

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

Present: Chairman Kevin Tollisen; Committee Members Diana Edwards, Joe Grasso, Mark Hammond, Kevin Veitch; Steve Bulger, Ridge Harris, Matt Rose, Audra Hedden, County Administrator; Michael Hartnett, Michelle Granger, County Attorney; Adam Kinowski, Wendy Tennant, Human Resources; Patrick Maxwell, Concetta Hmura, Susan Hoefler, Social Services.

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

**On a motion made by Mr. Hammond, seconded by Mr. Veitch, the minutes of the February 3, 2022 meeting were approved unanimously.**

*Workers Compensation Report*

Mr. Kinowski gave a brief overview of the workers compensation report. For January 2022 the total payout was \$154,506. There were 14 new claims, four were report only. There are a total of 199 open claims and they are at 3% of the operational budget.

**A motion was made by Mr. Veitch, seconded by Mr. Hammond, to authorize an agreement with Bishop House Consulting. Unanimous.**

Mr. Kinowski said Bishop House teaches leaders at all levels how to lead well and leverage their own style and talents in building cohesive teams and that training will be offered to department heads, directors and certain management positions. The contract will not exceed \$31,000 and includes twelve licenses for 2022. Funds for this training are available in the Human Resources budget.

**A motion was made by Mr. Hammond, seconded by Mr. Veitch, to authorize amendments to the 2022 Compensation Schedule to create positions under the Sheriff's Department and abolish positions under the Department of Social Services. Unanimous.**

Mr. Kinowski said this request would allow the Department of Social Services to enter into an agreement with the Sheriff's Office to provide security services at the Saratoga County Services building with a portion of the cost being reimbursed by New York State. It would also provide security at the entrance of the County building at 40 McMaster Street. Funds are available in the Sheriff's Office budget due to vacancies.

**A motion was made by Mr. Veitch, seconded by Mr. Hammond, to authorize an amendment to the 2022 Compensation Schedule under the Management Matrix. Unanimous.**

Mr. Kinowski said resolution 310-2021 authorized the creation of a Budget Director at Grade 19 whereby the Director of Finance position became vacant. A thorough review of the Director of

Finance position resulted in the determination that a decrease in pay rate from a Grade 21 to a Grade 19 would better reflect the roles and responsibilities of the position.

**A motion was made by Mr. Hammond, seconded by Mr. Veitch, to authorize an amendment to the 2022 Compensation Schedule under Human Resources. Unanimous.**

Mr. Kinowski said a thorough review of the vacant position determined that the roles and responsibilities reflected a Human Resource Clerk as opposed to a Typist and that this is a budget neutral item.

**A motion was made by Mr. Hammond, seconded by Mr. Veitch, to congratulate and commend Susan Hoefler of the Department of Social Services.**

Mr. Tollisen said that the Human Resources and Insurance committee have taken a hard look at identifying employees who have gone above and beyond in the service to the residents of Saratoga County and that an individual was nominated for a special recognition. Mr. Hartnett said he submitted the nomination as an outstanding example of great work being done. Mr. Hartnett read the letter he submitted recognizing Susan Hoefler's work in the Department of Social Services which letter was attached to the agenda. Mr. Tollisen congratulated and thanked Ms. Hoefler and invited her to attend the regular board meeting to accept their gratitude and thanks for a job well done.

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

Respectfully submitted,  
Bridget Rider  
Deputy Clerk of the Board