



Human Resources & Insurance Committee

Thursday, March 3, 2022 3PM

Chair: Kevin Tollisen

Members:

Diana Edwards
Joe Grasso
Mark Hammond
Jonathan Schopf
Kevin Veitch
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the February 3, 2022 meeting.
- III. Workers Compensation Report.
- IV. Resolution Authorizing a contract with Bishop House Consulting.
- V. Amendments to the 2022 Compensation Plan
 - A. Under Department of Social Services – Abolish (2) Security Guard positions
 - B. Under Sheriff Department – Create (2) Deputy Sheriff positions
 - C. Under Sheriff Department – Create (1) Deputy Sheriff position
- VI. Resolution Authorizing an Amendment to the Compensation Plan Under Management Matrix.
- VII. Resolution Authorizing an Amendment to the Compensation Plan Under Human Resources.
- VIII. Other Business
- IX. Adjournment

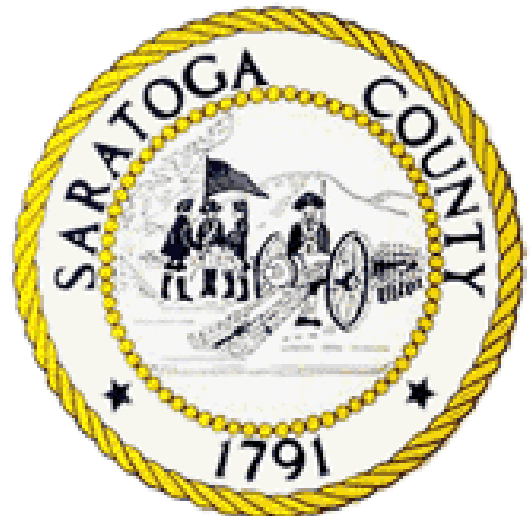
The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145

Access Code: 1840389

Human Resources and
Insurance Committee
Meeting

March 3, 2022





Data
for January 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$568.28	0	0	0
City of Saratoga Springs-All Other	\$658.27	0	0	0
City of Saratoga Springs-Fire Department	\$5,325.81	0	0	0
City of Saratoga Springs-Police Department	\$4,984.54	0	0	0
City of Saratoga Springs-Public Works	\$21,115.37	1	1	0
Clifton Park Halfmoon Emergency Corp-Paid	\$772.99	0	0	0
Clifton Park Halfmoon Emergency Corp-Vol	\$220.01	0	0	0
Clifton Park Water Authority	\$41.38	0	0	0
Community Emergency Corps-Paid	\$0.00	1	1	0
Malta-Stillwater Ambulance Corps-Volunteer	\$41,211.15	0	0	0
Saratoga Co -Public Health Nursing Service	\$202.28	0	0	0
Saratoga Co -Public Works Building & Grnds	\$4,263.34	2	2	0
Saratoga County-Animal Shelter	\$1,765.86	1	1	0
Saratoga County-Maplewood Manor	\$6,544.28	0	0	0
Saratoga County-Probation	\$0.00	1	0	1
Saratoga County-Public Works Highway	\$6,008.67	1	0	1
Saratoga County-Sewer District	\$5,507.41	0	0	0
Saratoga County-Sheriff	\$14,614.81	2	2	0
Saratoga County-Social Services	\$1,295.15	0	0	0
Schuylerville-Victory Board-Water Mgmt	\$907.80	0	0	0
Town of Charlton-All Other	\$634.71	0	0	0
Town of Clifton Park-All Other	\$2,040.62	1	1	0
Town of Clifton Park-Public Works	\$549.99	1	1	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Greenfield-Public Works	\$29.68	0	0	0
Town of Hadley-All Other	\$873.78	0	0	0
Town of Hadley-Public Works	\$6,642.91	0	0	0
Town of Halfmoon-All Other	\$1,333.12	0	0	0
Town of Halfmoon-Public Works	\$44.06	1	1	0
Town of Milton-All Other	\$1,925.11	0	0	0
Town of Milton-Public Works	\$350.55	0	0	0
Town of Moreau-All Other	\$778.62	0	0	0
Town of Waterford-All Other	\$15.00	0	0	0
Town of Waterford-Public Works	\$8.50	0	0	0
Town of Wilton-Public Works	\$8.50	0	0	0



Data
for January 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Village of Ballston Spa-Public Works	\$3,070.93	2	2	0
Village of Schuylerville-Public Works	\$467.19	0	0	0
Village of South Glen Falls-Police Dept.	\$431.53	0	0	0
Village of South Glen Falls-Public Works	\$2,190.16	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$1,064.72	0	0	0
Vol Fire Dept-Clifton Park-Rexford Fire Dept	\$8.50	0	0	0
Vol Fire Dept-Greenfield Fire District	\$3,548.00	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$479.34	0	0	0
Vol Fire Dept-Vil of Ballston Spa-Union #2	\$8.50	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$4,620.00	0	0	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$1,870.00	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Vol Fire Dept-West Crescent Fire District	\$226.30	0	0	0
Wilton Emergency Squad-Paid	\$1,485.33	0	0	0
TOTALS	\$154,506.73	14	12	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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Scot Chamberlain

DATE: 2-24-22

RE: Bishop House Consulting

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:
Authorizing a major contract with Bishop House Consulting. Saratoga County is committed to training great leaders and teams. This training will be offered to department heads/directors and certain management positions. Bishop House teaches leaders at all levels how to lead well and leverage their own style and talents in building cohesive teams.

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)
- 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):

Authorizing a major contract with Bishop House Consulting. Saratoga County is committed to training great leaders and teams. This training will be offered to department heads/directors and certain management positions. Bishop House teaches leaders at all levels how to lead well and leverage their own style and talents in building cohesive teams. This contract will not exceed \$31,000 and includes 12 licenses for the 2022 year. Funds for this training are available under Human Resources and were discussed in the budget process.



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Stephanie Hodgson, Director of Finance

FROM: Human Resources

DATE: 2.24.22

RE: Amendments to the Compensation Schedule and Authorizing and Inter-Departmental Agreement

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:

Authorizing Amendments to the Compensation Schedule to eliminate two (2) positions in the Department of Social Services, to create three (3) positions in the Sheriff's Office and authorize an agreement between the two departments.

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 April 1, 2022
 - Salary and grade Deputy Sheriff- Patrol (3)
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):

This resolution will authorize changes to the 2022 Compensation schedule to:

- Eliminate two (2) Security Guard positions under Department of Social Services
- Create three (3) Deputy Sheriff - Patrol positions in the Sheriff's Office

Additionally, we request the resolution for the Department of Social Services enter into an agreement with the Sheriff's Office to provide security services at the Saratoga County Services Building. With this agreement, a portion of the costs associated with two of the Deputy positions will be reimbursed by New York State. The third deputy position will allow for the creation of a duty station at the entrance to Building 1 at 40 McMaster Street to provide security services in that building and county complex.

There is no budget impact - funds for the new deputy positions are available in the Sheriff's Office budget due to current vacancies.



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

FROM: Scot Chamberlain

DATE: 2-24-2022

RE: Amendment to the Compensation Plan Under Management Matrix

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:
Authorizing an amendment to the Compensation Plan under Management Matrix to align the Director of Finance with a salary decrease to mirror Grade 19.
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)
- 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):

Authorizing an amendment to the Compensation Plan under Management Matrix to align the Director of Finance with a salary decrease to Grade 19.

Resolution 310-2021, authorized the creation of (1) Budget Director, at a Grade 19, and whereby the Director of Finance became vacant. A thorough review of the position resulted in a determination that a decrease in pay rate from Grade 21 to Grade 19 would better reflect the roles and responsibilities of the position.



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Stephanie Hodgson, Director of Finance

FROM: Scot Chamberlain

DATE: 2-24-22

RE: 2022 Compensation Plan Amendment, Reclassify Under Human Resources

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:
Authorizing an amendment to the Compensation Plan under Human Resources to reclassify Typist to Human Resources Clerk.
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)

- 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

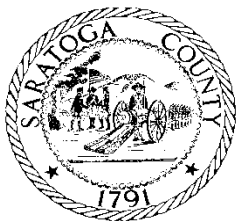
- a. Effective date of employment
- b. Salary and grade
- c. Appointed position:
- d. Term:

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):

Authorizing an amendment to the Compensation Plan under Human Resources to reclassify Typist to Human Resources Clerk. A thorough review of the vacant position determined that the roles and responsibilities reflected a Human Resources Clerk as opposed to a Typist.



SARATOGA COUNTY ATTORNEY

Saratoga County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

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MICHAEL P. NAUGHTON SR.
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MARIBETH A. HUNT

Paralegal Specialist
JENNY R. MARCOTTE

February 18, 2022

Hon. Kevin Tollisen
Chair, Human Resources & Insurance Committee
Saratoga County Board of Supervisors
40 McMaster Street
Ballston Spa, New York 12020
ktollisen@townofhalfmoon.org

VIA EMAIL

Tina Potter, Commissioner
Saratoga County Department of Social Services
152 W. High Street
Ballston Spa, New York 12020
Tina.potter@dfa.state.ny.us

VIA EMAIL

Scot Chamberlain, Director
Saratoga County Human Resources Dept.
40 McMaster Street
Ballston Spa, New York 12020
schamberlain@saratogacountyny.gov

VIA EMAIL

RE: **Susan Hoefler** – Caseworker, Department of Social Services
Employee Recognition

In the Matter of **Isaac YY.**, A Child Under Eighteen Years of Age
Alleged to be Neglected by **Arielle YY.**, Respondent
Saratoga County Family Court File Unit No.: [Redacted]
Appellate Division, Third Department Appeal: **528662, 528693, 530577, 530685**

Dear Supervisor Tollisen, Commissioner Potter and Director Chamberlain:

In response to the recent call for submissions of employee recognition, I wish to submit my observations of outstanding effort and conduct from a County employee with the Department of Social Services, Susan Hoefler.

Caseworker Hoefler is currently an investigative Caseworker assigned to the Adult Protective Services Unit of the Department of Social Services. Previously, Ms. Hoefler was a Caseworker within the Foster Care Unit of the Department of Social Services, where she was responsible for monitoring the well-being and safety of children placed in foster care and assisting in the rehabilitation and reunification of families when children are placed outside their homes through Court proceedings.

Recently, the above-referenced case – *In the Matter of Isaac YY*. – finally concluded the appeal process, which has prompted me to submit this long-overdue letter of recognition. The underlying case involved over five years of litigation, multiple hearings, and appeals including a multi-day Neglect trial in 2017 and an eight-day Termination of Parental Rights trial that spanned several months in the summer of 2019. Throughout the extensive litigation, Caseworker Hoefler played an integral part in the process of preparing the case for Family Court and was also responsible for providing testimony on multiple occasions.

Beginning in early 2016, Isaac was placed in foster care as a result of actions taken by Child Protective Services to protect his safety. Caseworker Hoefler was almost immediately assigned to Isaac's case and maintained responsibility for the foster care case until 2021 when Isaac was freed for adoption. Ms. Hoefler was exhaustive in her efforts to attempt to effectuate positive changes and reunify the family. Throughout her assignment, Ms. Hoefler was regularly subjected to vitriol, verbal abuse and constantly acrimonious behavior by the Respondent in the case. Despite those barriers, Ms. Hoefler remained steadfast, objective and respectful in taking all the appropriate steps to continue to ensure Isaac's safety and well-being. When reunification became untenable, Caseworker Hoefler then took all the necessary steps to enable the Department of Social Services to obtain Court Orders which ensured Isaac's safety and provided for his best interest.

I have personally handled thousands of foster care cases in Family Courts throughout New York State in my experience representing Child Protective agencies in all types of abuse and neglect cases. During that experience, I have interacted with hundreds of Caseworkers and other Child Welfare staff. I can say unequivocally that Ms. Hoefler's conduct was some of the most effective, reverent, and impactful casework that I have observed. Not only did each of the attorneys involved in the court proceeding comment on her casework, the presiding Family Court Judge specifically referenced and acknowledged her positive work in rendering the Court's decision.

It is rather unfortunate we live in a world where effective social work and social programming is substantially under-appreciated as a whole. It is my opinion that Child Welfare staff are the unsung heroes that carry the immense burden of keeping some of our most vulnerable population safe. In the public domain, Child Protective Services and Foster Care often only make the headlines when something goes wrong or when the system fails – and when a case is successful, it generally goes entirely unnoticed by the public. In that vein, I am compelled in this scenario to highlight and take note when an individual has surpassed all expectations in their efforts to help families in our community. Not only does this reinforce those positive attributes, but it helps to

recognize just how critically effective work in this field can be in helping families and our community as a whole. Not only did Ms. Hoefler go “above and beyond” in working with this family, she then doubled down on her good work by providing remarkably effective testimony which enabled the Department of Social Services to obtain Court Orders which contributed to a positive outcome in the related Court proceeding.

In summary, I believe that Ms. Hoefler should be commended for her valuable and effective work on this case which directly and significantly contributed to a positive outcome through the Family Court proceeding and subsequent appeals. In doing so, she provided an excellent and praiseworthy example of everything that our County workforce strives to provide our community. Most importantly though, Caseworker Hoefler made an immensely positive impact on the trajectory of a child’s life – and for that she should be applauded. I thank you for your time and attention and should there be any questions or concerns, please do not hesitate to contact me.

Respectfully Submitted,



MICHAEL J. HARTNETT
County Attorney

cc.: Hon. Theodore Kusnierz, Jr., Chair of the Board of Supervisors
Steven Bulger, County Administrator
Concetta Hmura, Director of Services – Saratoga County Dept. of Social Services