



Human Resources & Insurance Committee

Wednesday, December 6, 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 November 1, 2023 meeting.
- II. Workers Compensation Report
- III. Authorizing an agreement with Saratoga Hospital Inc. Corporate Health Services for the provision of physical examinations and laboratory testing services. – Scot Chamberlain, Human Resources
- IV. Authorizing a renewal agreement with Bishop House Consulting, Inc. – Scot Chamberlain, Human Resources
- V. Authorizing a temporary increase in compensation for Deputy Chief Auditor Julie Bosley for additional Auditor duties performed – Scot Chamberlain, Human Resources
- VI. Authorizing an agreement with Bartlett, Pontiff, Stewart and Rhodes, PC for Labor Relations Services – Scot Chamberlain, Human Resources
- VII. Authorizing an agreement with CCA (Corporate Counseling Associates, Inc.) – Scot Chamberlain, Human Resources
- VIII. Authorizing an agreement with Select Actuarial Services, SAS LLC for actuarial consulting services for the workers compensation plan – Scot Chamberlain, Human Resources
- IX. Other Business
- X. Adjournment

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2023-meetings/>



Board Meeting

December 6, 2023



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 10/01/23 To 11/01/23

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Mechanicville-Public Works	0	1	0	1
City of Saratoga Springs-All Other	0	0	1	1
City of Saratoga Springs-Police Dept	1	1	3	5
City of Saratoga Springs-Public Works	1	0	0	1
Moreau Emergency Squad-Paid	0	1	2	3
Saratoga Co-Animal Shelter	0	0	1	1
Saratoga Co-Public Works Building/Grnds	0	0	1	1
Saratoga Co-Public Works Highway	2	0	0	2
Saratoga Co-Sewer District	1	0	0	1
Saratoga Co-Sheriff	3	0	0	3
Town of Clifton Park-All Other	1	0	0	1
Town of Hadley-Public Works	1	0	0	1
Town of Halfmoon-Public Works	1	0	0	1
Vol Fire Dept-Greenfield Fire District	1	0	0	1
Vol Fire Dept-Mechanicville Fire Dept.	1	0	0	1
Vol Fire-Corinth Vol Fire Association	0	1	0	1
Vol Fire-West Crescent Fire District	1	0	0	1
	14	4	8	26

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

11/01/23

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 10/01/23 To 11/01/23

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
Ballston Lake Emergency Squad-Pd	\$0	\$0	\$0	\$210	\$210
City of Mechanicville-Public Works	\$0	\$2,598	\$0	\$0	\$2,598
City of Saratoga Springs-All Other	\$0	\$369	\$0	\$10	\$378
City of Saratoga Springs-Fire Department	\$2,597	\$2,713	\$0	\$1,857	\$7,167
City of Saratoga Springs-Police Dept	\$2,085	\$3,399	\$0	\$287	\$5,771
City of Saratoga Springs-Public Works	\$5,147	\$15,172	\$0	\$4,957	\$25,276
Clifton Park Halfmoon Emergency Crp-Paid	\$71	\$0	\$0	\$10	\$80
Community Emergency Corps-Paid	\$137	\$0	\$0	\$10	\$146
Malta-Stillwater Ambulance Corps-Voluntr	\$1,011	\$1,608	\$0	\$641	\$3,260
Moreau Emergency Squad-Paid	\$59	\$0	\$0	\$11	\$70
Saratoga Co-Animal Shelter	\$175	\$0	\$0	\$350	\$524
Saratoga Co-County Clerk, Dept Motor Veh	\$29	\$0	\$0	\$12	\$41
Saratoga Co-Dept. of Health	\$0	\$0	\$0	\$10	\$10
Saratoga Co-Maplewood Manor	\$577	\$4,182	\$0	\$556	\$5,315
Saratoga Co-Office of Emergency Mgt	\$1,179	\$0	\$0	\$10	\$1,189
Saratoga Co-Public Works Building/Grnds	\$202	\$4,945	\$0	\$254	\$5,401
Saratoga Co-Public Works Highway	\$3,950	\$1,035	\$0	\$370	\$5,355
Saratoga Co-Purchasing	\$108	\$0	\$0	\$20	\$128
Saratoga Co-Sewer District	\$683	\$51,004	\$0	\$308	\$51,994
Saratoga Co-Sheriff	\$9,865	\$119,959	\$0	\$8,377	\$138,201
Saratoga Co-Social Services	\$1,027	\$1,051	\$0	\$41	\$2,120
Town of Clifton Park-All Other	\$2,401	\$5,739	\$0	\$1,038	\$9,178
Town of Clifton Park-Public Works	\$0	\$151	\$0	\$0	\$151
Town of Edinburg-All Other	\$0	\$2,194	\$0	\$0	\$2,194
Town of Galway-Public Works	\$200	\$0	\$0	\$10	\$209
Town of Greenfield-All Other	\$126	\$0	\$0	\$19	\$145
Town of Halfmoon-Public Works	\$0	\$0	\$0	\$340	\$340
Town of Malta-Public Works	\$71	\$0	\$0	\$220	\$290
Town of Milton-All Other	-\$339	\$0	\$0	\$10	-\$329
Town of Moreau-All Other	\$675	\$0	\$0	\$111	\$786
Town of Moreau-Public Works	\$0	\$0	\$0	\$103	\$103
Town of Northumberland-Public Works	\$9	\$0	\$0	\$26	\$35
Town of Providence-Public Works	\$450	\$0	\$0	\$110	\$560
Town of Waterford-All Other	\$1,328	\$1,870	\$0	\$49	\$3,247
Town of Waterford-Public Works	\$0	\$0	\$0	\$810	\$810
Town of Wilton-Public Works	\$0	\$0	\$0	\$105	\$105
Town of Wilton-Youth	\$0	\$0	\$0	\$103	\$103
Village of Ballston Spa-Public Works	\$0	\$1,543	\$0	\$0	\$1,543
Village of Corinth-Public Works	\$0	\$0	\$0	\$50	\$50
Village of South Glen Falls-Public Works	\$0	\$0	\$0	\$375	\$375
Vol Fire Dept-Ballston Lake Fire Dept.	\$32	\$533	\$0	\$20	\$585
Vol Fire Dept-Greenfield Fire District	\$623	\$3,548	\$0	\$35	\$4,206
Vol Fire Dept-Mechanicville Fire Dept.	\$213	\$780	\$0	\$289	\$1,282
Vol Fire-Clifton Park-Halfmoon Fire Dep	\$0	\$0	\$0	\$123	\$123
Vol Fire-Clifton Park-Vischer Ferry Fre	\$0	\$0	\$0	\$105	\$105
Vol Fire-Corinth Vol Fire Association	\$0	\$650	\$0	\$0	\$650
Vol Fire-Northumberland-Gansevoort Fire	\$154	\$0	\$0	\$10	\$164
Vol Fire-Vil of South Glens Falls Fire	\$3,187	\$59,548	\$0	\$458	\$63,193

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 10/01/23 To 11/01/23

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
Vol Fire-Vil of Stillwater-Newland Wood	\$0	\$1,600	\$0	\$0	\$1,600
Vol Fire-Vil Schuylerville-Schuyler Hose	\$0	\$4,620	\$0	\$0	\$4,620
Wilton Emergency Squad-Paid	\$0	\$650	\$0	\$0	\$650
	\$38,029	\$291,460	\$0	\$22,815	\$352,305



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
Laurie Vroman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 11/1/2023

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Authorizing the renewal of the contract with Saratoga Hospital, Inc., Corporate Health Services

3. Specific Details on what the resolution will authorize:

Authorizing for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 2024 through December 31, 2024.

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
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Expense

Account Number	Account Name	Amount
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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.30.000-8517, A.30.301-8517, A.40.000-8517
- b. Budget year impacted 2024
- 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

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: January 1, 2024

h. Termination of contract date: December 31, 2024

i. Contract renewal date and term: 1 Year

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted **Yes**

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:



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~40~~-2023

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

AUTHORIZING AN AGREEMENT WITH SARATOGA HOSPITAL, INC., CORPORATE HEALTH SERVICES FOR THE PROVISION OF PHYSICAL EXAMINATIONS AND LABORATORY TESTING SERVICES

WHEREAS, pursuant to Resolution ~~84-2022~~ 40-2023, the County entered into an agreement with Saratoga Hospital, Inc., Corporate Health Services for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 202~~2~~3 through December 31, 202~~2~~3 at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into a renewal agreement with Saratoga Hospital for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 202~~3~~4 through December 31, 202~~3~~4 at a cost not to exceed \$30,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Saratoga Hospital, Inc., Corporate Health Services, of Saratoga Springs, New York, for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 202~~3~~4 through December 31, 202~~3~~4 at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and it is further

RESOLVED, that the form and content of such agreement 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)

**SCHEDULE A
AVAILABLE SERVICES AND FEES*
EFFECTIVE FEBRUARY 1, 2023**

SERVICE	FEE
No Show/Same Day Cancellation Fee (Does not apply to Workers' Compensation visits.)	\$50.00
Injury Care: Billed to Workers' Compensation Carrier	N/A
Flu Vaccine	30.00
DOT Physical Exam	105.00
Physical Exam – Respiratory Focus	105.00
Physical Exam – Pre-Employment	93.00
Electrocardiogram	52.00
Pulmonary Function Test	54.00
Audiogram	48.00
Breath Alcohol Test	45.00
Respiratory Fit Test	59.00
Vision - Titmus	32.00
Urine Drug Screen – 5 Panel	55.00
Urine Drug Screen – 10 Panel	65.00
Chest X-Ray – 2view w/ B Read	217.00
Random Pool Yearly Fee (per 25 participants)	56.00
Urinalysis w/ Micro	17.00
Urinalysis w/o Micro	17.00
Adult Lead/Zpp – Lab	33.00
Comprehensive Metabolic Panel – Lab	22.00
CBC w/Diff – Lab	17.00
BUN – Lab	12.00
Creatinine - Lab	16.00
Rabies Vaccination (per shot)	452.00
Rabies Titer/Immunity Status (Collection Fee)	25.00

*** NOTE: This is not a comprehensive list of available Occupational Medicine Services.**

**SCHEDULE A
AVAILABLE SERVICES AND FEES*
EFFECTIVE FEBRUARY 1, 2024**

SERVICE	FEE
No Show/Same Day Cancellation Fee (Does not apply to Workers' Compensation visits.)	\$50.00
Injury Care: Billed to Workers' Compensation Carrier	N/A
Flu Vaccine	31.00
DOT Physical Exam	110.00
Physical Exam – Respiratory Focus	109.00
Physical Exam – Pre-Employment	96.00
Electrocardiogram	54.00
Pulmonary Function Test	56.00
Audiogram	50.00
Breath Alcohol Test	47.00
Respiratory Fit Test	61.00
Vision - Titmus	33.00
Urine Drug Screen – 5 Panel	57.00
Urine Drug Screen – 10 Panel	67.00
Chest X-Ray – 2view w/ B Read	224.00
Random Pool Yearly Fee (per 25 participants)	58.00
Urinalysis w/ Micro	18.00
Urinalysis w/o Micro	18.00
Adult Lead/Zpp – Lab	34.00
Comprehensive Metabolic Panel – Lab	23.00
CBC w/Diff – Lab	18.00
BUN – Lab	13.00
Creatinine - Lab	17.00
Rabies Vaccination (per shot)	466.00
Rabies Titer/Immunity Status (Collection Fee)	26.00

* NOTE: This is not a comprehensive list of available Occupational Medicine Services.



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
Laurie Vroman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 11/16/2023

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Authorizing a renewal Agreement with Bishop House Consulting, Inc.

3. Specific Details on what the resolution will authorize:

Authorizing a renewal Agreement with Bishop House Consulting, Inc., for Management Training Services. 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, at a cost not to exceed \$40,000.

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.21.000-8150
- b. Budget year impacted 2024
- 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

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: January 1, 2024

h. Termination of contract date: December 31, 2024

i. Contract renewal date and term: 1 Year

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted
Yes

County Administrator's Office
Consulted **Yes**

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:

Bishop House Consulting has developed a unique proprietary people leadership development program, **#Leadwell - Building Leaders for Tomorrow**, which combines curriculum developed over 20 years with confidential leadership coaching and continual learning over a 2-year horizon. The customized curriculum, which is delivered over 8 class modules, was developed, and is delivered by professional leadership experts providing immediate and sustainable impact for leaders. The program is grounded in the conviction that effective and impactful people leaders require insight into their personal leadership style. Development of that style – in addition to learning and adapting key leadership and management behaviors – ensures that leaders are leading well today and into the future.

In addition to participating in the class modules, each participant receives confidential, individual leadership coaching from experienced leadership coaches. The sessions ensure the leader is leveraging their new skills “back in the real world.” This one-on-one development opportunity takes place at critical junctures for the leader during the program.

After the class modules are completed, leaders begin to receive weekly **Leadership Learning Moments**, original blog posts authored by members of the Bishop House team. Leadership Learning Moments provide leaders with knowledge and inspiration regarding the critical role leaders play in the lives of employees. Over 2 years, leaders will receive 104 unique Leadership Learning Moments.

One month after the class modules, leaders will receive the first of 12 monthly **#Leadwell Boosts**, leadership tips, specifically designed for graduates of the #Leadwell program. The messages reinforce leaders' learning.

Michael Holland

Bishop House Consulting, Inc. - A Diamond Award Level Authorized Partner - The highest tier of recognition for Everything DiSC and The Five Behaviors Partners



2/23/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 41 - ~~2023~~2024

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~~4~~ 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 leadership and management training services, such agreement to be for the term of January 1, 2023~~4~~ through December 31, 2023~~4~~, at a cost not to exceed ~~\$27,000~~\$40,000; 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 leadership and management training services, such agreement to be for the term of January 1, 2023~~4~~ through December 31, 2023~~4~~, at a cost not to exceed ~~\$27,000~~\$40,000; 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)~~

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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: 11/16/2023

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:

Authorizing a Temporary Increase in Compensation for Deputy Chief Auditor Julie Bosley for Additional Auditor Duties Performed

3. Specific Details on what the resolution will authorize:

Incumbent Auditor D'Arcy Plummer retired on September 19, 2023 since which time Deputy Chief Auditor Julie Bosley has assumed many of the responsibilities of the role of Auditor and has worked diligently to ensure the operations of the Auditor's office continue without interruption. It is recommended that Deputy Chief Auditor Bosley receive a temporary increase in compensation commensurate with the duties performed from the time the position was vacated by the incumbent until a new permanent successor Auditor is appointed.

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.16.000-6000
- 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

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

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:

RESOLUTION 168 - 2023

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

~~APPOINTING KELLY DEVALL AS ACTING DIRECTOR OF THE ANIMAL SHELTER~~
~~AND AUTHORIZING A TEMPORARY INCREASE IN COMPENSATION FOR~~
DEPUTY CHIEF AUDITOR JULIE BOSLEY FOR ADDITIONAL AUDITOR DUTIES

WHEREAS, ~~Director of the Animal Shelter Penelope Heritage~~ Auditor D'Arcy Plummer retired on ~~May 22, 2023~~ September 19, 2023; and

WHEREAS, until a successor Auditor is appointed, maintaining continuity in the Auditor's Office is critical as the office performs a variety of important activities to ensure financial transparency and compliance with County policies, procedures and contracts,~~maintaining continuity in the Animal Shelter necessitates appointing an Acting Director until a successor Director of the Animal Shelter can be appointed by this Board~~; and

WHEREAS, ~~Kelly Devall~~ Julie Bosley currently serves in the position of Deputy ~~Director~~ Chief Auditor and has assumed many of the duties of the Auditor role since the retirement of the previous incumbent~~of the Animal Shelter~~; now, therefore, be it

~~RESOLVED, that Kelly Devall be and she hereby is appointed Acting Director of the Animal Shelter, with all the powers and duties of the Director, commencing May 23, 2023 and continuing until such time as a new Director is appointed by this Board and assumes the duties of the position; and it is further~~

RESOLVED, for fulfilling the additional duties and responsibilities of the position of ~~Acting Director~~ Auditor, commencing ~~May 23, 2023~~ September 20, 2023, ~~Kelly Devall~~ Julie Bosley shall be compensated at the temporary rate of \$41.74 (Management Compensation Plan Grade 17 base of \$86,815) per hour as a salaried employee until such time as a new ~~Director~~ Auditor is appointed and assumes the duties of the position; and it is further

RESOLVED, that this Resolution shall take effect immediately.



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
Laurie Vroman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 11/8/2023

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Authorizing a Renewal Agreement with Bartlett, Pontiff, Stewart and Rhodes, P.C. for Labor Relations Services

3. Specific Details on what the resolution will authorize:

To Authorize an agreement for a two (2) year term with Bartlett, Pontiff, Stewart and Rhodes, P.C. of Glens Falls, NY for its professional legal services in comprehensive labor relations. A monthly retainer not to exceed \$84,000 for the year and at a rate not to exceed \$250 per hour for work performed by Attorneys and \$190 per hour for work performed by Paralegals.

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

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.21.211-8110
- b. Budget year impacted 2024
- 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

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 _____

10. Remarks:



11/16/21

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~300 -2021~~2023

Introduced by Supervisors Tollisen, Grasso, Lant, Richardson, Schopf, Veitch and Wood

AUTHORIZING AN AGREEMENT WITH BARTLETT, PONTIFF, STEWART AND RHODES, P.C. FOR LABOR RELATIONS SERVICES

WHEREAS, the current agreement for labor relations services with ~~Goldberg Segalla, LLP, Bartlett, Pontiff, Stewart and Rhodes, P.C.~~ expires on December 31, ~~2020~~2023; and

~~WHEREAS, the Department of Human Resources solicited proposals for the provision of professional legal services in comprehensive labor relations; and~~

WHEREAS, our Human Resources and Insurance Committee, the Director of Human Resources, the County Administrator, and the County Attorney have recommended that the proposal of Bartlett, Pontiff, Stewart and Rhodes, P.C. be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Bartlett, Pontiff, Stewart and Rhodes, P.C. of Glens Falls, NY, for professional legal services in comprehensive labor relations and representation for, and on behalf of, the County, for the term of two (2) years commencing on January 1, 2022~~4~~ and continuing through December 31, 2023~~5~~, ~~at a rate not to exceed \$225 per hour for work performed by attorneys; \$140 per hour for work performed by paralegals; and, be it further~~

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Bartlett, Pontiff, Stewart and Rhodes, P.C. for Labor Relations, including a monthly retainer not to exceed \$84,000 for the year and a rate not to exceed \$250 per hour for work performed by attorneys; \$190 per hour for work performed by paralegals; and, it is further,

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

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: None. Funds for these services are included in the 2022~~4~~Tentative Budget.

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ALAN R. RHODES
PHILIP C. MCINTIRE
MARK A. LEBOWITZ
J. LAWRENCE PAITROWITZ
MALCOLM B. O'HARA
PATRICIA E. WATKINS
MARK E. CERASANO
BRUCE O. LIPINSKI
PAULA NADEAU BERUBE
JONATHAN C. LAPPER
JAMES R. BURKETT
STEFANIE DiLALLO BITTER
KARLA WILLIAMS BUETTNER
JOHN D. WRIGHT

BARTLETT, PONTIFF, STEWART & RHODES, P.C.
ATTORNEYS AT LAW
P.O. BOX 2168
ONE WASHINGTON STREET
GLENNS FALLS, NEW YORK 12801-2168

TELEPHONE (518) 832-6440
FAX (518) 824-1040
EMAIL jlp@bpsrlaw.com
WEBSITE www.bpsrlaw.com

SERVICE BY FACSIMILE NOT ACCEPTED

GREGORY J. TERESI
ALEXANDRA C. DAVIS
JEFFREY B. SHAPIRO
BENJAMIN R. PRATT, JR.
OF COUNSEL
ROBERT S. McMILLEN
RETIRED
RICHARD J. BARTLETT
1926-2015
PAUL E. PONTIFF
1930-2021
ROBERT S. STEWART
1932-2001
BERTRAM J. DUBE
1916-1999

October 16, 2023

Michelle Granger, County Attorney
Saratoga County
40 McMaster Street
Ballston Spa, New York 12020

Re: Legal Services for Labor Matters and Consultant Matters

Dear Michelle:

I am pleased that Saratoga County would like to continue to retain our law firm to provide legal services in connection with labor matters and consultant matters. This engagement letter is intended to explain the scope of the services we have agreed to perform, the fees to be charged together with our billing practices, and the County's rights with regard to any disputed fees.

We are engaged to provide legal services to Saratoga County in connection with all labor matters and certain consultant matters. We have not been retained to advise Saratoga County in other matters or other areas of law, except for certain ongoing matters for which we have entered into a separate engagement letter, and we will act only in connection with this matter in accordance with the terms contained herein unless otherwise instructed by you. I will be the primary attorney responsible for providing the services to Saratoga County.

For the basic services outlined herein, we would bill the sum of \$7,000 per month commencing January 1, 2024 and continuing through December 31, 2025 for the following legal services: all labor relations matters and labor advice, including any negotiations with any or all bargaining units, the handling of all grievances up to a demand for arbitration, the investigation of harassment or discrimination claims against the County up to a maximum of 4 investigations in each calendar year, and all health insurance plan design matters, excluding any litigation or proceedings before an administrative agency, hearing officer, arbitrator, or the courts, or Civil Service Law Section 75 disciplinary charges and hearings or investigations beyond 4 per calendar year. Our firm will also bill any costs or disbursements which we may incur on the County's behalf in connection with our representation. Our costs and disbursements may include mileage and travel related expenses,

postage, long distance telephone calls, photocopying, and expert fees. For significant disbursements, we may require payment directly from the County to the vendor. Any fees or disbursements not paid within thirty (30) days of the billing date will be subject to a late charge of three quarters of one percent (0.75%) per month. However, in the event there were any matters involving litigation or proceedings before an administrative agency, hearing officer, arbitrator or the courts, or Civil Service Law Section 75 disciplinary charges and hearings, or investigations beyond 4 per calendar year our law firm would bill for such additional services at the rate of \$250 per hour for attorneys' time, and \$190 per hour for paralegal time, or we would mutually agree on a separate flat fee for the particular matter at the time that it occurs.

While we seek to avoid any fee disputes with our clients, and rarely have such disputes, in the event such a dispute does arise, you are advised that Saratoga County has the right, at its election, to seek arbitration to resolve the fee dispute. In such event, we shall advise you in writing by certified mail that Saratoga County has 30 days from receipt of such notice in which to elect to resolve the dispute by arbitration, and we shall enclose a copy of the arbitration rules and a form for requesting arbitration. The decision resulting from arbitration is binding upon both Saratoga County and this firm.

Please sign on the appropriate line below and return one signed original to me.

We look forward to the opportunity to continue to represent Saratoga County.

Sincerely,

BARTLETT, PONTIFF, STEWART
& RHODES, P.C.

BY: 

J. Lawrence Paltrowitz

Direct Line: (518) 832-6443

Direct E-mail: jlp@bpsrlaw.com

I have read and understand the terms of
the above letter, have received a copy and
accept all of its terms.

Saratoga County

BY: _____



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
Laurie Vroman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 11/30/2023

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an Agreement with CCA (Corporate Counseling Associates, Inc.)

3. Specific Details on what the resolution will authorize:

To authorize an agreement for a one (1) year term with Saratoga County employees to address challenges both at home and in the workplace, that can impact their ability to manage stress and remain productive at work.

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

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.21.000-8190
- b. Budget year impacted 2024
- 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 RFP

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):

Georgia Critsimilios, Senior Vice president, Business Development
475 Park Avenue South, 8th Floor
New York, NY 10016

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

f. State of vendor/contractor organization: New York

g. Commencement date of contract term: January 1, 2024

h. Termination of contract date: December 31, 2024

i. Contract renewal date and term: 1 Year

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted
N/A

Purchasing Office Consulted
Yes

County Administrator's Office
Consulted **Yes**

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:



11/30/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XX - 2023

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

AUTHORIZING AN AGREEMENT WITH CCA (CORPORATE COUNSELING ASSOICATES, INC.)

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

WHEREAS, CCA (Corporate Counseling Associates, Inc.), has submitted a proposal for 2024 to provide Saratoga County with a confidential source for employees, where they can find support and resources for certain challenges both at home and in the workplace. The EAP (Employee Assistance Program) connects employees with resources for handling personal challenges that can impact their ability to manage stress and remain productive at work: and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into an agreement with CCA (Corporate Counseling Associates, Inc.), for an EAP (Employees Assistance Program) and such agreement to be for the term of January 1, 2024 through December 31, 2024, at a cost not to exceed \$30,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with CCA (Corporate Counseling Associates, Inc) for an EAP (Employees Assistance Program), such agreement to be for the term of January 1, 2024 through December 31, 2024, at a cost not to exceed \$30,000; 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.

November , 2023 Regular Meeting

Motion to Adopt:

Second:

AYES
NOES (0):
ABSENT



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
Laurie Vroman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: November 28, 2023

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

2. Proposed Resolution Title:

Actuarial Consulting Services for Workers Compensation Plan

3. Specific Details on what the resolution will authorize:

Services needed for the development of statistical forecasting models necessary for the calculations of estimated liability, including related assumptions. In addition a detailed actuarial valuation report providing methods and assumptions used to estimate the county's reserves will be conducted.

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 S.21.000-8141
- b. Budget year impacted 2024 and 2025
- c. Details

The yearly fee of \$9,000 will not be paid until the written actuary report is finalized and accepted by Saratoga County.

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 RFP

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)
23-RFP-HRACT-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):
SAS, LLC
Select Actuarial Services
Jack Pipa, Consulting Actuary (615) 269-4469 ext. 401

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

f. State of vendor/contractor organization: TN

g. Commencement date of contract term: January 1, 2024

h. Termination of contract date: December 31, 2025

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

County Administrator's Office
Consulted Yes

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:

The term will cover the actuarial analysis for the plan calendar years ending December 31, 2023 and December 31, 2024 with the possibility of one (1) year renewals for up to 3 (three) years. Saratoga County reserves the right to terminate, with a thirty (30) day notice, the agreement at any time through the initial term (or thereafter) with appropriate notice to the firm.



COPY

Proposal to Provide Actuarial Consulting Services

Saratoga County, New York

OCTOBER 20, 2023

4400 Harding Pike, Suite 401
Nashville, TN 37205
info@SelectActuarial.com

615-269-4469
SelectActuarial.com

Table of Contents

Section 1	Proposal Response Sheets
Section 2	Proposal Requirements
Section 3	Fees and Expenses

Section 1

Proposal Response Sheets

The following pages contain the Proposal Response Sheets that are included in the County’s RFP packet.

Section 2

Proposal Requirements

- Completion of the "Response Sheet" which is attached to this packet.

Section 1 of this proposal contains our completed Response Sheet and the other pages in the RFP packet.

- Background information on your company and its experience in providing actuarial worker's compensation services, with an emphasis on governmental employers.

Select Actuarial Services is a limited liability company registered in Tennessee under the name SAS, LLC, dba Select Actuarial Services. It was founded in 1999 and is co-owned by seven partners, four of whom are founding members. Along with the seven current partners, we have six other actuarial staff. We are a majority women owned business and our offices are in Nashville, Tennessee. Our project work will be performed in our office in Tennessee, and we will travel to meet with you to present the results of our analysis. We have been performing the requested services in the County of Saratoga RFP since our inception in 1999.

Select Actuarial Services is an independent consulting firm providing expert, professional casualty actuarial services necessary to the sound management and administration of risk management and insurance programs. We serve a vital role in helping organizations measure their cost of risk, and, ultimately, achieve their risk management and business objectives. We provide a full range of actuarial expertise for lines of coverage including Workers Compensation, General Liability, Automobile Liability, Property, Professional Liability, Public Officials' Liability, Law Enforcement Liability, Trade Credit, Management Risk, Cyber Liability, and many more.

Our staff consists of:

- 13 employees
- Six Fellows of the Casualty Actuarial Society
- Two Associates of the Casualty Actuarial Society
- Eight Members of the American Academy of Actuaries
- Four Actuarial Analysts

Our work is done in-house, and we will not use any subcontractors or third parties to perform our services. Our long-term success is founded on the ability to provide a quality product in a timely manner.

Should an event arise, that could result in a delay to the study, another team member is always ready to step in to prevent that delay.

Select Actuarial Services establishes long-term client relationships, providing experienced and dedicated professionals who understand the client's actuarial consulting needs. We establish open communication right from engagement to allow us to customize the analysis in a way that the client understands...clear and straightforward. The result of this partnership approach is a flexible, productive client relationship where actuarial services do not operate in a vacuum, but rather are an integral part of the risk management process. We are a team-oriented company, with each member prepared to help make sure that clients get what they need, when they need it.

Select Actuarial Services primarily serves and specializes in the alternative risk market. From this position we mostly assist risk-bearing entities that are not traditional insurance companies. In addition to risk retaining public entities and public entity pools, our clients include large publicly traded corporate companies, privately held corporate companies, risk retention groups, self-insured groups, single parent captives, and group captives. The size of these accounts vary widely from accounts with one line of business and studies performed every other year to accounts with twelve lines of coverage, biannual reserve studies, mid-quarter check-ups and a complex annual rating analysis. Annual spend on risk retained losses vary from a couple hundred thousand per year to over one hundred million per year.

The services we provide for each client vary, but often include a loss reserve analysis and loss forecast for Workers Compensation exposures similar to the County of Saratoga. We regularly attend the National Public Risk Management Association's annual conference, which helps us stay up to date on risks and trends that public entities are facing. Along with National PRIMA, we are also involved in other state PRIMA groups and the New York Self Insurers Association.

The actuarial profession is self-regulated. While there is no governmental regulatory authority that governs our firm's activities, all of Select's actuarial studies meet applicable American Academy of Actuaries Standards of Practice. Select's credentialed actuaries meet the Academy's qualification standards for statements of actuarial opinion and the Academy's annual continuing education requirements. In addition, our internal quality control standards require a thorough peer review by a second credentialed actuary prior to the release of any significant findings.

- Information on the specific individuals who will be performing the actuarial services including the number of years with your company, the number of actuarial assignments with your company and their overall experience and education.

Jack Pipa will be your lead actuarial consultant. Jack is a Fellow of the Casualty Actuarial Society and a Member of the American Academy of Actuaries. Jack is a partner of the firm and is on the services team for several of Select's New York clients. Jack will be supported by Elly Fetters. Elly is an actuarial analyst working her way through the exam process to earn her credentials in the CAS.

In addition to the experience of Select Actuarial Services' team, we are currently in a joint partnership with Practical Actuarial Solutions. PAS' president, Jeff Kadison, is phasing into retirement and slowly transitioning clients to Select Actuarial. With Jeff's experience with Saratoga County, we will pull Jeff in for his perspectives and ideas. As you know, Jeff has been working in government consulting for over 30 years. We are excited to have Jeff as a resource for Select Actuarial and its clients. At your request, we are happy to bring in Jeff for peer review and assistance with ensuring data consistency.

Jack Pipa, Partner, FCAS, MAAA



For many years, Jack has enjoyed the study of mathematics with a keen interest in statistics and probability. After a five-year period in education, he transitioned into the actuarial profession. Jack began his career with Select in October of 2012 and became a Partner in January of 2018.

Jack provides professional actuarial consulting services to a wide variety of clients, including self-insured public and private entities, captives, and risk pools. His primary area of expertise is the reserving and forecasting of losses for a variety of Property & Casualty coverages including but not limited to Workers Compensation, General Liability, Law Enforcement Liability, Public Officials' Liability, and Automobile Liability. He is interested in troubleshooting data quality issues and improving the efficiency of data analysis. Jack enjoys meeting with and getting to know clients in various parts of the country.

Additionally, Jack volunteers as a University Liaison to Middle Tennessee State University for the Casualty Actuarial Society to promote the actuarial profession to university students and provide guidance to students interested in the profession.

Prior Experience

- Actuarial Analyst at Appalachian Underwriters, Inc.
- Mathematics Educator, Williamson County Schools, TN

Credentials & Education

- Fellow of the Casualty Actuarial Society
- Member of the American Academy of Actuaries
- Bachelor of Science in Mathematics with a minor in Secondary Education from Middle Tennessee State University; summa cum laude

Elly Fetters, Actuarial Analyst



Elly assists in providing professional actuarial consulting services to a wide variety of clients. Her experience includes reserve analysis and loss forecasting in Workers Compensation, automobile liability, auto physical damage, general liability, and property. Elly began her career with Select in 2018.

Education

- Bachelor of Arts in Mathematics and Music with a Minor in Business Administration from Belmont University; *summa cum laude*
 - Completed five of the required examinations towards membership in the Casualty Actuarial Society
 - Qualified for Validation by Educational Experience in Economics and Corporate Finance and has successfully completed CAS Course 1 on Risk Management and Insurance Operations and CAS Course 2 on Insurance Accounting, Coverage Analysis, Insurance Law & Insurance Regulation.
 - Received the 2016 Southeastern Actuaries Conference Scholarship
- A plan including time frames to provide a yearly valuation and estimates in support of our yearly budgeting process, and additional reports and analyses as requested.

As December 31st approaches, we will provide a data request. The following chart shows a typical project flow. We can adjust this schedule to accommodate Saratoga County’s specific due dates.

Week 1	Receive the December 31 st valued loss information along with exposure and other data
Week 2	Review and compile data
Week 3	Perform analysis and peer review & issue draft report
Week 4	Discuss & update report as need; issuance of the final report upon request

Subsequent to the issuance of the draft report, we are happy to meet with you in person or via videoconference to discuss the results of our analysis. For any additional work requested outside the

scope of this analysis, we will be sure to discuss the project timeline, data requirements, and cost upfront. Depending on the complexity of the requested work, project turnaround can range between one and four weeks from the time that the required data is received.

- **Total All-Inclusive Maximum Price**

The major part of expenses associated with the scoped engagement will be a consequence of the time spent on the studies by our professional staff. We propose the following fee schedule for the five year engagement:

Project	Annual Fee
Year 1 – Reserve and forecast for Workers Compensation	\$9,000
Year 2 – Reserve and forecast for Workers Compensation	\$9,000
Optional Year 3 – Reserve and forecast for Workers Compensation	\$9,200
Optional Year 4 – Reserve and forecast for Workers Compensation	\$9,200
Optional Year 5 – Reserve and forecast for Workers Compensation	\$9,200
Annual in-person meeting each year	Included
Five Year Grand Total	\$45,600

These fees are all-inclusive. We do not bill by the hour, and you will never be billed for phone calls, emails, or any other discussion regarding your study. Our study includes one in person meeting per year to go over our report and answer any questions that you have. With Select, you are a valued business partner, not a client number.

While we do not bill by the hour for the main projects outlined in this proposal, any ad-hoc reports or additional work that is requested by Saratoga County will be based on the hourly rates in the table that follows, and the time spent. Project scope and fees will be discussed and agreed upon prior to the start of any additional requested project. For most assignments, we are happy to agree upon a fixed cost and many of our clients find this helpful for budgeting purposes.

Team Member	Role	Hourly Rate
Jack Pipa	Consulting Actuary	\$275
Elly Fetters	Additional Support	\$150

- Any other value-added services or capabilities including any analysis you can provide regarding workers compensation plan design options.

As a consultancy, we will bring to your attention any additional services that we believe could benefit the County. Additional services that we provide to our clients that ultimately help them better manage their program and, in the long term, save them money include:

- Capital adequacy study
- Retention and deductible relativity study
- Forecast losses at various self-insured retentions and confidence levels to assist with insurance renewals
- Cost allocation to departments
- Calculation of experience modification factor (XMod)
- Impact studies for law changes (example: changes to presumption claims)

Section 3

Fees and Expenses

As laid out in Section 2, our five year grand total for this contract will be **\$45,600**. Our Response Sheet fee schedule is on the following page.