



Human Resources & Insurance Committee

Wednesday, March 8, 2023 3PM

40 McMaster Street, Ballston Spa, NY

Chair: Kevin Tollisen

Members:

C. Eric Butler

Joe Grasso

John Lant

Bill Peck

Jean Raymond

Sandra Winney -vc

- I. Welcome and Attendance
- I. Approval of the minutes of the February 8, 2023 meeting.
- II. Workers Compensation Report
- III. Steve Bulger, County Administrator
 - A. Amending the 2023 compensation schedule to transfer a position under Saratoga County Mental Health and Addiction Services and authorizing an agreement between Mental Health and Addiction Services and the Veterans Service Agency
- IV. Other Business
- V. Adjournment

Board Meeting

March 8, 2023



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 01/01/23 To 02/01/23

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Saratoga Springs-All Other	2	1	0	3
City of Saratoga Springs-Police Dept	1	0	0	1
Malta-Stillwater Ambulance Corps-Paid	1	1	0	2
Saratoga Co-Animal Shelter	2	0	0	2
Saratoga Co-Sheriff	4	0	0	4
Saratoga Co-Social Services	1	0	0	1
Town of Charlton-Public Works	0	0	1	1
Town of Clifton Park-All Other	0	0	1	1
Vol Fire Dept-Ballston Lake Fire Dept.	0	0	1	1
Vol Fire Dept-Vil of Round Lake Fire Co	0	1	0	1
Vol Fire-Quaker Springs Vol Fire	0	1	0	1
Vol Fire-Wilton Fire Dept.	1	0	0	1
	12	4	3	19

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 01/01/23 To 02/01/23

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
City of Mechanicville-Public Works	\$162	\$0	\$0	\$0	\$162
City of Saratoga Springs-Fire Department	\$118	\$75,000	\$0	\$20	\$75,138
City of Saratoga Springs-Police Dept	\$172	\$1,972	\$0	\$19	\$2,163
City of Saratoga Springs-Public Works	\$610	\$7,600	\$0	\$19	\$8,229
Clifton Park Water Authority	\$164	\$0	\$0	\$10	\$173
Malta-Stillwater Ambulance Corps-Voluntr	\$74	\$0	\$0	\$12	\$85
Moreau Emergency Squad-Paid	\$0	\$1,170	\$0	\$0	\$1,170
Saratoga Co-Animal Shelter	\$0	\$1,234	\$0	\$0	\$1,234
Saratoga Co-Public Works Building/Grnds	\$212	\$0	\$0	\$20	\$232
Saratoga Co-Public Works Highway	\$58	\$721	\$0	\$13	\$792
Saratoga Co-Sheriff	\$7,181	\$0	\$0	\$1,151	\$8,331
Schuylerville-Victory Board-Water Mgmt	\$0	\$0	\$0	\$10	\$10
Town of Charlton-Public Works	\$821	\$0	\$0	\$0	\$821
Town of Day-All Other	\$261	\$0	\$0	\$10	\$271
Town of Greenfield-Public Works	\$0	\$0	\$0	\$511	\$511
Town of Malta-All Other	\$94	\$0	\$0	\$0	\$94
Town of Malta-Public Works	\$488	\$0	\$0	\$65	\$553
Town of Wilton-Public Works	\$104	\$0	\$0	\$21	\$126
Village of Corinth-Public Works	\$88	\$0	\$0	\$10	\$98
Village of South Glen Falls-Public Works	\$0	\$2,074	\$0	\$0	\$2,074
Vol Fire Dept-Vil of Round Lake Fire Co	\$0	\$390	\$0	\$0	\$390
Vol Fire-Quaker Springs Vol Fire	\$0	\$2,210	\$0	\$0	\$2,210
Vol Fire-Vil of South Glens Falls Fire	\$476	\$0	\$0	\$29	\$504
Wilton Emergency Squad-Paid	\$0	\$1,460	\$0	\$0	\$1,460
	\$11,083	\$93,832	\$0	\$1,918	\$106,833



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
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: County Administrator



DATE: March 2, 2023

COMMITTEE: Human Resources & Insurance

RE: Veteran's Peer to Peer Program Manager position transfer

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

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Joseph P. Dwyer Peer to Peer Program Manager position transfer

3. Specific Details on what the resolution will authorize:

Overview: NYS Office of Mental Health (OMH) state aid provides for Legislative grant funding called Dwyer Veterans Peer to Peer (VP2P) Support Initiative for veterans suffering from PTSD. Historically, this funding has been within Department 43 Mental Health and Addiction Services (SCMHAS) budget.

The resolution will authorize an agreement between SCHMAS and the VSA to provide for the pass through of funding for the position, and an amendment to the 2023 budget and compensation schedule to move the Peer Connection Program Manager position. A transfer from Department 43 SCMHAS to Department 65 VSA will be made for expenses related to personal services and fringe benefits.

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
A.43-3465	VeteransP2P	(\$32,596)
A.65-3710	Veteran Service Admin	\$32,596


Expense

Account Number	Account Name	Amount
see attached		

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
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5. Identify Budget Impact:

Other 

- a. G/L line impacted See attached
- b. Budget year impacted 2023
- c. Details
 Transfer of budget between departments

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

Human Resources Consulted ☒

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:

Purchasing Office Consulted ☒

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office
Consulted ☒

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 Budget Accounts A.43-438 & A.65-438 (new) for transfer

10. Remarks:

1) Moving the Program Manager P/T position from department 43MH to department 65VA.

2) Quarterly state aid advances, via ACH/EFT, will be retained in account A-0691.43 Deferred Revenue. For tracking and reporting purposes, a separate Division (A.65.438) will be created within Dept. 65's budget for VP2P expenses. On a quarterly basis, VSA will submit to SCMHAS a report detailing expenses with any appropriate voucher backup so that SCMAS can reimburse VSA revenue account A.65-3710. Department 43 will also report program revenue and expenses on the Consolidated Fiscal Report (CFR) for the year. Department 43MH will retain \$17,013.53 in unallocated account #9000 as provision for the NYLEAP minor contract in the amount of \$15,000 and to cover any negative account balances.

Expenses

A.43.438-6000	Regular Wages	(\$26,710.00)
A.43.438-6930	Social Security	(\$1,678.00)
A.43.438-6950	Disability	(\$48.00)
A.43.438-9000	Unallocated	(\$4,160.00)

A.65.438-6000	Regular Wages	\$26,710.00
A.65.438-6930	Social Security	\$1,678.00
A.65.438-6950	Disability	\$48.00
A.65.438-6910	Retirement	\$4,160.00



12/20/22

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 369 - 2022

Introduced by Health and Human Services: Supervisors Barrett, Butler, Connolly, Edwards, Lant, Schopf and Wood

**AUTHORIZING IMPLEMENTATION ~~EXECUTION~~ OF THE JAIL-BASED
MEDICATION
~~ASSISTED TREATMENT~~ JOSEPH P. DWYER VETERANS PEER TO PEER (VP2P)
SUPPORT PROGRAM BETWEEN THE SHERIFF'S OFFICE VETERANS
SERVICES AGENCY (VSA)
AND DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (SCMHAS),
AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO**

WHEREAS, the New York State Office of ~~Addiction Services and Support (OASAS)~~ Mental Health (OMH) provides Legislative grant funding to municipalities that provide Jail-Based Medication Assistance Treatment (MAT) VP2P services for incarcerated individuals veterans suffering from Opioid Use Disorders PTSD, and ongoing 2023 funding in the amount of \$100,000 185,000 is available for such services; and

WHEREAS, the NYS OASAS OMH regulatory components of the MAT VP2P program require the development of a Jail Services Plan (JSP) which includes program implementation execution components, budgetary considerations and intra-departmental agreement(s); and

WHEREAS, the Sheriff's Office—Correctional VSA – VP2P Division and the Department of Mental Health and Addiction Services SCMHAS have utilized the MAT VP2P program to assist incarcerated individuals veterans suffering from substance use disorders PTSD and wish to continue the program; and

WHEREAS, the Sheriff's Office and Department of Mental Health and Addiction Services VSA and SCMHAS have proposed to retain the state aid advances as deferred revenue wherein the quarterly expenses incurred by the Sheriff's Office VSA for services rendered by the Department of Mental Health and Addiction Services will be forwarded to the Department of Mental Health and Addiction Services SCMHAS for reimbursement through state aid; and

WHEREAS, our Public Safety Health and Human Services Committee, the Sheriff VSA, and the Commissioner of Mental Health and Addiction Services SCMHAS have recommended the proposed implementation the continued execution of the Jail-Based Medication Assisted Treatment VP2P Program including necessary budget amendments and authorization to execute necessary intra-departmental agreements as required by the NYS OMH Office of Addiction Services and Support; now, therefore, be it

RESOLVED, that the Chair of the Board and/or the Sheriff Commissioner of SCMHAS are authorized to execute all agreements and documents necessary to accept ongoing Jail-Based Medication Assisted Treatment Program VP2P grant funding; and it is further

RESOLVED, that the County Administrator and/or the Sheriff Director of Veterans Affairs and/or Commissioner of Mental Health and Addiction Services SCMHAS are authorized to submit any documentation or information as required by the New York State Office of Addiction Services and Support NYS OMH necessary to accept such state-aid or secure reimbursement for eligible expenses through the Jail-Based Medication Assisted Treatment VP2P Program; and it is further

RESOLVED, that the Sheriff Director of Veterans Affairs and the Commissioner of Mental Health and Addiction Services SCMHAS are authorized to execute any intra-departmental agreements or memoranda of understanding as required by the NYS OMH Office of Addiction Services and Supports necessary to implement the Jail-Based Medication Assisted VP2P Program; and it is further

RESOLVED, that the form and content of such documents, agreements and/or memoranda of understanding shall be subject to the approval of the County Attorney; and it is further

RESOLVED, that the 2023 County Budget is amended as follows:

UNDER SHERIFF'S OFFICE

Increase Revenues

Acct.: #A.30-1526.I – Jail Services Plan – Internal \$100,000 \$148,718.17

Increase Appropriations

[SEE ATTACHED CREATED ACCOUNTS LIST]

Acct.: #A.30.301-8241	Prescription Drugs and Supplies	\$ 28,000
Acct.: #A.30.301-8514	Publications	\$ 2,500
Acct.: #A.30.301-8190	Other Professional Services	\$ 13,000
Acct.: #A.30.301-8128	Misc. Medical Services	\$ 2,500
Acct.: #A.30.301-8150	Training	\$ 14,000
<u>Increase Fund Balance</u>		
Acct.: #A-0599.B	Appropriated Fund Balance Budgetary	\$ 40,000
Total		<u>\$100,000 \$148,718.17</u>

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The 2023 Budget will be amended to accept these funds and authorize the related expenses.

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT, made this 24th day of January 2023,

BY AND BETWEEN

THE SARATOGA COUNTY DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES, with an office for the place of business at 135 South Broadway, Saratoga Springs, New York, 12866, (DEPARTMENT),

-and-

THE SARATOGA COUNTY SHERIFF'S DEPARTMENT, with offices at 6012 County Farm Road, Ballston Spa, New York, 12020 (AGENCY)

WITNESSETH:

WHEREAS, the New York State Office of Addiction Services and Support (OASAS) provides funding to municipalities that provide Jail-Based Medication Assistance Treatment (MAT) for incarcerated individuals suffering from Opioid Use Disorders, and ongoing 2023 funding in the amount of \$100,000 is available for such services; and

WHEREAS, the NYS OASAS regulatory components of the MAT program require the development of a Jail Services Plan (JSP) which includes program implementation components, budgetary considerations and intra-departmental agreement(s); and

WHEREAS, the Sheriff's Office - Correctional Division and the Department of Mental Health and Addiction Services have utilized the MAT program to assist incarcerated individuals suffering from substance use disorders and wish to continue the program; and

WHEREAS, the Sheriff's Office and Department of Mental Health and Addiction Services have proposed to retain the state aid advances as deferred revenue wherein the quarterly expenses incurred by the Sheriff's Office for services rendered by the Department of Mental Health and Addiction Services will be forwarded to the Department of Mental Health and Addiction Services for reimbursement through state aid; and

WHEREAS, the Saratoga County Public Safety Committee, the Sheriff, and the Commissioner of Mental Health and Addiction Services have recommended the proposed implementation of the Jail-Based Medication Assisted Treatment Program including necessary budget amendments and authorization to execute necessary intra-departmental agreements as required by the NYS Office of

NOW THEREFORE IT IS AGREED: *Commissioner of SCMHHS*

1. The Chair of the Board and/or the Sheriff are authorized to execute all agreements and documents necessary to accept ongoing Jail-Based Medication Assisted Treatment Program grant funding. *Joseph P. Dwycor Peer to Peer Legislative*

2. That the County Administrator and/or the Sheriff and/or Commissioner of Mental Health and Addiction Services are authorized to submit any documentation or information as required by the New York State Office of Addiction Services and Support necessary to accept such state-aid or secure reimbursement for eligible expenses through the Jail-Based Medication Assisted Treatment Program. *VSA* *NYS OASAS*

3. That the Sheriff and the Commissioner of Mental Health and Addiction Services are authorized to execute any intra-departmental agreements or memoranda of understanding as required by the NYS Office of Addiction Services and Supports necessary to implement the Jail-Based Medication Assisted Program. *VSA AGENCY* *SCMHHS* *provide VPZP* *Services, top and*

4. Any notice, demand, request, consent, approval or other communication given under or with respect to this Agreement shall be in writing and shall be personally served or sent by United States registered, certified or express mail, return receipt requested, postage pre-paid, or by overnight courier with delivery charge paid, addressed to the party or other entity to be notified as follows:

To DEPARTMENT: Dr. Michael Prezioso, *Director* *Commissioner*
Department of Mental Health and Addiction Services
135 South Broadway
Saratoga Springs, New York 12866

With copy to: Saratoga County Attorney
40 McMaster Street
Ballston Spa, NY 12020

To AGENCY: Michael Zurlo, Sheriff *Frank McClement, Director*
Saratoga County Sheriff's Department *Saratoga County Veterans Service Agency*
6010 County Farm Road *2144 Doubleday Ave.*
Ballston Spa, New York, 12020

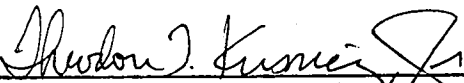
5. No modifications of this Agreement shall be valid unless made in writing and signed by both DEPARTMENT and AGENCY. *SCMHHS*

6. This Agreement shall be interpreted in accordance with the laws of the State of New York.

7. In the event that any provision of this Agreement shall be determined by a Court of Law to be illegal and/or unenforceable, the Agreement, to the extent the Courts have determined practical, shall continue in full force and effect between the parties as if the illegal or unenforceable provision were not contained a part thereof.

8. This Agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this Agreement are hereby superseded.

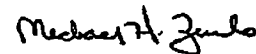
IN WITNESS WHEREOF, the parties have hereunto signed this agreement on the day and year appearing opposite their respective signatures.

BY: 
Theodore T. Kusnierz, Jr., Chairman
Saratoga County Board of Supervisors
Per Resolution 369-2022

1-24-23
DATE

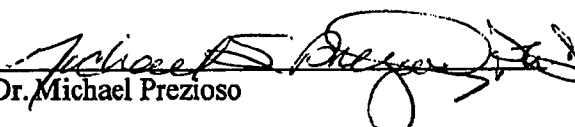
SARATOGA COUNTY SHERIFF'S DEPARTMENT

Veterans Services Agency

BY: 
~~Michael Zurlo, Sheriff~~ *Frankie McClement, Director*

1/18/2023
DATE

THE COUNTY OF SARATOGA DEPARTMENT
OF MENTAL HEALTH AND ADDICTION SERVICES

BY: 
Dr. Michael Prezioso

Jan 18 2023
DATE

Approved as to Form and Content:


Saratoga County Attorney