



Human Resources & Insurance Committee

Wednesday, June 7, 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 May 3, 2023 meeting.

- II. Workers Compensation Report

- III. Adoption of the Saratoga County Remote Work/"Telework" Program and Policy – Scot Chamberlain, Human Resources

- IV. Appointing Kelly Devall as Acting Director of the Animal Shelter and Authorizing a Temporary Increase in Her Compensation– Scot Chamberlain, Human Resources

- V. Other Business

- VI. Adjournment



Board Meeting

June 7, 2023



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 04/01/23 To 05/01/23

| Location Name | Med Only | Lost Time | Record Only | Total Claims |
|--|-----------|-----------|-------------|--------------|
| City of Saratoga Springs-Fire Department | 5 | 0 | 0 | 5 |
| Galway Emergency Medical Services-Paid | 0 | 0 | 1 | 1 |
| Saratoga Co-All Others | 1 | 0 | 0 | 1 |
| Saratoga Co-Mental Health Center | 0 | 0 | 1 | 1 |
| Saratoga Co-Public Works Highway | 1 | 0 | 0 | 1 |
| Saratoga Co-Sheriff | 3 | 0 | 0 | 3 |
| Saratoga Co-Social Services | 0 | 0 | 1 | 1 |
| Town of Clifton Park-All Other | 0 | 1 | 0 | 1 |
| Town of Malta-Public Works | 1 | 0 | 0 | 1 |
| Town of Moreau-Public Works | 0 | 0 | 1 | 1 |
| Vol Fire Dept-Vil of Round Lake Fire Co | 1 | 0 | 0 | 1 |
| Vol Fire-Wilton Fire Dept. | 0 | 0 | 1 | 1 |
| | 12 | 1 | 5 | 18 |

Notes: Claims types shown are statutory and reflect results as of date below

05/01/23

PMA COMPANIES - PAYMENT SUMMARY REPORT - WORKERS' COMPENSATION

PAYMENTS 04/01/23 to 05/01/23

| Location Name | Total Paid |
|---|----------------|
| City of Mechanicville-Public Works | 3,348 |
| City of Saratoga Springs-All Other | 755 |
| City of Saratoga Springs-Fire Department | 4,322 |
| City of Saratoga Springs-Police Dept | 114,840 |
| City of Saratoga Springs-Public Works | 15,903 |
| Clifton Park Halfmoon Emergency Crp-Paid | 14,013 |
| Clifton Park Water Authority | 100 |
| Galway Emergency Medical Services-Paid | 984 |
| Malta-Stillwater Ambulance Corps-Paid | 598 |
| Malta-Stillwater Ambulance Corps-Voluntr | 1,187 |
| Saratoga Co-Animal Shelter | 296 |
| Saratoga Co-County Clerk, Dept Motor Veh | 330 |
| Saratoga Co-Maplewood Manor | 4,231 |
| Saratoga Co-Mental Health Center | 103 |
| Saratoga Co-Public Works Building/Grnds | 112,926 |
| Saratoga Co-Public Works Highway | 1,041 |
| Saratoga Co-Sewer District | 4,102 |
| Saratoga Co-Sheriff | 47,946 |
| Saratoga Co-Social Services | 1,051 |
| Schuylerville-Victory Board-Water Mgmt | 908 |
| Town of Charlton-Public Works | 963 |
| Town of Clifton Park-All Other | 9,024 |
| Town of Edinburg-All Other | 2,194 |
| Town of Galway-Public Works | 100 |
| Town of Greenfield-Public Works | 59,108 |
| Town of Halfmoon-Public Works | 374 |
| Town of Malta-Public Works | 652 |
| Town of Moreau-All Other | 1,081 |
| Town of Stillwater-Public Works | 407 |
| Town of Waterford-Public Works | 4,320 |
| Town of Wilton-Public Works | 1,584 |
| Village of Ballston Spa-Public Works | 1,552 |
| Village of Corinth-Public Works | 5,758 |
| Village of Schuylerville-Public Works | 81 |
| Village of South Glen Falls-Public Works | 114 |
| Village of Stillwater-Public Works | 103 |
| Village of Victory-Public Works | 887 |
| Vol Fire Dept-Ballston Lake Fire Dept. | 570 |
| Vol Fire Dept-Greenfield Fire District | 3,610 |
| Vol Fire Dept-Vil of Round Lake Fire Co | 88 |
| Vol Fire-Corinth Vol Fire Association | 290 |
| Vol Fire-Halfmoon-Waterford Fire Dist | 50 |
| Vol Fire-Northumberland-Gansevoort Fire | 103 |
| Vol Fire-Vil of South Glens Falls Fire | 20,388 |
| Vol Fire-Vil of Stillwater-Newland Wood | 1,600 |
| Vol Fire-Vil Schuylerville-Schuylers Hose | 5,055 |
| Vol Fire-Wilton Fire Dept. | 336 |
| Wilton Emergency Squad-Paid | 1,160 |
| | 450,534 |



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: Human Resources

DATE: May 17, 2023

COMMITTEE: Human Resources & Insurance

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

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Adoption of the Saratoga County Remote Work / "Telework" Program and Policy

3. Specific Details on what the resolution will authorize:

Saratoga County's employees are essential to accomplishing our mission of delivering high-quality services to Saratoga County residents. In our efforts to constantly achieve high levels of performance and efficiency, as well as retain our position as a qualified and attractive employer, HR, in consultation with the County Administrator's office, key management contacts and CSEA leadership, has developed a remote work program for consideration. This program will provide a flexible work option which allows an employee to perform his or her official duties at an offsite location on a limited basis, when both the employee and the job are suited to such an arrangement.

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 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

- 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

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

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

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 copy of draft policy

10. Remarks:

SARATOGA COUNTY REMOTE WORK / “TELEWORK” PROGRAM

What is the Remote Work Program?

Saratoga County’s employees are essential to accomplishing our mission of delivering high-quality services to Saratoga County residents. In our efforts to constantly achieve high levels of performance, efficiency, and productivity, we are implementing this Remote Work Program. Saratoga County considers remote work to be a viable, flexible work option which allows an employee to perform his or her official duties at an offsite location on a limited basis, when both the employee and the job are suited to such an arrangement. Remote work is not an entitlement or universal employee benefit, and it in no way changes or alters the terms and conditions of employment with Saratoga County. Remote work may not be suitable for all employees and/or positions.

This policy is intended to cover the process of applying for and the periodic review of a telework / remote work assignment not associated with reasonable accommodations under the Americans with Disabilities Act (“ADA”). This policy is also not intended to address remote work arrangements due to weather-related emergencies.

The County’s Remote Work Program will be a “hybrid” model, wherein participating employees will be allowed to work remotely for part of their workweek, and will be required to work onsite for part of their workweek. The frequency of remote work will be determined by the Department Head. Remote work may also be approved as an occasional work arrangement.

This program creates no employee rights in relation to remote work, and management decisions regarding telework are not subject to appeal or the negotiated grievance process. Supervisors and employees must understand that adherence to the policy and procedures set for herein are an essential requirement of the telework program.

Since teleworking is a privilege, Saratoga County has the exclusive right to make it available to an employee and to terminate a remote work arrangement at any time. Employees are not required to work remotely and have the right to decline remote work if the option is made available to them. Employees who choose to work remotely have the right to cease the remote work arrangement and return to their former in-office work pattern with reasonable notice, typically not less than one business day.

Who is eligible?

Participation in the Remote Work Program is subject to meeting certain eligibility and selection criteria to determine if the employee and their position are suitable for remote work. Selection of employees shall not be arbitrary or based on seniority, and is based on managerial discretion when both the employee and his or her job are suited to remote work. Participation is voluntary and subject to the prior written approval of an employee’s immediate supervisor and Department Head, as provided herein. The functions and tasks to be completed while working remotely need not comprise the employee’s entire job. Depending on the job, some functions may need to be performed in the office, while some lend themselves to remote work. Operational and organizational goals and priorities may preclude an employee from being approved for a remote work arrangement even if the employee is eligible for telework.

To be eligible, employees must have completed at least one year of continuous onsite employment with the County. Exceptions may be granted by the Department Head with approval from the Director of Human Resources.

Who is not eligible for remote work?

- Many positions throughout County operations generally require the employee to be physically present in the workplace. Such positions and functions are determined by the appropriate Department Head.
- Employees serving in a training capacity or providing hands-on service will not normally be approved to participate in the telework program on a regular, ongoing basis.
- Employees who have been disciplined within one year of the request for remote work participation are ineligible for remote work. Employees who have been formally counseled within one year of the request for remote work participation will be considered on a case-by-case basis.

How is remote work scheduled?

Determining the frequency and schedule of remote work is a management decision. Employees who are approved for remote work may request a specific schedule, which is subject to review and approval by the employee's supervisor or Department Head. **Operational and organizational goals, needs and priorities may alter a previously-approved remote work schedule on either a temporary or permanent basis; employees will be notified of any changes to the remote work schedule with reasonable notice.**

What are the employer and employee requirements, and IT's role?

Employee's Responsibilities:

- The opportunity to participate in a telework program is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained. This includes ensuring he or she has a remote worksite that is safe, ergonomic, has appropriate lighting and ventilation, and allows productive work free from distraction.
- Employees will be expected to designate a remote workspace for the performance of work duties that allows for productive and efficient work. The County will not be responsible for costs associated with the setup or maintenance of the employee's remote workspace.
- Employees must have reliable internet, including secure Wi-Fi, and telephone service. If an internet or telephone outage occurs during the scheduled remote workday that cannot be resolved within one hour, and which prevents the employee from performing the work agreed upon by his or her supervisor, the employee is expected to report to the workplace for all or part of the workday, or use leave accruals for any portion of the workday during the internet or telephone outage.
- Employees are encouraged to work remotely as "paper-free" as possible. When paper or other documents are required for the performance of the employee's job duties as agreed between the employee and his or her supervisor, employees must make every effort to ensure the safe and secure transportation of the documents to and from the remote worksite.
- Employees are required to ensure the protection and security of confidential information that is accessed remotely; confidential information should not be disclosed to any unauthorized person at a remote work site.
- Employees are required to adhere to all Saratoga County policies and procedures while working remotely while using remote access capabilities, and are further required to take all necessary steps to keep all equipment and/or programs used for remote access in a safe location to avoid any misuse. No one other than the County employee may access County documents or utilize County equipment at a remote work site.
- In exchange for the benefit of flexibility of working remotely, employees may be required to utilize a personal cell phone or other mobile device to complete dual multi-factor authentication for logging in to County equipment and systems. Strict adherence to any IT directions regarding dual authentication is imperative and is an important safeguard in ensuring that County equipment and systems are accessed securely.

- Employees must have appropriate dependent care arrangements that ensure a productive work environment, and otherwise keep personal disruptions, such as non-business telephone calls and visitors, to a minimum.
- Employees must fulfill all performance expectations, accurately record and report work hours, and request time off as appropriate.
- Generally, it is understood that employees approved for remote work will be working their normal work schedule, and should be available for County business during his or her normal working hours. Deviations from this schedule may be permitted, but must be approved by the employee's supervisor.
- When working remotely, standard departmental procedures for compensatory time or overtime apply, just as if the employee was working onsite. Additionally, employees are required to submit a timesheet pursuant to established departmental timekeeping practices including the days and hours worked in a format to be determined by the Department Head.

Supervisor's Responsibilities:

- Supervisors have the same responsibilities for employees who work remotely as they do for employees who work onsite. These responsibilities include assigning work, setting expectations for work performance, monitoring performance, and ensuring that expectations are being met.
- In conjunction with the IT Department, supervisors are also responsible for ensuring that staff have appropriate equipment for remote work, including necessary equipment, access to VPN and/or secure network drives, and approve access to software and programs necessary for the performance of duties.

IT's Responsibilities:

- The IT Department will provide appropriate technical support to employees working remotely as needed, during hours designated by the IT Department.
- Any devices or equipment requiring service must be brought onsite; IT Department staff will not visit the employee's remote work location to provide service onsite.

How can voluntary remote work arrangements be terminated?

Since participation in the program is voluntary, an employee may discontinue participation in the program, for any reason with written notice to their supervisor or department head. The employee will be responsible for returning all County property and equipment to the workplace. The supervisor will make arrangements for the employee to resume working onsite.

A department head may terminate or suspend an individual employee's participation in the telework program at any time for any reason upon providing written notice to the affected employee.

Who should I contact for more information?

If you are an employee interested in remote work, speak to your supervisor or Department Head to find out whether a remote work arrangement is suitable for you. Employees who are interested in a formal remote work arrangement should complete a Request for Remote Work Arrangement. If approved, the Request for Remote Work Arrangement will be kept on file in the Human Resources Department.

Request for Remote Work Arrangement / Remote Work Agreement

Employee Name: _____
 Job Title: _____
 Department: _____
 Date requested to begin remote work: _____
 Phone Number: _____

A Remote Work Agreement is hereby established between Saratoga County and the above-named employee. The purpose of this agreement is to state the terms and conditions under which the employee will be allowed to participate in this work arrangement as described below.

Remote work location (address): _____
 Remote work contact phone number: _____
 Remote work schedule:
 Number of days: Per week _____ or Per month _____

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| Start Time | | | | | | | |
| Meal Break* | | | | | | | |
| End Time | | | | | | | |
| Location** | | | | | | | |

*Must include a meal break consistent with the applicable labor agreement or departmental practice.
 **For location, please use "R" for a remote day and "O" for an on-site day.

Tasks/projects to be completed while working remotely: _____

I have read and understand the Saratoga County Remote Work / "Telework" Program and Policy and understand that my full and ongoing compliance with the terms and conditions of the Policy are a requirement of participation in the Program.

Employee Signature: _____ Date: _____

To be completed by Employee's Supervisor

- Remote work request approved Remote work request disapproved
 Modified remote work request approved as follows:

Additional terms and conditions:

Expectations and performance requirements: _____

Duration of remote work arrangement:

- Initial trial period (dates) _____ to _____
- Seasonal work schedule (dates) _____ to _____
- Ongoing (for six months, or until discontinued in writing)

Equipment provided to employee (including asset IDs):

- Laptop _____
- Tablet _____
- Phone _____
- Other (please specify): _____

Date to begin remote work: _____

Supervisor's Signature: _____ Date: _____

| |
|---|
| To be completed by Department Head |
|---|

- Remote work request approved Remote work request disapproved
- Modified remote work request approved as follows:

Department Head Signature: _____ Date: _____

-Please return a copy of the completed form to the Human Resources Director-

Remote Work / Telework Weekly Log
 (To be retained by the Department Head)

A remote work / telework weekly log must be completed and submitted to your supervisor or Department Head pursuant to departmental policy, at the end of every week for which you work at an approved remote work site. The log may be submitted electronically or in writing.

Employee Name: _____ Position Title: _____

Department: _____ Week Of: _____

| Date | Activity | Hours Worked | Total Hours |
|------|----------|---------------------------|-------------|
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| | | | |
| | | | |
| | | Weekly Total Hours | |

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



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: Human Resources

DATE: 05/24/2023

COMMITTEE: Human Resources & Insurance

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

1. Is a Resolution Required:

2. Proposed Resolution Title:

Appointing Kelly Devall as Acting Director of the Animal Shelter and Authorizing a Temporary Increase in Her Compensation

3. Specific Details on what the resolution will authorize:

Incumbent Director of the Animal Shelter Penelope Heritage retired on May 22, 2023. To ensure that the daily operations of the animal shelter and important services provided to the community continue without interruption, it is recommended that an Acting Director be appointed while a search and recruitment is conducted for a permanent successor Director. Kelly Devall has served as Deputy Director since December 2015 and is qualified to fill the role of Director pursuant to civil service requirements.

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 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 A.35.000.6000
- 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

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:

Human Resources Consulted

Yes

Purchasing Office Consulted

N/A

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 _____

10. Remarks:

12/15/20



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~264~~—2020

Introduced by Supervisors ~~Wood, Grattidge, Lawler, Lucia, Peck, Winney and Wright~~

~~Amended on Motion of Supervisor Schopf, Seconded by Supervisor Barrett~~

APPOINTING ~~HUGH G. BURKE~~ KELLY DEVAL AS ACTING ~~COUNTY ATTORNEY~~ DIRECTOR OF THE ANIMAL SHELTER AND AUTHORIZING A TEMPORARY INCREASE IN ~~HIS~~ HER COMPENSATION

WHEREAS, ~~County Attorney, Stephen M. Dorsey, is retiring on December 31, 2020~~ Director of the Animal Shelter Penelope Heritage retired on May 22, 2023; and

WHEREAS, maintaining continuity in the ~~County Attorney's Office~~ Animal Shelter necessitates appointing an Acting ~~County Attorney~~ Director until a successor ~~County Attorney~~ Director of the Animal Shelter can be appointed by this Board; and

WHEREAS, ~~Hugh G. Burke~~ Kelly Devall currently serves in the position of ~~First Assistant County Attorney in the Office of the County Attorney~~ Deputy Director of the Animal Shelter; and

~~WHEREAS, in the past the County Attorney has been designated as the person to hear appeals regarding the denial of access to public records under the Freedom of Information Law, pursuant to Resolution 66 of 1978; now, therefore, be it~~

RESOLVED, that ~~Hugh G. Burke~~ Kelly Devall be and she hereby is appointed Acting ~~County Attorney~~ Director of the Animal Shelter, with all the powers and duties of ~~the County Attorney~~ Director as prescribed by Section 501 of the County Law, commencing ~~January 1, 2021~~ May 23, 2023 and continuing until such time as a new ~~County Attorney~~ Director is appointed by this Board and assumes the duties of the position; and, be it further

RESOLVED, for fulfilling the additional duties and responsibilities of the position of Acting ~~County Attorney~~ Director, commencing ~~January 1, 2021~~ May 23, 2023 ~~Hugh G. Burke~~ Kelly Devall shall be compensated at the temporary rate of ~~\$87.71~~ 41.74 (Management Compensation Plan Grade 17 base of \$86,815) per hour as a salaried employee until such time as a new ~~County Attorney~~ Director is appointed and assumes the duties of the position; ~~and be it further.~~

~~RESOLVED, pursuant to Public Officers Law, Article 6, Hugh G. Burke be and he is hereby designated as the person to hear appeals regarding the denial of access to public records under the Freedom of Information Law commencing January 1, 2021 and continuing until a successor is appointed by this Board of Supervisors; and be it further~~

~~RESOLVED, that in the event Hugh G. Burke shall have a conflict in hearing an appeal of a Freedom of Information Law request on which he provided legal advice to the Saratoga County Public Access Officer, Assistant County Attorney Michael Hartnett is hereby designated to hear all such appeals.~~

BUDGET IMPACT STATEMENT: No budget impact.