



Human Resources & Insurance Committee

Wednesday, November 1, 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)

Agenda

- I. Welcome and Attendance
- I. Approval of the minutes of the October 4, 2023 meeting.
- II. Workers Compensation Report
- III. Authorizing an amendment to the agreement with Bishop House Consulting, Inc. – Scot Chamberlain, Human Resources
- IV. Amending the 2023 Compensation Schedule to reclassify positions under the Department of Health – Scot Chamberlain, Human Resources
- V. Other Business
- VI. Adjournment

Board Meeting

November 1, 2023



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 09/01/23 To 10/01/23

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Mechanicville-Fire Dept	1	0	0	1
City of Saratoga Springs-Fire Department	1	0	0	1
City of Saratoga Springs-Police Dept	1	0	3	4
City of Saratoga Springs-Public Works	2	0	0	2
Edinburg Emergency Squad-Volunteer	0	0	1	1
Saratoga Co-County Clerk, Dept Motor Veh	1	0	0	1
Saratoga Co-Mental Health Center	0	0	1	1
Saratoga Co-Public Works Highway	1	1	0	2
Saratoga Co-Purchasing	0	1	0	1
Saratoga Co-Sewer District	2	0	0	2
Saratoga Co-Social Services	1	0	0	1
Town of Corinth-Jessups Landing EMS-Paid	1	0	0	1
Town of Greenfield-All Other	1	0	0	1
Town of Providence-Public Works	1	0	0	1
Town of Stillwater-Public Works	0	0	1	1
Town of Waterford-All Other	3	1	0	4
	16	3	6	25

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

10/01/23

PMA COMPANIES - PAYMENT SUMMARY REPORT - WORKERS' COMPENSATION

PAYMENTS 09/01/23 to 10/01/23

Location Name	Total Paid
City of Mechanicville-Public Works	2,703
City of Saratoga Springs City Center	336
City of Saratoga Springs-All Other	603
City of Saratoga Springs-Fire Department	5,113
City of Saratoga Springs-Police Dept	6,250
City of Saratoga Springs-Public Works	13,301
Clifton Park Halfmoon Emergency Crp-Paid	105
Clifton Park Water Authority	837
Community Emergency Corps-Paid	141
Galway Emergency Medical Services-Paid	231
Malta-Stillwater Ambulance Corps-Voluntr	2,602
Moreau Emergency Squad-Paid	19
Saratoga Co-Animal Shelter	680
Saratoga Co-Dept. of Health	10
Saratoga Co-Maplewood Manor	3,928
Saratoga Co-Public Works Building/Grnds	4,632
Saratoga Co-Public Works Highway	2,862
Saratoga Co-Sewer District	10,146
Saratoga Co-Sheriff	120,830
Saratoga Co-Social Services	1,051
Saratoga Co-SYEP	131
Town of Charlton-Public Works	10
Town of Clifton Park-All Other	11,118
Town of Edinburg-All Other	2,194
Town of Galway-Public Works	19
Town of Halfmoon-Public Works	1,217
Town of Halfmoon-Youth	485
Town of Malta-Public Works	10
Town of Milton-Public Works	72
Town of Moreau-All Other	891
Town of Moreau-Public Works	191
Town of Northumberland-Public Works	103
Town of Waterford-All Other	631
Town of Waterford-Public Works	526
Town of Wilton-Public Works	360
Town of Wilton-Youth	123
Village of Ballston Spa-Public Works	1,543
Village of Corinth-Public Works	252
Village of Stillwater-Public Works	189
Vol Fire Dept-Ballston Lake Fire Dept.	778
Vol Fire Dept-Greenfield Fire District	3,633
Vol Fire Dept-Mechanicville Fire Dept.	5,214
Vol Fire-Northside Fire Dist-FB Peck Hs	294
Vol Fire-Northumberland-Gansevoort Fire	450
Vol Fire-Vil of South Glens Falls Fire	28,769
Vol Fire-Vil of Stillwater-Newland Wood	1,600
Vol Fire-Vil of Waterford-JW Ford Hose	330
Vol Fire-Vil Schuylerville-Schuylser Hose	4,620
Wilton Emergency Squad-Paid	1,022
	243,152



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
Audra Hedden, County Administrator's Office

DEPARTMENT: Human Resources

DATE: 10/17/2023

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Authorizing an amendment to the agreement with Bishop House Consulting, Inc.

3. Specific Details on what the resolution will authorize:

Authorizing the amendment of the agreement with Bishop House Consulting, Inc. for the purchase of six (6) additional licenses for 2023 for Management Training Services needed due to Retirement vacancies at a cost not to exceed \$14,000. The original cost of the agreement was \$27,000. With the additional six (6) licenses, the total cost is \$41,000.

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

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 A.21.000-8190
- 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

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
Yes

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

County Administrator's Office
Consulted Yes

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:



2/23/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 41 - 2023

Introduced by Human Resources and Insurance: Supervisors Tollisen, Butler, Grasso, Lant, Peck, Raymond and Winney

AUTHORIZING AN AGREEMENT WITH BISHOP HOUSE CONSULTING, INC.

WHEREAS, Saratoga County is committed to training great leaders and teams and

WHEREAS, Bishop House Consulting has submitted a proposal for ten (10) licenses for 2023 to provide training for department heads, directors and certain management positions to teach leaders of all levels how to lead and leverage their own styles and talents in building cohesive teams; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into an agreement with Bishop House Consulting for management training services, such agreement to be for the term of January 1, 2023 through December 31, 2023, at a cost not to exceed \$27,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Bishop House Consulting, Inc. of Clifton Park, New York for management training services, such agreement to be for the term of January 1, 2023 through December 31, 2023, at a cost not to exceed \$27,000; and it is further

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

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget Impact. Funds are included in the Department Budget.

February 23, 2023 Regular Meeting
Motion to Adopt: Supervisor Connolly
Second: Supervisor Edwards

AYES (168699): Eric Connolly (11831), Philip C. Barrett (19014.5), Diana Edwards (819), Jean Raymond (1333), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361)

NOES (0):

ABSENT (66811): Joseph Grasso (4328), Jonathon Schopf (19014.5), Eric Butler (6500), Michael Smith (3525), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208)



2/23/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 41 - 2023

Introduced by Human Resources and Insurance: Supervisors Tollisen, Butler, Grasso, Lant, Peck, Raymond and Winney

AUTHORIZING AN AGREEMENT WITH BISHOP HOUSE CONSULTING, INC.

WHEREAS, Saratoga County is committed to training great leaders and teams and

WHEREAS, Bishop House Consulting has submitted an original proposal for ten (10) licenses for 2023 to provide training for department heads, directors and certain management positions to teach leaders of all levels how to lead and leverage their own styles and talents in building cohesive teams; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources ~~have had~~ recommended that the County enter into an agreement with Bishop House Consulting for management training services, such agreement to be for the term of January 1, 2023 through December 31, 2023, at a cost not to exceed \$27,000; and now, therefore, be it

WHEREAS, six (6) additional Licenses for 2023 have been purchased to fulfill vacancies from Retirements at a cost not to exceed \$14,000.

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Bishop House Consulting, Inc. of Clifton Park, New York for management training services, such agreement to be for the term of January 1, 2023 through December 31, 2023, at a cost not to exceed ~~\$27,000~~ \$41,000; and it is further

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

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget Impact. Funds are included in the Department Budget.

February 23, 2023 Regular Meeting
Motion to Adopt: Supervisor Connolly
Second: Supervisor Edwards

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AYES (168699): Eric Connolly (11831), Philip C. Barrett (19014.5), Diana Edwards (819), Jean Raymond (1333), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361)

NOES (0):

ABSENT (66811): Joseph Grasso (4328), Jonathon Schopf (19014.5), Eric Butler (6500), Michael Smith (3525), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208)



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: Department of Health



DATE: 11/1/2023

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:

Amend the 2023 compensation schedule to reflect the transition
from Public Health Specialist Trainee to Public Health
Specialist I.

3. Specific Details on what the resolution will authorize:

In line with modifications resulting from Board Resolution 213-2023, the
compensation schedule will be amended to reflect the natural transition for Public
Health Specialist Trainee to Public Health Specialist I upon an incumbent meeting the
qualifications of the higher level. The compensation schedule will be amended to
reflect both titles listed with corresponding salaries (Trainee \$57,645 and Specialist I
\$68,030) and the "authorized positions" to be combined between the titles as 8 total
positions. Funds are included in the 2023 budget and will be absorbed by current
vacancies with future salary to be budgeted at the higher level base pay.

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 A.40.415-6000

b. Budget year impacted

c. Details

The 2024 budget does include the increase in salaries and fringe for this reclassification

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

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 Resolution 213-2023

10. Remarks:

Since the transition of a Trainee to Specialist I may occur at any point once an incumbent at the Trainee level meets the requirements of the higher level Specialist I, the 2023 compensation schedule will be amended to reflect the total # "authorized positions" to be combined and reflected as follows:

PHSpecialist I (8) \$68,030

PHSTrainee \$57,465

Previously listed as:

PHSpecialist I- (2) \$68,030 PHSTrainee- (6) \$57,465



BOARD OF SUPERVISORS

8/15/2023

RESOLUTION 213 - 2023

Introduced by Human Resources and Insurance: Supervisors Tollisen, Butler, Grasso, Lant, Peck, Raymond and Winney

AMENDING THE 2023 COMPENSATION SCHEDULE TO RECLASSIFY POSITIONS UNDER THE DEPARTMENT OF HEALTH

WHEREAS, the Saratoga County Department of Health (SCDOH) requires personnel with specialized training and education to evaluate environmental health conditions, enforce both State and Federal regulatory and code compliance, to improve the health, safety, and wellbeing of individuals and the public, and to provide technical assistance as needed; and

WHEREAS, the New York State Department of Health (NYDOH) and New York State Civil Service (NYCS) have replaced the current Public Health Sanitarian positions, with the Public Health Specialist Series consisting of: Public Health Specialist Trainee; Public Health Specialist I; Public Health Specialist II; and Public Health Specialist III; and

WHEREAS, it is recommended that SCDOH reclassify its current Public Health Sanitarian titles to the Public Health Specialist Series to be consistent with NYCS, and to provide a mechanism for employee growth, development and retention by adopting the Public Health Specialist Series; and

WHEREAS, our Human Resources and Insurance Committee, the Director of Human Resources, and the Commissioner of Health have recommended that the 2023 Saratoga County Compensation Schedule be amended under the Department of Health reclassify the titles of six (6) Sanitariums to six (6) Public Health Specialist Trainee(s) with a salary of \$57,465, two (2) Senior Sanitariums to two (2) Public Health Specialist I with a salary of \$68,030, one (1) Principal Sanitarian to one (1) Public Health Specialist II with a salary of \$76,081; and one (1) Chief Sanitarian to one (1) Public Health Specialist III with a salary of \$86,815, now therefore be it

RESOLVED, that the 2023 Saratoga County Compensation Schedule is amended as follows:

UNDER DEPARTMENT OF HEALTH

Reclassify:

Six (6) Sanitariums to six (6) Public Health Specialist Trainee(s) with a base salary of \$57,465

Two (2) Senior Sanitariums to two (2) Public Health Specialist I with a base salary of \$68,030

One (1) Principal Sanitarian to one (1) Public Health Specialist II with a base salary of \$76,081
One (1) Chief Sanitarian to one (1) Public Health Specialist III with a base salary of \$86,815

; and it is further

RESOLVED, that this Resolution shall take effect August 1, 2023.

BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the Department Budget

August 15, 2023 Regular Meeting

Motion to Adopt: Supervisor Tollisen

Second: Supervisor Barrett

AYES (199263.5): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Thomas Richardson (5163), Scott Ostrander (18800), Theodore Kusnierz (16202), Ian Murray (5808), Matthew E. Veitch (14245.5), John Lawler (8208), John Lant (17361)

NOES (0):

ABSENT (36245.5): Jean Raymond (1333), Willard H. Peck (5242), Sandra Winney (2075), Tara N. Gaston (14245.5), Edward D. Kinowski (9022)