

HUMAN RESOURCES & INSURANCE COMMITTEE  
November 30, 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 October 26, 2021 meeting
- III. Workers Compensation Report
- IV. Resolution authorizing a contract with Catalog & Commerce Solutions LLC.
- V. Resolution authorizing an agreement with Goldberg Segalla LLP.
- VI. Executive Session: Discussion regarding matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
- VII. Other Business
- VIII. 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

November 30, 2021





# OCTOBER 2021 DATA



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$1,264	1	1	0
City of Saratoga Springs-All Other	\$545	1	1	0
City of Saratoga Springs-Fire Department	\$5,921	1	1	0
City of Saratoga Springs-Police Department	\$18,057	4	4	0
City of Saratoga Springs-Public Works	\$7,809	0	0	0
Clifton Park Halfmoon Emergency Corp-Paid	\$584	1	1	0
Clifton Park Water Authority	\$1,170	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$1,555	0	0	0
Saratoga Co -Public Health Nursing Service	\$0	1	0	1
Saratoga Co -Public Works Building & Grnds	\$12,000	0	0	0
Saratoga County-Animal Shelter	\$1,314	0	0	0
Saratoga County-County Clerk	\$0	1	1	0
Saratoga County-District Attorney	\$1,199	0	0	0
Saratoga County-Maplewood Manor	\$7,167	0	0	0
Saratoga County-Public Works Highway	\$33,419	2	2	0
Saratoga County-Sewer District	\$6,880	0	0	0
Saratoga County-Sheriff	\$53,573	10	9	1
Saratoga County-Social Services	\$3,989	0	0	0
Saratoga County-SYEP	\$15	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$1,367	0	0	0
Town of Ballston-All Other	\$0	1	1	0
Town of Charlton-All Other	\$552	0	0	0
Town of Clifton Park-All Other	\$2,122	0	0	0
Town of Clifton Park-Public Works	\$0	1	1	0
Town of Edinburg-All Other	\$2,194	0	0	0
Town of Hadley-All Other	\$583	0	0	0
Town of Hadley-Public Works	\$1,407	0	0	0
Town of Halfmoon-All Other	\$628	1	1	0
Town of Halfmoon-Public Works	\$251	0	0	0
Town of Malta-All Other	\$0	2	2	0
Town of Milton-All Other	\$4,276	0	0	0
Town of Milton-Public Works	\$1,539	0	0	0
Town of Moreau-All Other	\$1,963	1	0	1
Town of Northumberland-All Other	\$26	0	0	0
Town of Stillwater-Public Works	\$15	0	0	0
Town of Waterford-All Other	\$33,072	0	0	0
Town of Waterford-Public Works	\$15	0	0	0
Town of Wilton-Public Works	\$15	1	1	0



# OCTOBER 2021 DATA



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Village of Ballston Spa-All Other	(\$350)	0	0	0
Village of Ballston Spa-Public Works	\$5,549	0	0	0
Village of Corinth-Public Works	\$91	0	0	0
Village of Round Lake-Public Works	\$300	0	0	0
Village of Schuylerville-Public Works	\$3,211	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$925	0	0	0
Vol Fire Dept-Clifton Park-Halfmoon Fire Dep	\$0	1	1	0
Vol Fire Dept-Clifton Park-Jonesville Fire	\$15	0	0	0
Vol Fire Dept-Clifton Park-Vischer Ferry Fre	\$15	1	0	1
Vol Fire Dept-Corinth Vol Fire Association	\$0	1	1	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$0	1	0	1
Vol Fire Dept-Greenfield Fire District	\$3,675	0	0	0
Vol Fire Dept-Stillwater-Arvin Hart Co	\$15	0	0	0
Vol Fire Dept-Vil of Round Lake Fire Co	\$301	1	1	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$4,620	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$45	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600	0	0	0
Vol Fire Dept-West Crescent Fire District	\$305	0	0	0
Volunteer Fire Dept.-Providence Fire Dept.	\$5	0	0	0
Waterford Water Commission	\$0	1	1	0
Wilton Emergency Squad-Paid	\$3,565	0	0	0
<b>Total</b>	<b>\$230,372</b>	<b>35</b>	<b>30</b>	<b>5</b>



# 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:** November 23, 2021

**RE:** Catalog and Commerce Solutions, LLC

**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)
4. Specific details on what the resolution will authorize:  
Resolution authorizing a contract renewal with Catalog & Commerce Solitions, LLC d/b/a Discoverier eGOV for its Cloud-based personnel and civil service administration software system that includes online applications and candidate, employee and position tracking that is compliant with New York State's Civil Service laws and County's Civil Service Rules.
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: January 1, 2022
  - d. Termination of contract date: December 31, 2026
  - e. Contract renewal and term: 1/1/22-12/31/26
  - f. Contact information: Michael Kelly
  - g. Is the vendor/contractor an LLS, PLLC or partnership: LLC
  - h. State of vendor/contractor organization: New York
  - 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)
- a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Current contract expires 12/31/21. The County will pay the contractor as follows:
- 2022: \$6,100 due 1/1/22
  - 2023: \$6,300 due 1/1/23
  - 2024: \$6,500 due 1/1/24
  - 2025: \$6,700 due 1/1/25
  - 2026: \$6,900 due 1/1/26

## **Discover eGOV**

### **STATEMENT OF WORK FOR**

#### **Saratoga County Civil Service Portal – Maintenance (2022-26)**

##### **1. INTRODUCTION:**

Saratoga County, New York (“The COUNTY”), a municipality located at 50 West High Street, Ballston Spa, New York 12020 is initiating a project for Computer Consulting – Application Development. The County is seeking a contractor: Catalog & Commerce Solutions, LLC (“CONTRACTOR”) d/b/a Discover eGOV, a corporation organized and under the laws of the State of New York having a principal place of business at 263 East Street, Pittsford, New York 14534 to provide services.

##### **2. PROJECT DEFINITION**

The Saratoga County Civil Service Department operates a digital and automated system to handle the processing of Civil Service Job Applications developed by the Contractor.

##### **3. SUBMISSION REQUIREMENTS:**

CONTRACTORS must follow the format described herein:

###### **3.1 PROJECT SUMMARY:**

The Standard Software Maintenance Agreement starts with conversion from “Development” and “Go-Live” date mutually agreed upon. There is not a gap in support anytime, we are obligated under the terms of our SaaS agreement for items such as:

- Upgrades, new releases – Included.
- Software Fixes – Included.
- Revisions – Basic Included, Needs definition.
- Support is 24/7/365 - Included.
- Technical Support is 24/7/365 – Included.
- User Group Meetings – Included.
- Customer Support is 24/7/365
- Discover eGOV Help Desk – Included.
- Support Agreement – Included with SOW Agreement.

###### **POST IMPLEMENTATION SUPPORT**

Support/Maintenance Agreement is attached.

- Support Staff: staff supports all products under management.
- 24/7/365 Support: covered under SaaS agreement.

## SYSTEM TESTING AND TRAINING

System Training is handled in a variety of ways and starts during development. The vendor and client work together during the product implementation with check points relative to data conversion, product categories, letters, reports and ongoing use, for others:

- Unlimited Training: both initial and ongoing.
- Train Department Staff, Designates and Agencies.
- “Train the Trainer” so key personnel can guide personnel.
- Online Training Sessions ongoing.
- Training Refresh Sessions – on demand.

The web application resides on Discover eGOV managed servers at the 1&1 facility in Philadelphia, PA. The servers and data reside at the primary facility in Philadelphia, PA and backed-up to a secondary center in Lenexa, Kansas.

### **3.2 TIMELINE:**

CONTRACTORS must provide a project timeline that will allow the project to be completed successfully within the COUNTY’S designated time period.

#### **Proposed Compensation:**

The Ongoing Management and Application Hosting of the system by the CONTRACTOR will be \$475.00/month (\$5,700.00 annually) starting when live (pro-rated). This is billed annually (January 1) in subsequent years. This price includes the fee for the Shared Server platform the system will reside on and ongoing support and management defined in the agreement.

Includes:

- Hardware: Servers - 2-year refresh cycle.
- Equipment Redundancy.
- Software and Ongoing Upgrades..
- Communications/Bandwidth.
- Security Software - patches and updates.
- Ongoing Training - all-inclusive.
- 24/7/365 Support.
- Help Desk 24/7/365..
- Usability Improvements.
- Online Training Documentation.

Terms of Sale: · Due January 1 of the Service Year.

2022: \$6,100.00 Due 1/1/22.

2023: \$6,300.00 Due 1/1/23.

2024: \$6,500.00 Due 1/1/24.

2025: \$6,700.00 Due 1/1/25.

2026: \$6,900.00 Due 1/1/26.



**Programming Services (Change Order) Hourly Rate:** \$125.00/Hour There may be need for customization for client directed changes that are outside the Scope of Work. DISCOVER EGOV will provide a “not to exceed” quotation based on the Client Requirements Document.

Terms of Sale:

- 50% payment Due at Start of Project.
- 50% payment Due at ‘Go Live’ for the Project.

### **3.4 RESUMES**

#### **Michael Kelly**

*Operations Analyst/Project Executive*

Since 1987, Mike has held senior positions in direct marketing companies that place an emphasis on leveraging technology and systems to better serve customers. With the advent of the Internet, Mike has worked to develop the new channel and external systems to allow customers to order and search merchandise online. Today, Mike develops online programs for online merchants and assists catalog companies to develop online strategies to drive customer order conversion. Mike also works with municipalities and content rich websites to make content easy to find and to develop Rich Internet Applications to bring forward multiple tasks in single screen applications.

Mike co-authored the implementation plan for a new e-Government program for Monroe County, New York, participating in the e-Government Task Force for the development of new online initiatives and services in the online portal.

Mike holds a B.S. from the Rochester Institute of Technology.

#### **Geoff Schmidt**

*Technology Officer*

Since 1988, Geoff has held a variety of management positions on both the client side and development side with large, enterprise solutions. With Smith-Gardner, Geoff was a key contributor in the development for the core "MACS" system (today known as Ecometry) which is a leading software solution used by leading Direct Marketing companies nationally. As a consultant, Geoff has worked with leading national brands such as Time, Inc., Sony Music, National Geographic Society, Miller Brewing and Sylvan Learning Centers in website and application development. Geoff's specific areas of expertise include development of database systems and working with client systems and identifying the best transition processes for system integration.

For the development of the Citizen Tax website, Geoff served as the liaison between the client and the Internal Revenue Service Compliant Officers to assure the system programs and performance met and exceeded the requirements. Working with client designates, Geoff coordinated the technical framework for the

development and processing flow of the required forms and content to assure the processing is smooth and seamless to the user.

Geoff holds a B.S. from Florida Atlantic University.

**Lyn Kelly**

*Project Management/ Client Relations*

Lyn's background involves over 30-years of Project Management, Sales and Operations Support. Roles included the control and management of the Salesforce Customer Relationship Management (CRM) database interfacing with company resources and clients. The planning and participation for Industry Conferences, Meetings/Round Table Facilitator and Coordination for Client Training. Coordinated the activities of 10 Law Firms across the country for collection of file flow data, tracking expense by client, goal reporting and interfacing with key clients, firm partners in both banking and non-profit sectors. 24/7 Crisis Communication Coordinator managing key contacts and non-business hour support. Facilitated mortgage-free home donations through partnership with Military Warrior Support Foundation (Philanthropic Partner) and planning large-scale event presentations working with Military, Music Industry and Major Sporting Event Partners.

In Local Government, Lyn works with clients during the critical phase of product development and ongoing support project phases to assure customers satisfaction.

Lyn holds a B.S. from the Rochester Institute of Technology.

**3.5 PROOF OF INSURANCE:**

The CONTRACTOR must provide copies of required insurance certificates listing the COUNTY as "Additional Insured" and must procure and maintain, at its own expense, required policies of insurance during the term of this Contract. All policies shall insure the COUNTY for all claims arising out of this Contract. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State or otherwise acceptable to the COUNTY.

The policies of insurance required are standard Worker's Compensation and Disability Benefits Insurance, if required by law; malpractice and general liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage; and automobile liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Original certificates evidencing such coverage and indicating that such coverage will not be cancelled or amended in any way without thirty (30) days prior written notice to the COUNTY, shall be delivered to the COUNTY before final execution of this CONTRACT and original renewal certificates conforming to the requirements of this section shall be delivered to the COUNTY

at least sixty (60) days prior to the expiration of such policy or policies of insurance.

### **3.6 CHANGE ORDER MANAGEMENT**

The CONTRACTOR and Scope of Work Agreement define the project for the integration of the Saratoga County personnel data and new application process within the parameters of the existing software. The County may request Custom Programming which the CONTRACTOR can provide via a "Change Order." The Change Order request will be defined by the County and the CONTRACTOR will provide a ('not to exceed') cost estimate in advance of work starting and requiring formal Saratoga County acceptance. The Change Order work is invoiced at 50% at change acceptance and 50% at completion.

**Discover eGOV Agreement for Services  
Statement of Work Services**

**Agreed To:** **Saratoga County, New York**

By: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_  
Type or Print Name

Date: \_\_\_\_\_

Customer: Saratoga County  
50 West High Street  
Ballston Spa, New York 12020

Project Name: Saratoga County Civil Service Portal - Maintenance

Start Date: \_\_\_\_\_

**Agreed To:** **Discover eGOV**

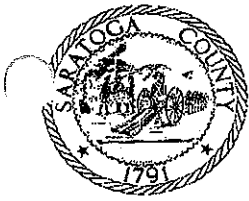
By: \_\_\_\_\_  
Authorized Signature

Name: Michael Kelly, Project Executive

Date: \_\_\_\_\_

Contractor: Catalog & Commerce Solutions, LLC d/b/a Discover eGOV  
263 East Street  
Pittsford, New York 14534

Phone: (585) 350.9884  
Email: mkelly@discoveregov.com



# SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~15-2017~~ - 2021

Introduced by Supervisors ~~Wood, Grattidge, Johnson, Lewza, Peck, Szczepaniak and Wright~~ <sup>Tollisen, Grasso, Lant, Schopf, Richardson, Veiten, Wood</sup>

## AUTHORIZING AN AGREEMENT WITH CATALOG AND COMMERCE SOLUTIONS, LLC FOR THE ~~INSTALLATION~~ AND SUPPORT OF A PERSONNEL AND CIVIL SERVICE ADMINISTRATION SOFTWARE SYSTEM COMPLIANT WITH STATE AND COUNTY CIVIL SERVICE REQUIREMENTS

WHEREAS, ~~the software program currently utilized by the County's Human Resources Department for personnel and civil service administration is obsolete and the software provider is going out of business; and~~

WHEREAS, ~~proposals were solicited for a Cloud-based personnel and civil service administration software system that would include online applications and candidate, employee and position tracking that was compliant with New York State's Civil Service laws and the County's Civil Service Rules; and~~

WHEREAS, ~~our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the proposal of Catalog and Commerce Solutions, LLC, the only proposal received, be accepted; now, therefore, be it~~

RESOLVED, that the Chair of the Board is hereby authorized to execute an agreement with Catalog and Commerce Solutions, LLC of Pittsford, New York, for the ~~installation~~, provision and support of a Cloud-based personnel and civil service administration software system for the County's Human Resources Department that is compliant with New York State Civil Service Law requirements and the County's Civil Service Rules for the term January 18, 2017 through December 31, 2017, subject to annual renewal for up to four years, at a cost of \$34,750 for 2017, \$5,700 per year for the years 2018, 2019 and 2020, and \$5,900 for 2021; and, be it further \$6,100 for 2022, \$6,1300 for 2023, \$6,1500 for 2024, \$6,700 for 2025 and \$6,900 for 2026

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

BUDGET IMPACT STATEMENT: No budget impact.

12/31/26

11/2022



# 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:** November 12, 2021

**RE:** Agreement for Completion of Previously Assigned 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 Goldberg Segalla LLP of Albany, NY to complete professional legal services in comprehensive labor relations currently in progress, at a rate not to exceed \$225 per hour for work performed by attorneys and \$140 per hour for work performed by paralegals is pending board approval.

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: 12/22/21
- d. Termination of contract date: Upon completion as determined by the County
- e. Contract renewal and term:
- f. Contact information: Goldberg Segalla, LLP
- 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)
- a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. 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. During the transition to the new firm, Goldberg Segalla will be concluding previously assigned matters in a timely fashion as determined by the County Administrator in consultation with the Director of HR and County Attorney.



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION \_\_\_\_\_**

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

#### **AUTHORIZING AN AGREEMENT WITH GOLDBERG SEGALLA LLP FOR LABOR RELATIONS SERVICES**

WHEREAS, a previous agreement for labor relations services with Goldberg Segalla, LLP (“Goldberg Segalla”) of Albany, NY, expired on December 31, 2020; and

WHEREAS, Resolution 148-2021 authorized execution of an agreement with Goldberg Segalla, for a term commencing on June 1, 2021 for labor relations legal services, at their current hourly rates of \$225 per hour for partners and special counsel, \$200 per associates and \$100 per hour for paralegals until such time as the Human Resources and Insurance Committee was able to create a Request for Proposal and receive new bids relative to the aforementioned labor relations legal services contract; and

WHEREAS, the Human Resources and Insurance Committee created a Request for Proposal and received new bids relative to the aforementioned labor relations legal services contract and the Human Resources and Insurance Committee, along with the Director of Human Resources solicited proposals for the provision of professional legal services in comprehensive labor relations resulting in an agreement with Bartlett, Pontiff, Stewart and Rhodes, PC of Glens Falls, NY commencing on January 1, 2022 and continuing through December 31, 2023; and now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Goldberg Segalla, LLP for legal services to conclude litigation currently pending wherein Goldberg Segalla, LLP is representing the County, until such matters are concluded as determined by the County Administrator in consultation with the Director of Human Resources and the County Attorney; 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 2021 and 2022 services, if necessary, are available in the Human Resources Department budget.





# 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  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Steve Bulger, County Administrator

**DATE:** 11/18/2021

**RE:** Department Head Appointment Recommendation; Organizational Meeting

**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)

4. Specific details on what the resolution will authorize:

**See Attached Memorandum.**

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):
- See Attachments:
- Memorandum
  - Appointment of Department Head Policy - Saratoga County Policy and Procedures Manual, Chapter 4, Section U.



OFFICE OF THE  
**COUNTY ADMINISTRATOR**  
OF SARATOGA COUNTY

40 MCMASTER STREET  
BALLSTON SPA, NEW YORK 12020  
(518) 884-4742  
FAX (518) 884-4723

**STEVE BULGER**  
COUNTY ADMINISTRATOR

**RIDGE HARRIS**  
DEPUTY COUNTY ADMINISTRATOR

**MATTHEW ROSE**  
MANAGEMENT ANALYST

**AUDRA M. HEDDEN**  
CONFIDENTIAL SECRETARY

MEMORANDUM

To: Kevin Tollisen, Chair – Human Resources and Insurance Committee  
Hon. Members of the Human Resources and Insurance Committee

cc: Theodore Kusnierz, Jr., Chair of the Board of Supervisors  
Scot Chamberlain, Director of Human Resources

Date: November 18, 2021

RE: Appointment of Department Heads;  
Saratoga County Policy and Procedure Manual – Chapter 4, Section U

Dear Supervisor Tollisen and Members of the Human Resources & Insurance Committee:

There are currently four (4) Department Head appointments with terms ending December 31, 2021. Appointments to these positions are historically made at the organizational meeting of the Board of Supervisors in early January. Pursuant to Saratoga County Policy and Procedures Manual - Chapter 4. Section U entitled “Appointment of Department Heads;” provides “responsibility for making recommendations for appointments by the Board of Supervisors for all heads of County Government with the County Administrator. This requirement does not infringe upon the Board of Supervisors the responsibility to make the final appointment.”

I am requesting that an agenda item (executive session) be added to the December meeting of the Human Resources and Insurance Committee, wherein I can provide my recommendation to the Committee for appointments by the Board to following positions at the 2022 Organizational Meeting:

<u>Position</u>	<u>Term Expiration</u>	<u>Appointing Resolution</u>
County Attorney	December 31, 2021	4-2020; 264-2020; 85-2021
County Auditor	December 31, 2021	3-2020
Director of Purchasing	December 31, 2021	3-2020
Public Defender	December 31, 2021	3-2020

Likewise, I would like to also provide my recommendation related to the County Historian and Conflict Defender positions. The County Historian has historically been considered a Department Head appointment but is anticipated to become part of the County Clerk’s Office in 2022. The County Historian appointment will still require a Board Resolution. The Conflict Defender’s Office is expected to be separated from County Administration and become its own Department in 2022, thereby necessitating the appointment of a Department Head.

<u>Position</u>	<u>Term Expiration</u>	<u>2022 Department</u>
County Historian	December 31, 2021	County Clerk’s Office
Conflict Defender	New Position	Conflict Defender’s Office

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## APPOINTMENT OF DEPARTMENT HEADS

Local Law No. 7 of 1979 places the responsibility for making “recommendations for appointments by the Board of Supervisors for all heads of units of County Government” with the County Administrator. This requirement does not infringe upon the Board of Supervisors responsibility to make a final appointment, but recognizes that the screening of candidates is essentially an administrative function. In making managerial appointments, the Board recognizes the advantage of selecting from current employees who meet the minimum qualifications for the position, but reserves the right to expand recruitment efforts to include other applicants.

Whenever a Department Head vacancy occurs, the County Administrator will meet with the Human Resources Director to determine the qualifications of the position and whether the appointment requires selection from a civil service list.

A Search Committee will be formed when appropriate consisting of the following individuals: Chairman of the Board of Supervisors, Chairman of Law and Finance, Chairman of any other appropriate Legislative Committee, County Administrator and the Human Resources Director. After interviewing, the Search Committee will select a candidate and send the candidate’s name to the Law and Finance Committee for informational purposes and to the full Board for final approval.