

Human Resources & Insurance Committee Minutes
April 7, 2022 – 3:00 p.m.

Present: Chairman Kevin Tollisen; Committee Members Diana Edwards, Joe Grasso, Mark Hammond, Jonathan Schopf, Kevin Veitch and Tom Wood; Steve Bulger, Matt Rose, Christine Rush, Stephanie Hodgson, County Administrator; Michael Hartnett, County Attorney; Scot Chamberlain, Adam Kinowski, Wendy Tennant, Carla Groves, Human Resources; Daniel Kuhles, Public Health; Craig Hayner, Shauna Sutton, County Clerk; Dominic Gallo, Jane Sexton, Gallagher Insurance; Lorraine Emerick, Ken Grey, Marshall & Sterling.

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

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

Workers Compensation Report

Mr. Chamberlain gave a brief overview of the report. There were 28 new claims for February, of which 5 were report only. There are 218 open claims and YTD 3% of the budget has been expensed. 6 people did not call the 24/7 hotline and calls were made to remind them.

A motion was made by Mr. Hammond, seconded by Mrs. Edwards, to authorize the County's Insurance Coverages through May 8, 2023. Unanimous.

Mr. Rose and Dominic Gallo gave a brief overview on the background of the insurance quote search. Mr. Gallo said that Travelers came back with the best quote. Overall there is roughly a 7% increase and some of this is due to increases in vehicle count and increased property valuation. Mr. Gallo thanked the IT Department for their work which resulted in a decreased cost in Cyber insurance.

A motion was made by Mrs. Edwards, seconded by Mr. Hammond, to authorize an amendment to the Compensation Schedule under Public Health. Unanimous.

Mr. Chamberlain said that this amendment will remove one Public Health Nurse and replace with a Public Health Representative. The salaries for the two positions are identical. Changing the title would expand the pool of potential applicants for vacancies.

A motion was made by Mr. Veitch, seconded by Mr. Hammond, to authorize an amendment to the compensation schedule under Human Resources. Unanimous.

Mr. Chamberlain said that the new title would be Human Resources Analyst and it would assist in fiscal operations within Human Resources including but not limited to budget analysis and preparation, various market and data studies, personnel and staffing analysis, report compilation and maintenance for operational fiscal condition of County Departments as it pertains to personnel and staffing and also to budget compliance. Funding is already in the budget as the currently funded Human Resources Manager is vacant and will not be filled.

On a motion made by Mr. Veitch, seconded by Mrs. Edwards, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board