



Human Resources & Insurance Committee

Wednesday, October 4, 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 September 6, 2023 meeting.
- II. Workers Compensation Report
- III. Amending the 2023 Compensation Schedule to reclassify a position under the Sheriff's Office – Scot Chamberlain, Human Resources
- IV. Executive Session: Discussion regarding the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation
- V. Other Business
- VI. Adjournment



Board Meeting

October 4, 2023



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 08/01/23 To 09/01/23

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Saratoga Springs-All Other	2	0	0	2
City of Saratoga Springs-Police Dept	4	0	1	5
City of Saratoga Springs-Public Works	0	0	1	1
Saratoga Co-Public Works Highway	1	0	1	2
Saratoga Co-Sheriff	1	2	2	5
Saratoga Co-SYEP	1	0	1	2
Town of Clifton Park-All Other	1	1	1	3
Town of Moreau-Public Works	1	0	0	1
Town of Wilton-Youth	1	0	0	1
Vol Fire-Clifton Park-Halfmoon Fire Dep	1	0	0	1
Vol Fire-Vil of South Glens Falls Fire	0	1	0	1
	13	4	7	24

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

09/01/23

PMA COMPANIES - PAYMENT SUMMARY REPORT - WORKERS' COMPENSATION

PAYMENTS 08/01/23 to 09/01/23

Location Name	Total Paid
City of Mechanicville-Police Department	173
City of Mechanicville-Public Works	2,710
City of Saratoga Springs-All Other	877
City of Saratoga Springs-Fire Department	17,097
City of Saratoga Springs-Police Dept	8,383
City of Saratoga Springs-Public Works	17,217
Clifton Park Halfmoon Emergency Crp-Paid	480
Clifton Park Water Authority	290
Community Emergency Corps-Paid	97
Galway Emergency Medical Services-Paid	156
Malta-Stillwater Ambulance Corps-Paid	227
Malta-Stillwater Ambulance Corps-Voluntr	3,416
Moreau Emergency Squad-Paid	10
Saratoga Co-All Others	103
Saratoga Co-Animal Shelter	1,888
Saratoga Co-Maplewood Manor	4,650
Saratoga Co-Public Works Building/Grnds	6,546
Saratoga Co-Public Works Highway	7,218
Saratoga Co-Sewer District	11,070
Saratoga Co-Sheriff	20,000
Saratoga Co-Social Services	1,061
Schuylerville-Victory Board-Water Mgmt	105
Town of Clifton Park-All Other	4,141
Town of Clifton Park-Public Works	112
Town of Edinburg-All Other	2,194
Town of Galway-Public Works	10
Town of Halfmoon-Public Works	512
Town of Halfmoon-Youth	985
Town of Milton-Public Works	692
Town of Moreau-All Other	1,761
Town of Northumberland-Public Works	151
Town of Stillwater-Public Works	621
Town of Waterford-All Other	340
Town of Waterford-Public Works	651
Town of Wilton-Public Works	1,721
Village of Ballston Spa-Public Works	1,543
Village of Corinth-Public Works	1,126
Village of South Glen Falls-Public Works	105
Village of Stillwater-Public Works	845
Village of Victory-Public Works	340
Vol Fire Dept-Ballston Lake Fire Dept.	24,868
Vol Fire Dept-Greenfield Fire District	3,760
Vol Fire Dept-Mechanicville Fire Dept.	243
Vol Fire-Clifton Park-Vischer Ferry Fre	9
Vol Fire-Halfmoon-Waterford Fire Dist	33
Vol Fire-Northumberland-Gansevoort Fire	47
Vol Fire-Vil of South Glens Falls Fire	8,747
Vol Fire-Vil of Stillwater-Newland Wood	1,600
Vol Fire-Vil Schuylerville-Schuylers Hose	4,900
Vol Fire-West Crescent Fire District	9
Wilton Emergency Squad-Paid	3,443
	169,283



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: Sheriff's Office

DATE: 09/27/2023

COMMITTEE: Human Resources & Insurance

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

1. Is a Resolution Required:

2. Proposed Resolution Title:

Ammending the compensation schedule to eliminate a Deputy Sheriff Captain position and add a Deputy Sheriff Lieutenant position.

3. Specific Details on what the resolution will authorize:

Ammending the compensation schedule to eliminate a Deputy Sheriff Captain position and add a Deputy Sheriff Lieutenant position. The Deputy Sherif Lieutenant base pay is \$66,692 and the base pay for the Deputy Sheriff Captain is \$87,563.

County Attorney's Office
Consulted **No**

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

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

N/A

County Administrator's Office
Consulted **NO**

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: