



# Human Resources & Insurance Committee

**Thursday, August 4, 2022 3PM**  
40 McMaster Street, Ballston Spa, NY

Chair: Kevin Tollisen

Members:

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

- I. Welcome and Attendance
- II. Approval of the minutes of the July 7, 2022 meeting.
- III. Workers Compensation Report
- IV. Amendment to the 2022 Compensation Plan
  - i. Human Resources
- V. Other Business
- VI. Adjournment

**Human Resources and  
Insurance Committee  
Meeting**

August 4, 2022





Data  
for June 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$1,136.56	0	0	0
City of Saratoga Springs-All Other	\$916.49	3	2	1
City of Saratoga Springs-Fire Department	\$5,458.77	3	3	0
City of Saratoga Springs-Police Department	\$6,160.84	2	2	0
City of Saratoga Springs-Public Works	\$19,069.38	1	1	0
Clifton Park Halfmoon Emergency Corp-Paid	\$2,423.22	0	0	0
Clifton Park Water Authority	\$2,043.27	1	1	0
Community Emergency Corps-Paid	\$0.00	1	1	0
Malta-Stillwater Ambulance Corps-Volunteer	\$2,262.79	0	0	0
Moreau Emergency Squad-Paid	\$142.00	0	0	0
Saratoga Co -Public Works Building & Grnds	\$97,141.75	0	0	0
Saratoga County-Animal Shelter	\$485.77	2	2	0
Saratoga County-District Attorney	\$3,629.37	0	0	0
Saratoga County-Maplewood Manor	\$5,698.26	0	0	0
Saratoga County-Public Works Highway	\$6,061.87	0	0	0
Saratoga County-Sewer District	\$6,260.01	2	2	0
Saratoga County-Sheriff	\$20,423.24	5	5	0
Saratoga County-Social Services	\$1,238.90	1	1	0
Schuylerville-Victory Board-Water Mgmt	\$991.90	0	0	0
Town of Clifton Park-All Other	\$2,265.08	0	0	0
Town of Clifton Park-Public Works	\$852.79	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Greenfield-All Other	\$0.00	1	1	0
Town of Hadley-All Other	\$41,200.00	0	0	0
Town of Hadley-Public Works	\$377.00	0	0	0
Town of Halfmoon-All Other	\$84.10	0	0	0
Town of Halfmoon-Public Works	\$176.28	0	0	0
Town of Malta-All Other	\$15.38	1	1	0
Town of Malta-Youth	\$0.00	1	1	0
Town of Milton-All Other	\$389.29	1	1	0
Town of Milton-Public Works	\$364.32	1	1	0
Town of Moreau-All Other	\$934.93	0	0	0
Town of Northumberland-All Other	\$97.04	0	0	0
Town of Stillwater-All Other	\$224.67	1	0	1
Town of Waterford-All Other	\$695.00	0	0	0



Data  
for June 2022



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
Village of Ballston Spa-Public Works	\$2,314.38	0	0	0
Village of Corinth-Public Works	\$15.00	1	0	1
Village of Schuylerville-Public Works	\$114.74	0	0	0
Village of South Glen Falls-Public Works	\$15.00	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$597.03	0	0	0
Vol Fire Dept-Burnt Hills Fire District	\$15.00	0	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	\$8.50	0	0	0
Vol Fire Dept-Clifton Park-Rexford Fire Dept	\$5.00	0	0	0
Vol Fire Dept-Clifton Park-Vischer Ferry Fre	\$0.00	1	1	0
Vol Fire Dept-Corinth Vol Fire Association	\$161.77	0	0	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$5.00	0	0	0
Vol Fire Dept-Greenfield Fire District	\$5,541.00	2	1	1
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$53.50	0	0	0
Vol Fire Dept-Northside Fire Dist-FB Peck Hs	\$810.18	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$27,539.75	0	0	0
Vol Fire Dept-Stillwater-Arvin Hart Co	\$113.84	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	\$6,646.79	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Vol Fire Dept-West Crescent Fire District	\$146.65	0	0	0
Volunteer Fire Dept.-Wilton Fire Dept.	\$91.16	0	0	0
Waterford Water Commission	\$15,615.20	0	0	0
Wilton Emergency Squad-Paid	\$1,588.91	1	1	0
<b>Grand Total</b>	<b>\$299,032.35</b>	<b>32</b>	<b>28</b>	<b>4</b>

## 2023 Workers Compensation Budget Premiums

<b><u>PARTICIPANT Name</u></b>	<b><u>2022 Premium</u></b>	<b><u>2023 Premium</u></b>	<b><u>INC/DEC</u></b>
City of Mechanicville	\$ 53,981.97	\$ <b>38,206.46</b>	\$ (15,775.51)
City of Saratoga Springs	\$ 733,801.90	\$ <b>601,128.59</b>	\$ (132,673.31)
County of Saratoga	\$ 2,083,808.08	\$ <b>1,868,871.86</b>	\$ (214,936.22)
Town of Ballston	\$ 35,972.47	\$ <b>36,242.91</b>	\$ 270.44
Town of Charlton	\$ 39,101.93	\$ <b>23,510.32</b>	\$ (15,591.61)
Town of Clifton Park	\$ 189,045.26	\$ <b>182,070.61</b>	\$ (6,974.65)
Town of Corinth	\$ 21,178.62	\$ <b>17,545.53</b>	\$ (3,633.09)
Town of Day	\$ 15,494.26	\$ <b>13,974.73</b>	\$ (1,519.53)
Town of Edinburg	\$ 49,318.85	\$ <b>41,815.33</b>	\$ (7,503.52)
Town of Galway	\$ 12,873.19	\$ <b>13,028.22</b>	\$ 155.04
Town of Greenfield	\$ 34,816.14	\$ <b>30,850.73</b>	\$ (3,965.41)
Town of Hadley	\$ 34,137.62	\$ <b>47,794.10</b>	\$ 13,656.48
Town of Halfmoon	\$ 142,690.70	\$ <b>104,059.36</b>	\$ (38,631.34)
Town of Malta	\$ 131,456.90	\$ <b>103,480.60</b>	\$ (27,976.30)
Town of Milton	\$ 56,708.37	\$ <b>51,347.62</b>	\$ (5,360.75)
Town of Moreau	\$ 36,816.91	\$ <b>44,485.05</b>	\$ 7,668.14
Town of Northumberland	\$ 26,459.05	\$ <b>37,088.35</b>	\$ 10,629.29
Town of Providence	\$ 5,918.24	\$ <b>6,023.64</b>	\$ 105.40
Town of Saratoga	\$ 24,375.30	\$ <b>37,989.47</b>	\$ 13,614.17
Town of Stillwater	\$ 43,599.77	\$ <b>40,608.02</b>	\$ (2,991.75)
Town of Waterford	\$ 82,224.50	\$ <b>75,156.35</b>	\$ (7,068.14)
Town of Wilton	\$ 73,835.78	\$ <b>59,839.90</b>	\$ (13,995.88)
Village of Ballston Spa	\$ 100,588.67	\$ <b>64,897.93</b>	\$ (35,690.74)
Village of Corinth	\$ 7,906.13	\$ <b>9,311.33</b>	\$ 1,405.20
Village of Galway	\$ 371.75	\$ <b>349.80</b>	\$ (21.95)
Village of Round Lake	\$ 3,834.55	\$ <b>4,597.05</b>	\$ 762.50
Village of Schuylerville	\$ 15,622.01	\$ <b>28,575.44</b>	\$ 12,953.43
Village of South Glens Falls	\$ 44,572.96	\$ <b>37,676.03</b>	\$ (6,896.94)
Village of Stillwater	\$ 5,672.98	\$ <b>4,383.72</b>	\$ (1,289.25)
Village of Victory	\$ 1,707.64	\$ <b>2,094.92</b>	\$ 387.28
Village of Waterford	\$ 2,039.63	\$ <b>2,298.09</b>	\$ 258.46
Saratoga County Soil & Water	\$ 2,781.29	\$ <b>2,884.17</b>	\$ 102.87
Saratoga County Water Authority	\$ 6,443.48	\$ <b>6,471.34</b>	\$ 27.86
Saratoga Lake Protection & Improvement District	\$ 2,252.76	\$ <b>3,175.04</b>	\$ 922.28
Saratoga Springs City Center	\$ 8,851.86	\$ <b>14,435.74</b>	\$ 5,583.89
Clifton Park Water Authority	\$ 44,370.44	\$ <b>38,872.52</b>	\$ (5,497.92)
Schuylerville/Victory BOWM	\$ 18,765.06	\$ <b>14,591.22</b>	\$ (4,173.83)
Town of Wilton Water & Sewer	\$ 4,275.65	\$ <b>3,836.10</b>	\$ (439.55)
Waterford Water Commission	\$ 5,662.04	\$ <b>5,160.05</b>	\$ (501.99)
Ballston Lake Emergency Squad	\$ 600.00	\$ <b>600.00</b>	\$ -
Clifton Park Halfmoon Emergency Squad	\$ 109,194.20	\$ <b>56,273.64</b>	\$ (52,920.56)
Community Emergency Squad	\$ 2,404.45	\$ <b>1,554.87</b>	\$ (849.58)
Town of Corinth-Jessups Landing EMS	\$ 12,560.48	\$ <b>16,301.36</b>	\$ 3,740.88
Edinburg Emergency Squad	\$ 600.00	\$ <b>600.00</b>	\$ -
Galway Ambulance Squad	\$ 735.34	\$ <b>713.70</b>	\$ (21.64)
Malta-Stillwater Ambulance Squad	\$ 91,651.96	\$ <b>54,716.35</b>	\$ (36,935.60)
Moreau Emergency Squad	\$ 1,578.42	\$ <b>1,023.39</b>	\$ (555.02)
Waterford Rescue Squad	\$ 774.62	\$ <b>672.48</b>	\$ (102.14)
Wilton Emergency Squad	\$ 9,998.62	\$ <b>14,290.70</b>	\$ 4,292.08
Volunteer Firefighter-County	\$ 354,415.16	\$ <b>279,996.73</b>	\$ (74,418.43)
<b>TOTAL</b>	\$ 4,690,669.08	\$ <b>4,145,471.50</b>	\$ <b>(642,376.46)</b>

2023  
WORKERS' COMPENSATION BUDGET

**2023 BUDGET for Workers Compension Plan**  
**ESTIMATE OF EXPENDITURES**

	Acct# 8-21-000...	2023	2022
<b>ADMINISTRATION</b>			
Salaries & Wages	6021	\$68,000.00	\$66,650.00
Postage	8531.I	\$100.00	\$100.00
Central Stores/Specials	8550.I	\$100.00	\$100.00
Central Printing	8560.I	\$50.00	\$25.00
Books & Periodicals	8514	\$0.00	\$50.00
Membership Dues (ESSA & NYSASIC)	8511	\$95.00	\$95.00
Educational Conferences (ESSA & NYSASIC)	8512	\$0.00	\$200.00
Employee Mileage	7001	\$0.00	\$400.00
Meals & Lodging	8512.ML	\$0.00	\$800.00
Transportation/Tolls	8512.T	\$0.00	\$25.00
Software	8520	\$0.00	
Office Equipment Rental - Copier lease	8543	\$1,212.00	\$1,212.00
Accounting & Financial - Actuarial study	8141	\$10,000.00	\$10,000.00
Third Party Administrator - CorVel Corp.	8190	\$195,000.00	\$170,395.00
Third Party Excess Employer Liability policy	8637	\$0.00	\$25,000.00
<b>EMPLOYEE BENEFITS</b>			
Retirement, Soc. Sec., DBL. Health,U.I.,WCB	6910-6960.R	\$52,414.50	\$39,990.00
8-21-213...			
<b>WORKERS' COMPENSATION</b>			
Medical Services	7214.1	\$800,000.00	\$800,000.00
Awards & Compensation	7214.2	\$1,800,000.00	\$2,000,000.00
<b>VOLUNTEER FIREFIGHTER BENEFITS</b>			
Medical Services	7215.1	\$175,000.00	\$100,000.00
Awards & Compensation	7215.2	\$410,000.00	\$250,000.00
<b>VOLUNTEER AMBULANCE CORPS</b>			
Medical Services	7216.1	\$60,000.00	\$30,000.00
Awards & Compensation	7216.2	\$30,000.00	\$20,000.00
<b>ASSESSMENTS-WCB</b>			
	7217.1	\$400,000.00	\$400,000.00
<b>LEGAL FEES</b>			
	8110	\$63,000.00	\$65,000.00
<b>TRANSCRIPTS</b>			
	8115	\$7,500.00	\$7,500.00
<b>INVESTIGATIVE FEES</b>			
	8117	\$20,000.00	\$20,000.00
Unallocated	9000	\$0.00	\$865,262.22
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$4,092,471.50</b>	<b>\$4,874,826.22</b>
<b>REVENUES</b>			
Participants	2222	\$4,092,471.50	\$4,791,826.22
Cont. Reserves	2404	\$15,000.00	\$40,000.00
Interest & Earnings	2401	\$5,000.00	\$10,000.00
Litigation & Other Sources	2701	\$33,000.00	\$33,000.00
<b>TOTAL ESTIMATED REVENUES</b>		<b>\$4,145,471.50</b>	<b>\$4,874,826.22</b>

**\*\*Any Fund Balance remaining at year end will be transferred into Reserve Acct: S-0853**



# 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  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Human Resources

**DATE:** 07/26/2022

**COMMITTEE:** Human Resources & Insurance

**RE:**

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing the payment of a monthly stipend to Lisa Masten, Human Resources Analyst

3. Specific Details on what the resolution will authorize:

A resolution to provide a stipend in the amount of \$500 per month from June 1, 2022 through December 31, 2022 to compensate Lisa Masten, HR Analyst, for duties performed in both Human Resources and Payroll during hiring and transition.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **A.21.000.6000 (and associated fringe benefits)**
- b. Budget year impacted **2022**
- c. Details



6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
---------------------------------------------------------------------

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

The HR Analyst will continue performing certain duties of Payroll Supervisor (training, oversight, etc.) for the next several months during transition of staff into new roles. This work is critical to maintain the payroll for the County workforce.

8/4/22



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **DRAFT-MARKUP RESOLUTION xx-2022**

**Introduced by Supervisors Edwards, Grasso, Hammond, Schopf, Veitch and Wood**

#### **AUTHORIZING THE PAYMENT OF A MONTHLY STIPEND TO LISA MASTEN, HUMAN RESOURCE ANALYST**

WHEREAS, Lisa Masten was appointed to Human Resource Analyst in June 2022 from her previous position of Payroll Supervisor; and

WHEREAS, significant transition and supervision duties will continue to be performed in the Payroll Unit; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that Lisa Masten be provided a monthly stipend in the amount of \$500 per month from June 1, 2022 through December 31, 2022 to compensate her for the additional duties that she will be performing; now, therefore, be it

RESOLVED, that this Board hereby approves the proposal of the Human Resources and Insurance Committee to provide Lisa Masten with an additional \$500 in monthly stipend to compensate her for additional duties she will be performing from June 1, 2022 through December 31, 2022; and, be it further

RESOLVED, that this Board hereby authorizes the payment of a \$500 per month stipend to Lisa Masten; and, be it further

RESOLVED, that the foregoing authorization to pay said monthly stipend shall be effective for the seven (7) months from June 1, 2022 through December 31, 2022; and, be it further

BUDGET IMP ACT STATEMENT: None. Funds for the stipend are available in the 2022 budget.