

HUMAN RESOURCES & INSURANCE COMMITTEE
October 26, 2021 4:30 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 September 28, 2021 meeting
- III. Workers Compensation Report
- IV. Resolution authorizing a salary revision under Public Defender
- V. Authorizing an agreement for labor relations services
- VI. Other Business
- VII. 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

October 26, 2021





September 2021



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$1,704.84	0	0	0
City of Saratoga Springs-All Other	\$653.32	0	0	0
City of Saratoga Springs-Fire Department	\$4,508.61	0	0	0
City of Saratoga Springs-Police Department	\$7,403.78	4	4	0
City of Saratoga Springs-Public Works	\$18,512.42	0	0	0
Clifton Park Halfmoon Emergency Corp-Paid	\$6,112.84	0	0	0
Clifton Park Water Authority	\$165.16	0	0	0
Galway Emergency Medical Services-Paid	\$75.60	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$1,716.42	0	0	0
Saratoga Co -Public Works Building & Grnds	\$7,580.33	0	0	0
Saratoga County-Animal Shelter	\$89.10	3	3	0
Saratoga County-County Attorney	\$8.50	0	0	0
Saratoga County-County Clerk	\$101.50	1	1	0
Saratoga County-Maplewood Manor	\$6,650.85	0	0	0
Saratoga County-Public Works Highway	\$10,080.61	1	1	0
Saratoga County-Sewer District	\$15,507.99	0	0	0
Saratoga County-Sheriff	\$14,402.23	1	1	0
Saratoga County-Social Services	\$7,681.36	2	2	0
Schuylerville-Victory Board-Water Mgmt	\$1,248.54	0	0	0
Town of Charlton-All Other	\$551.92	0	0	0
Town of Clifton Park-All Other	\$4,118.42	1	1	0
Town of Clifton Park-Public Works	\$700.00	0	0	0
Town of Corinth-Jessups Landing EMS-Paid	\$160.77	0	0	0
Town of Edinburg-All Other	\$3,290.52	0	0	0
Town of Hadley-All Other	\$582.52	0	0	0
Town of Hadley-Public Works	\$1,857.36	0	0	0
Town of Halfmoon-All Other	\$780.64	0	0	0
Town of Halfmoon-Public Works	\$1,321.13	0	0	0
Town of Halfmoon-Youth	\$123.18	0	0	0
Town of Milton-All Other	\$8,397.67	0	0	0
Town of Milton-Public Works	\$100.60	0	0	0
Town of Moreau-All Other	\$1,436.76	1	0	1
Town of Moreau-Public Works	\$145.26	0	0	0
Town of Northumberland-All Other	\$504.84	0	0	0
Town of Providence-Public Works	\$8.50	0	0	0
Town of Stillwater-All Other	\$8.50	2	2	0
Town of Waterford-All Other	\$5.00	0	0	0
Town of Waterford-Public Works	\$270.04	0	0	0



September 2021



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Town of Wilton-Public Works	\$180.00	0	0	0
Village of Ballston Spa-All Other	\$364.55	0	0	0
Village of Ballston Spa-Public Works	\$2,236.01	1	1	0
Village of Corinth-Public Works	\$169.63	0	0	0
Village of Round Lake-Public Works	\$71.80	0	0	0
Village of Schuylerville-Public Works	\$4,482.99	0	0	0
Village of Victory-Public Works	\$209.68	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$830.72	0	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	-\$239.54	1	1	0
Vol Fire Dept-Clifton Park-Rexford Fire Dept	\$0.00	1	0	1
Vol Fire Dept-Corinth Vol Fire Association	\$629.59	0	0	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$36.19	0	0	0
Vol Fire Dept-Greenfield Fire District	\$4,081.50	0	0	0
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$24.32	0	0	0
Vol Fire Dept-Malta Ridge Vol Fire Co	\$194.45	0	0	0
Vol Fire Dept-Milton Eagles Vol Fire Co	-\$1,500.00	0	0	0
Vol Fire Dept-Stillwater-Arvin Hart Co	\$133.06	0	0	0
Vol Fire Dept-Vil of Ballston Spa-Union #2	\$777.17	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$6,394.00	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$348.93	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Vol Fire Dept-West Crescent Fire District	\$0.00	1	1	0
Volunteer Fire Dept.-Wilton Fire Dept.	\$255.00	0	0	0
Wilton Emergency Squad-Paid	\$722.25	1	1	0
Total	\$150,569.93	21	19	2



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: Andrew Blumenberg, Public Defender

DATE: October 10, 2021

RE: Assistant Public Defender Salary Revision

COMMITTEE: Human Resources and Insurance 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:

A resolution authorizing John DeLong, Assistant Public Defender, be placed on step 4-A of the Attorney line under the 2021 Management Matrix. (See Notes)

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):
- John DeLong worked as an Assistant Public Defender for 10 years (2006-2016) upon which time he left to be a Saratoga Family Court Clerk. Taking into account his 10 years of previous service to the Public Defenders Office, request is being made to compensate Assistant Public Defender DeLong for his service time, experience and excellence in his position as an Assistant Public Defender.



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: Scot Chamberlain, Director of Human Resources

DATE: October 20, 2021

RE: Agreement for Labor Relations Services

COMMITTEE: Human Resources and Insurance 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:

A resolution authorizing an agreement for a two (2) year term with Bartlett, Pontiff, Stewart and Rhodes, PC of Glens Falls, NY for its professional legal services in comprehensive labor relations at a rate not to exceed \$225 per hour for work performed by attorneys and \$140 per hour for work performed by paralegals.

5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**

- a. Were bids/proposals solicited: Yes
- b. Is the vendor/contractor a sole source: No
- c. Commencement date of contract term: 1/1/22
- d. Termination of contract date: 12/31/23
- e. Contract renewal and term:
- f. Contact information: Bartlett, Pontiff, Stewart and Rhodes, PC
- g. Is the vendor/contractor an LLS, PLLC or partnership: PC
- h. State of vendor/contractor organization: NY
- 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):
- The County solicited proposals for the provision of professional legal services in comprehensive labor relations upon expiration of the previous agreement with Goldberg Segalla, LLP on December 31, 2020. A comprehensive review of proposals from five (5) firms was conducted by the Chair of the HR and Insurance Committee, County Administrator, County Attorney, and Director of Human Resources. Three (3) firms were interviewed, resulting in Bartlett, Pontiff, Stewart and Rhodes being selected.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION _____

Introduced by Supervisors:

**AUTHORIZING AN AGREEMENT WITH
BARTLETT, PONTIFF, STEWART AND RHODES, PC
FOR LABOR RELATIONS SERVICES**

WHEREAS, the current agreement for labor relations services with Goldberg Segalla, LLP, expired on December 31, 2020; and

WHEREAS, the Director of Human Resources solicited proposals for the provision of professional legal services in comprehensive labor relations; and

WHEREAS, our Human Resources & Insurance Committee and the Director of Human Resources have recommended that the proposal of Bartlett, Pontiff, Stewart and Rhodes, PC of Glens Falls, NY be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board execute an agreement with Bartlett, Pontiff, Stewart and Rhodes, PC of Glens Falls, NY, for professional legal services in comprehensive labor relations and representation for, and on behalf of, the County, for the term of two (2) years commencing on January 1, 2022 and continuing through December 31, 2023, at a rate not to exceed \$225 per hour for work performed by attorneys; \$140 per hour for work performed by paralegals; and, be it further

RESOLVED, that the form and content of such an agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. Funds for 2022 services are available in the Human Resources Department budget.