



Human Resources & Insurance Committee

Wednesday, May 3, 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 April 5, 2023 meeting.

- II. Workers Compensation Report

- III. Amending the 2023 compensation schedule to reclassify positions under the Department of Health – Daniel Kuhles, Department of Health

- IV. Authorizing an agreement with Black Dog Designs, LLC for marketing services – Steve Bulger, County Administrator

- V. Other Business

- VI. Adjournment

Board Meeting

May 3, 2023



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 03/01/23 To 04/01/23

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Saratoga Springs-All Other	1	0	0	1
Clifton Park Halfmoon Emergency Crp-Paid	1	0	1	2
Saratoga Co-Animal Shelter	1	0	0	1
Saratoga Co-County Clerk, Dept Motor Veh	0	1	1	2
Saratoga Co-Dept of Aging/Youth Services	1	0	0	1
Saratoga Co-Information Technology	0	0	1	1
Saratoga Co-Public Works Highway	0	0	1	1
Saratoga Co-Sheriff	0	1	0	1
Town of Clifton Park-All Other	0	1	0	1
Town of Greenfield-Public Works	0	1	0	1
Town of Halfmoon-Public Works	0	0	1	1
Town of Stillwater-Public Works	0	1	0	1
Village of Schuylerville-Public Works	1	0	0	1
Vol Fire Dept-Hillcrest Vol Fire Dept #1	1	0	0	1
Vol Fire-Clifton Park-Halfmoon Fire Dep	0	0	1	1
	6	5	6	17

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 03/01/23 To 04/01/23

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
Saratoga Co-Sheriff	\$12,679	\$42,207	\$0	\$6,241	\$61,127
Saratoga Co-Public Works Building/Grnds	\$14,907	\$8,499	\$0	\$494	\$23,900
City of Saratoga Springs-Public Works	\$3,608	\$9,548	\$0	\$285	\$13,442
City of Saratoga Springs-Fire Department	\$3,379	\$8,179	\$0	\$246	\$11,804
Village of Schuylerville-Public Works	\$0	\$11,374	\$0	\$0	\$11,374
City of Saratoga Springs-Police Dept	\$2,622	\$3,399	\$0	\$3,128	\$9,148
Vol Fire-Vil Schuylerville-Schuyler Hose	\$1,300	\$4,620	\$0	\$143	\$6,063
Galway Emergency Medical Services-Paid	\$1,869	\$3,168	\$0	\$357	\$5,395
Vol Fire-Vil of South Glens Falls Fire	\$1,897	\$2,400	\$0	\$1,043	\$5,340
City of Mechanicville-Public Works	\$1,016	\$4,059	\$0	\$19	\$5,094
Saratoga Co-Maplewood Manor	\$561	\$3,922	\$0	\$27	\$4,509
Saratoga Co-Sewer District	\$342	\$3,946	\$0	\$48	\$4,336
Village of Corinth-Public Works	\$497	\$3,418	\$0	\$61	\$3,975
Vol Fire Dept-Greenfield Fire District	\$74	\$3,548	\$0	\$12	\$3,633
Wilton Emergency Squad-Paid	\$991	\$1,825	\$0	\$776	\$3,592
Malta-Stillwater Ambulance Corps-Voluntr	\$2,128	\$1,072	\$0	\$99	\$3,299
Village of Stillwater-Public Works	\$372	\$2,524	\$0	\$19	\$2,915
Town of Clifton Park-All Other	\$656	\$2,016	\$0	\$170	\$2,841
Town of Wilton-Public Works	\$975	\$1,621	\$0	\$21	\$2,618
Town of Greenfield-Public Works	\$0	\$932	\$0	\$1,584	\$2,516
City of Saratoga Springs-All Other	\$959	\$1,266	\$0	\$170	\$2,394
Village of Ballston Spa-Public Works	\$0	\$1,543	\$0	\$700	\$2,243
Town of Edinburg-All Other	\$0	\$2,194	\$0	\$0	\$2,194
Village of South Glen Falls-Public Works	\$799	\$1,047	\$0	\$114	\$1,959
Saratoga Co-Animal Shelter	\$1,280	\$0	\$0	\$455	\$1,735
Town of Halfmoon-Public Works	\$1,641	\$0	\$0	\$46	\$1,686
Vol Fire-Vil of Stillwater-Newland Wood	\$0	\$1,600	\$0	\$0	\$1,600
Malta-Stillwater Ambulance Corps-Paid	\$1,267	\$0	\$0	\$322	\$1,590
Vol Fire-Quaker Springs Vol Fire	\$1,294	\$0	\$0	\$199	\$1,493
Saratoga Co-Public Works Highway	\$0	\$935	\$0	\$367	\$1,301
Saratoga Co-Social Services	\$71	\$1,051	\$0	\$113	\$1,235
Town of Moreau-All Other	\$173	\$0	\$0	\$911	\$1,084
Schuylerville-Victory Board-Water Mgmt	\$0	\$908	\$0	\$0	\$908
Vol Fire Dept-Ballston Lake Fire Dept.	\$27	\$533	\$0	\$10	\$570
Town of Day-All Other	\$526	\$0	\$0	\$10	\$536
Vol Fire-Wilton Fire Dept.	\$210	\$0	\$0	\$132	\$343
Clifton Park Water Authority	\$0	\$0	\$0	\$310	\$310
Moreau Emergency Squad-Paid	\$0	\$0	\$0	\$283	\$283
Clifton Park Halfmoon Emergency Crp-Paid	\$216	\$0	\$0	\$60	\$276
Vol Fire-Northside Fire Dist-FB Peck Hs	\$215	\$0	\$0	\$11	\$226
Town of Milton-All Other	\$200	\$0	\$0	\$19	\$219
Vol Fire Dept-Vil of Round Lake Fire Co	\$88	\$0	\$0	\$113	\$201
Vol Fire Dept-Milton Eagles Vol Fire Co	\$111	\$0	\$0	\$12	\$122
Town of Milton-Public Works	\$87	\$0	\$0	\$14	\$101
Town of Waterford-Public Works	\$75	\$0	\$0	\$10	\$84
Town of Hadley-Public Works	\$0	\$0	\$0	\$10	\$10
City of Mechanicville-Police Department	\$0	\$0	\$0	-\$14	-\$14
Town of Charlton-Public Works	-\$1,497	\$0	\$0	\$777	-\$720
	\$57,611	\$133,354	\$0	\$19,923	\$210,888



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
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Public Health Services



DATE: April 19, 2023

COMMITTEE: Human Resources & Insurance



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

1. Is a Resolution Required:

2. Proposed Resolution Title:

Health Department Reclassifications

3. Specific Details on what the resolution will authorize:

RECLASSIFY two (2) FTE Registered Professional Nurse [2023 Budgeted Salary \$57,465 each] to two (2) Early Intervention Service Coordinators [2023 Budgeted Salary \$57,465 each]

County Attorney's Office
Consulted Yes

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 Yes

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

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted
- b. Budget year impacted
- 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 6/1/23

Salary and grade see above

b. Is a new employee being hired? Y N

Effective date of employment 6/1/23

Salary and grade see above

Appointed position: no

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

Yes

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

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

Information summary memo

Copy of proposal or estimate

Copy of grant award notification and information

Other 2023 Saratoga County Budget and Compensation Schedule

10. Remarks:

The Department has been unable to successfully fill nursing vacancies in its Early Intervention Program. 10NYCRR 69.4 defines the qualifications of individuals who can provide Early Intervention service coordination and include multiple professions other than nursing, all of which are regulated by the NYS Department of Education/Office of the Professions. If approved, the action will provide the Department with the flexibility and skill sets needed to meet the demands of increasing case loads.



SARATOGA COUNTY

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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
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: County Administrator



DATE: 4.27.23

COMMITTEE: Human Resources & Insurance



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

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an Agreement with Black Dog Designs, LLC for marketing services

3. Specific Details on what the resolution will authorize:

This will authorize a contract with Black Dog Designs in the amount of \$66,520, to develop and execute a marketing strategy to assist the county in recruiting qualified applicants for hard to fill positions throughout the county workforce.

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

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.14.000-8190
- b. Budget year impacted 2023
- 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

Human Resources Consulted

N/A

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation RFP

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)
23-RFP-COAC-1

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

Jesse Tyree, Principal

PO Box 765

Glens Falls, NY 12801

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

f. State of vendor/contractor organization: New York

g. Commencement date of contract term: Upon contract signature

h. Termination of contract date: 12 months from date of signature

i. Contract renewal date and term:

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 Yes <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
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks: