748.91	\$ 1,578.42	\$ (170.49)
Waterford Rescue Squad	\$ 1,073.76	\$ 774.62	\$ (299.14)
Wilton Emergency Squad	\$ 4,399.06	\$ 9,998.62	\$ 5,599.56
Volunteer Firefighter-County	\$ 348,175.98	\$ 354,415.16	\$ 6,239.18
TOTAL	\$ 4,690,669.08	\$ 4,791,826.22	\$ 101,157.14

2022
WORKERS' COMPENSATION BUDGET

Proposed 2022 BUDGET for Workers Compension Plan
ESTIMATE OF EXPENDITURES

	Acct#'s 8-21-000...	2022	2021
ADMINISTRATION			
Salaries & Wages	6021	\$66,650.00	\$62,600.00
Postage	8531.1	\$100.00	\$100.00
Central Stores/Specials	8550.1	\$100.00	\$150.00
Central Printing	8560.1	\$25.00	\$25.00
Books & Periodicals	8514	\$50.00	\$50.00
Membership Dues (ESSA & NYSASIC)	8511	\$95.00	\$95.00
Educational Conferences (ESSA & NYSASIC)	8512	\$200.00	\$200.00
Employee Mileage	7001	\$400.00	\$400.00
Meals & Lodging	8512.ML	\$800.00	\$800.00
Transportation/Tolls	8512.T	\$25.00	\$25.00
Office Equipment Rental - Copier lease	8543	\$1,212.00	\$1,212.00
Accounting & Financial - Actuarial study	8141	\$10,000.00	\$10,000.00
Third Party Administrator - CorVel Corp.	8190	\$170,395.00	\$170,395.00
Third Party Excess Employer Liability policy	8637	\$25,000.00	\$24,000.00
EMPLOYEE BENEFITS			
Retirement, Soc. Sec., DBL. Health,U.I.,WCB	6910-6960.R	\$39,990.00	\$37,560.00
8-21-213...			
WORKERS' COMPENSATION			
Medical Services	7214.1	\$800,000.00	\$800,000.00
Awards & Compensation	7214.2	\$2,000,000.00	\$1,600,000.00
VOLUNTEER FIREFIGHTER BENEFITS			
Medical Services	7215.1	\$100,000.00	\$125,000.00
Awards & Compensation	7215.2	\$250,000.00	\$300,000.00
VOLUNTEER AMBULANCE CORPS			
Medical Services	7216.1	\$30,000.00	\$30,000.00
Awards & Compensation	7216.2	\$20,000.00	\$20,000.00
ASSESSMENTS-WCB			
	7217.1	\$400,000.00	\$400,000.00
LEGAL FEES			
	8110	\$65,000.00	\$65,000.00
TRANSCRIPTS			
	8115	\$7,500.00	\$6,000.00
INVESTIGATIVE FEES			
	8117	\$20,000.00	\$20,000.00
Unallocated	9000	\$865,262.22	\$1,155,036.08
TOTAL ESTIMATED EXPENDITURES		\$4,874,826.22	\$4,830,669.08
REVENUES			
Participants	2222	\$4,791,826.22	\$4,690,669.08
Cont. Reserves	2404	\$40,000.00	\$30,000.00
Interest & Earnings	2401	\$10,000.00	\$10,000.00
Litigation & Other Sources	2701	\$33,000.00	\$100,000.00
TOTAL ESTIMATED REVENUES		\$4,874,826.22	\$4,830,669.08

****Any Fund Balance remaining at year end will be transferred into Reserve Acct: S-0853**



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: Frank McClement/Michael Prezioso

DATE: 7/19/2021

RE: New Position Request

COMMITTEE: Human Resources

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: **YES** or **NO**
(If yes, budget lines and impact must be provided)
No budget impact, 100% covered by NYS grant.
3. Are there Amendments to the Compensation Schedule: **YES** or **NO**
(If yes, provide details)
Adding a position
4. Specific details on what the resolution will authorize:
This will authorize the creation of a position to replace the current Program Coordinator position for the NYS grant funded Veterans Peer Connection program.
5. Does this item require hiring a Vendors/Contractors: **YES** or **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: YES or 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: YES or NO
- Effective date 9/3/21
 - Salary and grade 35.00 per hour PT
8. Is a new employee being hired: YES or NO
- Effective date of employment 9/3/21
 - Salary and grade 35.00 per hour
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding: grant previously accepted
 - 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):
- Our current Program Coordinator, is retiring by October. This program is 100% NYS grant funded. Due to the nature of the program, it is important to be able to have some transition time between the outgoing coordinator, and a new employee who will take over the program. We are also seeking to bring the compensation more in line with comparable position within mental health.



SARATOGA COUNTY
VETERANS SERVICE AGENCY
2144 DOUBLEDAY AVE, BALLSTON SPA, NEW YORK 12020
Phone: (518)-884-4115 Fax: (518)-884-4290



July 8, 2021

To: Human Resources

From: Frank McClement

RE: New Position - Dwyer Peer Connection Program

Please see attached documentation for a new position for a Peer Connection Program Manager.

The purpose of creating this position is to allow for succession planning with the upcoming retirement of our current Peer Program Coordinator, Amy Hughes. Amy will be leaving in the beginning of October.

The hope is to bring on the successor in late August or early September to be able to shadow Amy for 30 days to learn the inner workings of the program as well as connect to the participants and volunteers.

The current position and salary reflected the need for the creation of this program from the ground up to include all trainings etc. Today, that infrastructure is in place, and the new person would need to follow the outline as well as keep things current and fresh.

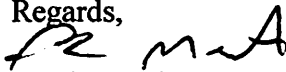
Over time, the salary has increased and the current Program Coordinator compensation is a bit high for what is needed in this role. Upon consultation with Dr. Prezioso, we feel this position's compensation level should be more in line with the Staff Social Worker position at OMH, which is \$30-35 per hour. Marcy McNamara and Adam Kinowski have also agreed that the hourly rate is too high and should be brought down to something a bit more comparable to other county jobs.

***This program is 100% State Grant Funded. There would be no direct financial impact to Saratoga County as we have enough grant funds available to cover the costs.

Upon creation of this role, and the retirement of Amy Hughes, her position would be eliminated.

I would be happy to answer any questions as they arise.

Regards,


Frank McClement
Director

Civil Service Law: Section 22: Certification for new positions. Before any positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the positions shall be referred to the Personnel Officer having jurisdiction and such Personnel Officer shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the Personnel Officer.

Effective April 1, 1959

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward two typed copies to the Personnel Department.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Veterans Service Agency/ OMH	Peer Connection Program	Ballston Spa

2. DESCRIPTION OF DUTIES:

Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	
100%	See attached Job Description

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
Frank McClement	Director - Veterans Services	General
Michael Prezioso	Director - OMH	Administrative

4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
n/a		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	TYPE OF SUPERVISION
Amy Hughes	Program Coordinator - PT	General, Administrative

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years
 College _____ years, with specialization in _____
 Other _____ years, with specialization in _____

Experience: (List amount and type)
 See attached proposed job description.

Essential knowledges, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 7/8/2021 Title: Director Signature: *[Handwritten Signature]*

CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a the _____
 Personnel Officer certifies that the appropriate civil service title for the position described is _____.

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved
 Disapproved

Date: _____ Signature: _____

DISTINGUISHING FEATURES OF THE CLASS:

This is an important NYS grant funded position which will oversee and maintain the PFC Joseph Dwyer Peer Connection Program in Saratoga County. The Peer Connection Program Manager will be responsible for developing and presenting training modules for a variety of audiences to include mentors and service providers. The objective of the program is to help transition returning soldiers by matching them with other Veterans. This position will oversee service providers, program volunteers and mentor certification trainings. This position will be responsible for data collection relating to the program as well as acting as the liaison between funders and stakeholders both local and statewide. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinate trainings and activities/events for program;
Coordinates program initiatives and outreach efforts under supervision of the Director of Veterans Service Agency;
Serve as trainer for mentor refresher certification sessions;
Develop and serve as primary presenter for Training modules;
Tracks outcomes for the programs;
Collects data from detailed evaluations for each program;
May organize or assist in training conferences for Veterans mental health topics;
Is contact person for all non-emergency program related inquiries;
Assist in preparing training materials and other program/project related materials; Serves as liaison with Saratoga County Veterans Agency, Saratoga County Mental Health, NYS Department of Mental Health, NYS Senate Mental Health Committee as well as other organizations that provide support to Veterans;

FULL PERFORMANCE KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Strong written, conceptual thinking and oral communication skills required, including excellent writing, grammar, and editing skills. Must possess strong interpersonal skills and the ability to work with all levels of staff, and diverse stakeholders; Strong project leader skills required. Requires analytical and problem-solving skills relying on sound judgment and experience. Ability to prioritize, plan, solve problems and carry out responsibilities independently. Ability to design, articulate, and carry out research activities in various contexts and media;

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and one (1) years of experience in social work, psychology, counseling, or Veterans Services with at least one year of which must have been in an administrative position with responsibilities for supervision, training and program development; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of experience in social work, psychology, counseling, or Veterans services with at least one year of which must have been in an administrative position with responsibilities for supervision, training and program development: OR

C. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree and three (5) years of experience in social work, psychology, counseling, or Veterans services with at least one year of which must have been in an administrative position with responsibilities for supervision, training and program development: OR

D. Combination of training and experience as listed above.

E. Military experience preferred.

Updated: July 8, 2021

Veterans - Organization & Staffing

Director (Full-Time): Frank McClement was appointed by the Saratoga County Board of Supervisors on May 20, 2014.

- **Service Officer (Full-Time):** Paul Mosseau was appointed by Frank McClement on August 1, 2014 filling the vacancy left upon Frank assuming the role of Director.
- **Veterans Service Specialist (Full-Time):** Megan Cutbush was hired on January 3, 2014 filling the vacancy created by the transfer of former clerk, Josie DeLong. This position was re-classified for 2020 to more accurately reflect the duties and requirements of the job.
- **Van Drivers x 3 (Part Time):** Ron Bennett, vacant, vacant
 - **Senior Van Driver (Part-Time)** – vacant (not to be filled unless filled by a current Van Driver)
- **(OMH) Peer to Peer Program Coordinator (Part-Time)** – Amy Hughes was hired in January 2013 when Saratoga County received NYS Grant funding under the NYS PFC Dwyer pilot program. Though Amy reports to the VSA Director on a daily basis, this position is actually budgeted through County OMH. This position would be terminated upon the loss of State funding.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: Dr. Daniel Kuhles

DATE: 7/23/2021

RE: Creation of Director of Environmental Health Position

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: YES or NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
Create the new position titled Director of Environmental Health to the Public Health Services, Grade 19
4. Specific details on what the resolution will authorize:
Authorizing an amendment to the 2021 Comensation schedule to create (1) Director of Environmental Health, Grade 19 under Public Health Services
5. Does this item require hiring a Vendors/Contractors: YES or 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

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6. Is this an annual housekeeping resolution: YES or 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: YES or NO
- Effective date August 17, 2021
 - Salary and grade Grade 19 - \$95,472
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or 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):
- Position being created is responsible for planning, directing, supervising and executing all environmental health programs throughout Saratoga County. Additional responsibilities include but are not limited to: furnishing advice and guidance to local officials and the general public regarding public health and environmental health problems and measures necessary for improvement and compliance with legal requirements; promotion of safe sanitary practices in the community; enforcement of the provisions of the Public Health Law and Sanitary Code in relation to environmental health matters; review and approval of plans for facilities, buildings and/or structures of impact on public health; supervision, direction and training of environmental health staff.

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Public Health	Management	Ballston Spa

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT OF WORK TIME	Job Title: Director of Environmental Health
100%	<ul style="list-style-type: none"> • Plans, develops, directs and administers all environmental health programs and supervises the work of the section or department staff; • Guides and directs educational and regulatory activities pertaining to the program; • Supervises enforcement of provisions of the Public Health Law and Sanitary Code and local laws relating to various environmental and public health issues; • Organizes and assures technical training for Environmental Health staff; • Reports activities and progress to the Commissioner, the Health and Human Services Committee and the Board of Health, as required; • Recommends appointment and supervises and evaluates environmental health staff; • Consults and advises with staff regarding activities relating to environmental health programs; • Formulates and supervises new programs as needed; • Advises public officials on problems related to various programs, including but not limited to sanitary landfills, public water supplies, wastewater disposal, air pollution and hazardous waste disposal; • Participates in public health investigations of outbreaks of disease; • Performs field investigations and or inspections of incidents or facilities that require a high degree of technical expertise and independent judgment; • Participates in the county rabies program and when indicated, interacts with local hospitals, physician, veterinarians and state and local public health agencies regarding rabies administration; • Serves as a member on committees and/or organizations established to consider public health issues, such as solid waste or watershed protection; • Plans and directs programs for training of environmental health personnel, food handlers, camp owners and other classes of operating personnel; • Represents the Department on matters and problems related to environmental health, as requested by the Commissioner; • Maintains relationships and cooperates with State and Federal agencies whose work or policies affect the public health program; • Assesses departmental needs for technical equipment needs and purchases; • Prepares case history reports and presents cases at administrative hearings and pertinent information to the County Board of Health; • Provides subject matter expertise and/or training programs as needed, for all departments in the county when involving environmental issues. • Prepares and reviews division reports to State agencies and State reports concerning environmental health; • Reviews remediation plans for hazardous material sites; • Directs investigations and reviews proposed local regulations for conformity with the State and County Sanitary Codes; • Does related work as required.

DIRECTOR OF ENVIRONMENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner, the incumbent plans, directs, supervises and executes all environmental health programs throughout the County. Additional responsibilities include but are not limited to: furnishing advice and guidance to local officials and the general public regarding public health and environmental health problems and measures necessary for improvement and compliance with legal requirements; promotion of safe sanitary practices in the community; enforcement of the provisions of the Public Health Law and Sanitary Code in relation to environmental health matters; review and approval of plans for facilities, buildings and/or structures of impact on public health; supervision, direction and training of environmental health staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Plans, develops, directs and administers all environmental health programs and supervises the work of the section or department staff;
- Guides and directs educational and regulatory activities pertaining to the program;
- Supervises enforcement of provisions of the Public Health Law and Sanitary Code and local laws relating to various environmental and public health issues;
- Organizes and assures technical training for Environmental Health staff;
- Reports activities and progress to the Commissioner, the Health and Human Services Committee and the Board of Health, as required;
- Recommends appointment and supervises and evaluates environmental health staff;
- Consults and advises with staff regarding activities relating to environmental health programs;
- Formulates and supervises new programs as needed;
- Advises public officials on problems related to various programs, including but not limited to sanitary landfills, public water supplies, wastewater disposal, air pollution and hazardous waste disposal;
- Participates in public health investigations of outbreaks of disease;
- Performs field investigations and or inspections of incidents or facilities that require a high degree of technical expertise and independent judgment;
- Participates in the county rabies program and when indicated, interacts with local hospitals, physician, veterinarians and state and local public health agencies regarding rabies administration;
- Serves as a member on committees and/or organizations established to consider public health issues, such as solid waste or watershed protection;
- Plans and directs programs for training of environmental health personnel, food handlers, camp owners and other classes of operating personnel;
- Represents the Department on matters and problems related to environmental health, as requested by the Commissioner;
- Maintains relationships and cooperates with State and Federal agencies whose work or policies affect the public health program;
- Assesses departmental needs for technical equipment needs and purchases;
- Prepares case history reports and presents cases at administrative hearings and pertinent information to the County Board of Health;
- Provides subject matter expertise and/or training programs as needed, for all departments in the county when involving environmental issues.
- Prepares and reviews division reports to State agencies and State reports concerning

- environmental health;
- Reviews remediation plans for hazardous material sites;
- Directs investigations and reviews proposed local regulations for conformity with the State and County Sanitary Codes;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of the principles, techniques, practices and administration of environmental health programs as related to air pollution, water supplies and purification, sewage disposal, stream pollution, sanitary control of restaurants and public eating places, camps, hotels, motels, lead, toxins, lodging houses, boarding houses, swimming pools, schools and other places, insect and rodent control, housing, public health nuisances, general sanitation, hazardous and solid wastes: in-depth knowledge of relevant provisions of the Public Health Law and Sanitary Code and local laws related to above subjects; ability to plan, develop, direct and administer environmental health programs at multiple locations and to project and integrate these into department programs; excellent professional judgement; ability to prepare and access technical reports and correspondence; ability to supervise the work of others: ability to effectively communicate both orally and in writing with the public and other officials; ability to develop and maintain good public relations; professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* including a minimum of thirty hours in natural science or related courses acceptable to the New York State Commissioner of Health and either: (a) six years of experience in environmental health activities in the following areas: food/service establishments, insect and rodent control, facilities for refuse disposal, x-ray installations, sanitation of habitable buildings, temporary and farm labor camps and general public health nuisances, three years of which must have been in administering or supervising the above environmental health activities; or (b) a Master's Degree* in Public Health or a related field and four years of the experience as stated in (a), including two years of administrative and supervising experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid New York State motor vehicle operators license.

***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 Education Department as a post-secondary, degree-granting institution.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 150 - 2021

Introduced by Supervisors Gaston, Barrett, Connolly, Grasso, Lant, O'Connor and Wood

AUTHORIZING A TRANSFER OF FUNDS TO PUBLIC HEALTH SERVICES FOR EFFORTS TO CONVERT TO A FULL SERVICE PUBLIC HEALTH DEPARTMENT AND AMENDING THE 2021 BUDGET IN RELATION THERETO

WHEREAS, Saratoga County is currently served by a board of health which is constituted by the Board of Supervisors; and

WHEREAS, as a result of an increase in resident population, the Board of Supervisors is anticipating converting from a partial health service county to a full health service district pursuant to NY Public Health Law Article 340; and

WHEREAS, the New York State Department of Health has communicated that they will no longer be providing environmental health services in Saratoga County which are currently provided by the NYS Department of Health through the Glens Falls District Office; and

WHEREAS, a transition to a full service health district will provide benefits to the health and welfare of the citizens of Saratoga County; and

WHEREAS, it is anticipated that the conversion to a full service health district will require significant planning, investment and expenditures including but not limited to; contractual costs, legal costs, and consultant fees, and this Board in an effort to provide assistance to Public Health Services is appropriating these funds to assist with the conversion, now, therefore, be it

RESOLVED, that this Board in support of the Public Health Services transition to a Full Service Health District hereby appropriates \$200,000 to the operating budget of Public Health Services to assist with costs; and it is further

RESOLVED, that the 2021 Budget is amended as follows:

UNDER PUBLIC HEALTH

Appropriations:

Increase Acct. #A.40.415-8110 – Attorney's Fees	\$100,000
Increase Acct. #A.40.415-8190 – Other Professional Srv	\$ 50,000
Increase Acct. #A.40.415-8200 – Departmental Supplies	<u>\$ 50,000</u>
	\$200,000

Revenue:

Increase Acct: #A.0599.B Appropriated Fund Balance \$200,000

BUDGET IMPACT STATEMENT: This will require an appropriation from the fund balance in the amount of \$200,000



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 132 - 2021

Introduced by Supervisors Tollisen, Grasso, Lant, Schopf, Richardson, Veitch and Wood

AMENDING THE 2021 COMPENSATION SCHEDULE TO CREATE POSITIONS UNDER PUBLIC HEALTH SERVICES AND AUTHORIZING AN AMENDMENT OF THE 2021 BUDGET IN RELATION THERETO

WHEREAS, the County Public Health Services is anticipating to transition to a Full-Service Health Department, and part of such transition will require adding a Director of Environmental Health Services; and

WHEREAS, the Public Health Transition Task Force, the Commissioner of Public Health Services, and the Director of Human Resources have recommended that the 2021 Saratoga County Compensation Schedule be amended under Public Health Services to Create (1) Director of Environmental Health Services, Grade 19, Base Salary of \$95,472; and

RESOLVED, that the 2021 Saratoga County Compensation Schedule is amended effective as of August 17, 2021 as follows:

UNDER PUBLIC HEALTH SERVICES:

Create (1) Director of Public Health Services – Grade 19, Base Salary \$95,472

and be it further;

RESOLVED, that the 2021 county budget is amended as follows:

UNDER PUBLIC HEALTH SERVICES

Increase Expenses

Acct.: #A.40.415-6000 – Regular Wages	\$ 47,736.00
Acct.: #A.40.415-6910 – Retirement	\$ 7,160.40
Acct.: #A.40.415-6930 – Social Security	\$ 3,651.81
Acct.: #A.40.415-6960 – Health Insurance	\$ 17,829.39
Total	<u>\$ 76,377.60</u>

BUDGET IMPACT STATEMENT: None. Funds for the position are available in the 2021 budget.