

Human Resources & Insurance Committee Minutes  
February 3, 2022 – 3:00 p.m.

Present: Chairman Kevin Tollisen; Committee Members Diana Edwards, Joe Grasso, Mark Hammond, Kevin Veitch, Tom Wood; Supervisor Bill Peck; Steve Bulger, Ridge Harris, Matt Rose, Audra Hedden, County Administrator; Michael Hartnett, County Attorney; Scot Chamberlain, Adam Kinowski, Wendy Tennant, Human Resources; Jason Kemper, Planning; Stephanie Hodgson, Treasurer; Daniel Kuhles, Public Health; Chad Cooke, Public Works.

Chairman Tollisen called the meeting to order and welcomed all in attendance.

**On a motion made by Mr. Wood, seconded by Mr. Hammond, the minutes of the November 30, 2021 meeting were approved unanimously.**

Mr. Tollisen announced the appointment of Mr. Grasso as Committee Vice Chair.

Mr. Chamberlain gave a brief overview of the workers compensation report. For December 2021 total payout was \$241,996 which is down \$4,400 from December 2020. There were 15 new claims which is down 7 from the previous month. 2 claims failed to use the 24/7 utilization line. 5 claims were report only. There were 201 open claims at the end of the year which is down 17 from the previous year. \$2.7M has been expensed which is 82% of the budget and is down from \$2.8M in 2020.

**A motion was made by Mr. Hammond, seconded by Mr. Grasso, to authorize a Renewal Agreement with 4MyBenefits, Inc. for the Continued Maintenance of an Employee Benefits Web Portal. Unanimous.**

Mr. Chamberlain said that the fee is \$3.25 per month per employee and \$1.25 per retiree.

**A motion was made by Mr. Wood, seconded by Mr. Veitch, to authorize an Agreement with Saratoga Hospital, Inc. Corporate Health Services for the Provision of Physical Examinations and Laboratory Testing Services. Unanimous.**

Mr. Chamberlain said that this agreement is for physical exams and lab testing for new and current employees in accordance with Saratoga County Substance Abuse Policy, Federal CDL regulations and applicable contract language.

**A motion was made by Mr. Grasso, seconded by Mr. Hammond, to amend the 2022 Compensation Schedule to Create Positions under Public Health Services. Unanimous.**

Mr. Chamberlain said that this will authorize creation of titles and positions related to the Environmental Health transition. Specifically Sanitarian, Senior Sanitarian, Principal Sanitarian, Chief Sanitarian, Public Health Engineer and Health Program Administrator. These positions will

be required to operate a Full Service Health Department that provides all required Environmental Health Services. The number of positions in each title will be determined based upon consultation with the Environmental Health Transition Task Force and the New York State Department of Health Center for Environmental Health and added over time.

**A motion was made by Mr. Wood, seconded by Mr. Grasso, to amend the 2022 Compensation Schedule to provide a stipend for Senior Planner under the Planning Department. Unanimous.**

Mr. Chamberlain said that this will authorize a stipend for duties associated with the administration of the Saratoga County IDA. The additional stipend for this position was discussed and approved during the 2022 budget process. In addition, Saratoga County receives annual revenue from the Saratoga County IDA to perform these tasks and to offset any costs associated with this increase.

**A motion was made by Mr. Hammond, seconded by Mr. Veitch, to amend the 2022 Compensation Schedule to Create a Position under Sheriff's Department. Unanimous.**

Mr. Chamberlain said that this will retitle Chief Deputy Corrections Administrator to Chief Deputy and create Corrections Administrator to align with a salary increase that will mirror Grade 18 under the Management Matrix. This is to decouple and address the Corrections Administrator title which was approved at Step 12 A at \$118,116 where it was adopted in the 2022 Saratoga County Compensation Schedule

**A motion was made by Mr. Grasso, seconded by Mr. Wood, to authorize an amendment to the Saratoga County Policies and Procedures Manual to Revise the Use and Maintenance of County Owned Vehicles and Operation of Personal Vehicles for County Business Policy. Unanimous.**

Mr. Chamberlain said that this is an effort to increase participation in employees seeking commercial driver's licenses within the Department of Public Works and the Sewer District. The policy revision is requested to allow drivers that are aged 18 the ability to operate County vehicles. Mr. Hartnett added that amendments to the denial process are also included.

**On a motion made by Mr. Grasso, seconded by Mr. Hammond, the meeting was adjourned unanimously.**

Respectfully submitted,  
Therese Connolly  
Clerk of the Board