



Human Resources & Insurance Committee

Wednesday, February 7, 2024 2:30PM
40 McMaster Street, Ballston Spa, NY

Chair: Kevin Tollisen

Members: C. Eric Butler, John Lant, Tom Richardson, Angela Thompson, Matt Veitch, Mo Wright

Agenda

- I. Welcome and Attendance
- I. Approval of the minutes of the December 6, 2023 meeting
- II. Appointment of Vice-Chair
- III. Workers Compensation Report
- IV. Authorizing the acceptance of New York State Healthcare Worker Bonus Program funds, disbursement of program funds to eligible Saratoga County employees, and amending the 2024 County budget in relation thereto – Scot Chamberlain, Human Resources
- V. Amending the Policies and Procedures Manual relative to the Part-Time Employees Policy – Scot Chamberlain, Human Resources
- VI. Amending the 2024 Compensation Schedule to reclassify positions under Mental Health and Addiction Services – Scot Chamberlain, Human Resources
- VII. Amending the 2024 Compensation Schedule to create a Paralegal Specialist under the Department of Social Services – Scot Chamberlain, Human Resources
- VIII. Amending the 2024 Compensation Schedule to reclassify positions under the Department of Social Services and the County Attorney's office and amending the 2024 County budget in relation thereto – Scot Chamberlain, Human Resources
- IX. Amending the 2024 Compensation Schedule to reclassify positions under the Department of Health and the County Attorney's office and amending the 2024 County budget in relation thereto – Scot Chamberlain, Human Resources
- X. Authorizing a temporary increase in compensation for Deputy Treasurer JoAnn Kupferman for additional Treasurer duties – Scot Chamberlain, Human Resources
- XI. Other Business
- XII. Adjournment



Board Meeting

February 7, 2024



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 11/01/23 To 12/01/23

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Mechanicville-Public Works	1	1	0	2
City of Saratoga Springs-Fire Department	1	0	0	1
City of Saratoga Springs-Police Dept	1	0	0	1
Clifton Park Water Authority	1	0	0	1
Saratoga Co-Public Works Highway	2	0	0	2
Saratoga Co-Sheriff	1	0	1	2
Vol Fire-Halfmoon-Waterford Fire Dist	2	0	0	2
Vol Fire-Wilton Fire Dept.	1	0	1	2
	10	1	2	13

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

12/01/23

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 11/01/23 To 12/01/23

Location Name	Medical	Indernity	Voc Rehab	Expense	Total
City of Mechanicville-Public Works	\$198	\$2,143	\$0	\$23	\$2,364
City of Saratoga Springs-All Other	\$0	\$369	\$0	\$0	\$369
City of Saratoga Springs-Fire Department	\$184	\$10,204	\$0	\$481	\$10,869
City of Saratoga Springs-Police Dept	\$7,251	\$9,399	\$0	\$1,049	\$17,699
City of Saratoga Springs-Public Works	\$1,348	\$106,033	\$0	\$2,264	\$109,645
Clifton Park Halfmoon Emergency Crp-Paid	\$65	\$0	\$0	\$36	\$101
Clifton Park Water Authority	\$233	\$0	\$0	\$38	\$271
Community Emergency Corps-Paid	\$179	\$0	\$0	\$10	\$189
Malta-Stillwater Ambulance Corps-Voluntr	\$397	\$1,072	\$0	\$149	\$1,618
Saratoga Co-Animal Shelter	\$41	\$0	\$0	\$33	\$73
Saratoga Co-County Clerk, Dept Motor Veh	\$143	\$0	\$0	\$116	\$260
Saratoga Co-Maplewood Manor	\$580	\$3,755	\$0	\$299	\$4,634
Saratoga Co-Public Works Building/Grnds	\$0	\$4,582	\$0	\$0	\$4,582
Saratoga Co-Public Works Highway	\$2,607	\$17,035	\$0	\$859	\$20,501
Saratoga Co-Purchasing	\$0	\$0	\$0	\$132	\$132
Saratoga Co-Sewer District	\$2,383	\$4,201	\$0	\$251	\$6,835
Saratoga Co-Sheriff	\$7,668	\$74,961	\$0	\$2,250	\$84,879
Saratoga Co-Social Services	\$0	\$1,051	\$0	\$112	\$1,163
Saratoga Co-SYEP	\$143	\$0	\$0	\$10	\$152
Town of Clifton Park-All Other	\$12,480	\$5,506	\$0	\$185	\$18,170
Town of Corinth-Jessups Landing EMS-Paid	\$44	\$0	\$0	\$114	\$158
Town of Edinburg-All Other	\$0	\$2,194	\$0	\$0	\$2,194
Town of Greenfield-All Other	\$0	\$0	\$0	\$103	\$103
Town of Hadley-Public Works	\$141	\$0	\$0	\$21	\$163
Town of Halfmoon-Public Works	\$185	\$241	\$0	\$18	\$443
Town of Halfmoon-Youth	\$180	\$0	\$0	\$19	\$199
Town of Malta-Public Works	\$71	\$0	\$0	\$0	\$71
Town of Milton-Public Works	\$0	\$0	\$0	\$300	\$300
Town of Moreau-All Other	\$81	\$267	\$0	\$352	\$700
Town of Northumberland-All Other	\$515	\$0	\$0	\$117	\$632
Town of Providence-Public Works	\$1,461	\$333	\$0	-\$16	\$1,778
Town of Waterford-All Other	\$510	\$3,013	\$0	\$641	\$4,165
Village of Ballston Spa-Public Works	\$0	\$1,543	\$0	\$0	\$1,543
Village of South Glen Falls-Police Dept.	\$125	\$0	\$0	\$29	\$153
Village of Victory-Public Works	\$0	\$0	\$0	\$10	\$10
Vol Fire Dept-Ballston Lake Fire Dept.	\$27	\$533	\$0	\$19	\$580
Vol Fire Dept-Greenfield Fire District	\$2,929	\$3,548	\$0	\$180	\$6,657
Vol Fire Dept-Mechanicville Fire Dept.	\$102	\$0	\$0	\$122	\$224
Vol Fire-Northside Fire Dist-FB Peck Hs	\$164	\$0	\$0	\$10	\$173
Vol Fire-Northumberland-Gansevoort Fire	\$187	\$0	\$0	\$0	\$187
Vol Fire-Vil of South Glens Falls Fire	\$94	\$3,548	\$0	\$264	\$3,907
Vol Fire-Vil of Stillwater-Newland Wood	\$0	\$1,600	\$0	\$0	\$1,600
Vol Fire-Vil of Waterford-JW Ford Hose	\$0	\$0	\$0	\$9	\$9
Vol Fire-Vil Schuylerville-Schuylers Hose	\$0	\$6,394	\$0	\$0	\$6,394
Vol Fire-West Crescent Fire District	\$189	\$650	\$0	\$23	\$862
Vol Fire-Wilton Fire Dept.	\$137	\$0	\$0	\$10	\$146
Wilton Emergency Squad-Paid	\$0	\$550	\$0	\$0	\$550
	\$43,045	\$264,724	\$0	\$10,637	\$318,406

SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 12/01/23 To 01/01/24

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Saratoga Springs-All Other	1	0	0	1
City of Saratoga Springs-Fire Department	0	1	0	1
City of Saratoga Springs-Public Works	1	0	0	1
Clifton Park Halfmoon Emergency Crp-Paid	1	0	0	1
Clifton Park Water Authority	0	0	1	1
Moreau Emergency Squad-Paid	1	0	0	1
Saratoga Co-Public Works Building/Grnds	0	0	1	1
Saratoga Co-Public Works Highway	1	0	0	1
Saratoga Co-Sheriff	3	1	2	6
Town of Galway-Public Works	1	0	0	1
Town of Greenfield-All Other	1	0	0	1
Town of Milton-All Other	0	0	1	1
Vol Fire Dept-Burnt Hills Fire District	1	0	0	1
	11	2	5	18

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

01/01/24

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 12/01/23 To 01/01/24

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
City of Mechanicville-Public Works	\$304	\$1,881	\$0	\$439	\$2,625
City of Saratoga Springs-All Other	\$0	\$553	\$0	\$10	\$563
City of Saratoga Springs-Fire Department	\$258	\$4,070	\$0	\$1,189	\$5,517
City of Saratoga Springs-Police Dept	\$2,557	\$5,099	\$0	\$667	\$8,323
City of Saratoga Springs-Public Works	\$1,616	\$8,169	\$0	\$1,950	\$11,735
Clifton Park Halfmoon Emergency Crp-Paid	\$0	\$0	\$0	\$375	\$375
Clifton Park Water Authority	\$158	\$0	\$0	\$810	\$967
Community Emergency Corps-Paid	\$248	\$0	\$0	\$21	\$269
Malta-Stillwater Ambulance Corps-Voluntr	\$1,364	\$1,072	\$0	\$264	\$2,700
Moreau Emergency Squad-Paid	\$599	\$0	\$0	\$31	\$630
Saratoga Co-County Clerk, Dept Motor Veh	\$0	\$0	\$0	\$225	\$225
Saratoga Co-Maplewood Manor	\$552	\$5,633	\$0	\$823	\$7,008
Saratoga Co-Public Works Building/Grnds	\$71	\$5,256	\$0	\$480	\$5,806
Saratoga Co-Public Works Highway	\$728	\$1,035	\$0	\$608	\$2,370
Saratoga Co-Sewer District	\$55	\$6,069	\$0	\$91	\$6,215
Saratoga Co-Sheriff	\$6,707	\$29,518	\$0	\$14,955	\$51,180
Saratoga Co-Social Services	\$0	\$1,577	\$0	\$0	\$1,577
Schuylerville-Victory Board-Water Mgmt	\$3,859	\$0	\$0	\$0	\$3,859
Town of Clifton Park-All Other	\$7,728	\$6,281	\$0	\$1,797	\$15,805
Town of Edinburg-All Other	\$0	\$3,291	\$0	\$0	\$3,291
Town of Galway-Public Works	\$0	\$0	\$0	\$750	\$750
Town of Halfmoon-Public Works	\$3,047	\$2,411	\$0	\$755	\$6,212
Town of Halfmoon-Youth	\$65	\$0	\$0	\$455	\$519
Town of Malta-Public Works	\$0	\$0	\$0	\$10	\$10
Town of Milton-All Other	\$35	\$0	\$0	\$10	\$45
Town of Milton-Public Works	\$797	\$0	\$0	\$99	\$896
Town of Moreau-All Other	\$266	\$1,066	\$0	\$270	\$1,603
Town of Northumberland-All Other	\$225	\$0	\$0	\$91	\$316
Town of Providence-Public Works	\$0	\$0	\$0	\$20	\$20
Town of Waterford-All Other	\$191	\$121	\$0	\$591	\$903
Village of Ballston Spa-Public Works	\$0	\$2,314	\$0	\$0	\$2,314
Village of South Glen Falls-Police Dept.	\$0	\$0	\$0	\$20	\$20
Village of South Glen Falls-Public Works	\$0	\$0	\$0	\$1,350	\$1,350
Village of Victory-Public Works	\$125	\$0	\$0	\$0	\$125
Vol Fire Dept-Ballston Lake Fire Dept.	\$0	\$800	\$0	\$10	\$809
Vol Fire Dept-Greenfield Fire District	\$0	\$5,322	\$0	\$105	\$5,427
Vol Fire Dept-Mechanicville Fire Dept.	\$370	\$0	\$0	\$81	\$452
Vol Fire Dept-Vil of Round Lake Fire Co	\$23	\$0	\$0	\$10	\$33
Vol Fire-Corinth Vol Fire Association	\$0	\$0	\$0	\$38	\$38
Vol Fire-Halfmoon-Waterford Fire Dist	\$0	\$0	\$0	\$20	\$20
Vol Fire-Vil of South Glens Falls Fire	\$467	\$4,048	\$0	\$0	\$4,515
Vol Fire-Vil of Stillwater-Newland Wood	\$0	\$2,400	\$0	\$0	\$2,400
Vol Fire-Vil Schuylerville-Schuylr Hose	\$200	\$5,156	\$0	\$10	\$5,365
Vol Fire-West Crescent Fire District	\$0	\$0	\$0	\$29	\$29
Vol Fire-Wilton Fire Dept.	\$33	\$0	\$0	\$10	\$43
Wilton Emergency Squad-Paid	\$0	\$650	\$0	\$0	\$650
	\$32,646	\$103,791	\$0	\$29,466	\$165,902



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 02/07/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing The Acceptance of New York State Healthcare Worker Bonus Program Funds, Disbursement of Program Funds To Eligible Saratoga County Employees, and Amending the 2024 County Budget in Relation Thereto

3. Specific Details on what the resolution will authorize:

Adopted as part of the 2022 New York State budget, the Healthcare Worker Bonus program is designed to award and attract front-line healthcare and mental hygiene workers. The program provides state funding for bonuses to eligible workers of up to \$1,500 per employee based on six-month vesting periods; bonus amounts are based on specific criteria established by New York State. The County is required to submit a request for bonus payments for all eligible workers. This resolution will authorize receipt and disbursement of funds for the fourth vesting period (April 1, 2023 through September 30, 2023). Funds from the previous three vesting periods were received and disbursed in 2023.

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
see attached		

Expense

Account Number	Account Name	Amount
see attached		

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

Amount:

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

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted see attached
- 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:

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 Yes

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

State

b. Agency granting funds:

NYS Department of Health (eMedNY)

c. Amount of grant:

\$9,688.50

d. Purpose grant will be used for:

To pay eligible employees bonus money pursuant to state program and regulations.

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

04/01/23 - 09/30/23

g. Amount of county matching funds:

\$0

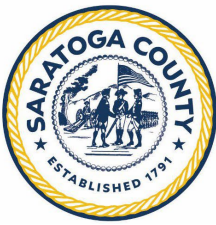
h. Administrative fee to County:

\$0

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 budget amendment summary

10. Remarks:



BOARD OF SUPERVISORS

8/15/2023

RESOLUTION ~~212~~—2023

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

AUTHORIZING THE ACCEPTANCE OF NEW YORK STATE HEALTHCARE WORKER BONUS PROGRAM FUNDS, DISBURSEMENT OF PROGRAM FUNDS TO ELIGIBLE SARATOGA COUNTY EMPLOYEES, AND AMENDING THE 202~~12~~⁴ COUNTY BUDGET IN RELATION THERETO

WHEREAS, as part of the 2022 - 2023 enacted New York State Budget, the State Legislature allocated \$1.2 billion in funding to the New York State Health Care Worker Bonus (“HWB”) program for the payment of bonuses for certain frontline health care workers; and

WHEREAS, the HWB provision allows for the payment of bonuses to “recruit, retain, and reward health care and mental hygiene workers” meeting certain eligibility requirements as determined and approved by New York State, and bonuses are distributed over a series of five “vesting periods” between October 1, 2021 and March 31, 2024, at approximately six month intervals; and

WHEREAS, the HWB program funds were received and disbursed for the first two vesting periods pursuant to Resolution 21-2023, were received and disbursed for the third vesting period pursuant to Resolution 212-2023 and funds in the amount of \$21,5309,688.50 have been received for the ~~third~~ fourth vesting period to be disbursed to eligible employees; and

WHEREAS, the HWB program requires distribution of funds within 30 days of receipt of those funds thereby requiring the Saratoga County Board of Supervisors to approve receipt of those funds at the ~~August 2023~~ February 2024 board meeting; and

WHEREAS, the Law and Finance Committee and the Director of Human Resources have recommended the acceptance of these funds; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute all documents and agreements necessary to accept the New York State Health Care Worker Bonus program funds in the final amount as determined by New York State, with the form and content of such documents and agreements to be subject to the approval of the County Attorney; and it is further

RESOLVED, that the 202~~12~~⁴ County Budget is amended as follows:

UNDER SHERIFF'S OFFICE

Increase Revenue

A.30-3086 State/Legislative Grant \$ 1,614.75

Increase Appropriations

A.30.301-6000 Regular Wages \$ 1,500.00

A.30.301-6930 Social Security \$ 114.75

UNDER DEPARTMENT OF HEALTH

Increase Revenue

~~A.40 3086 State/Legislative Grant \$ 8,073.75~~

Increase Appropriations

~~A.40.000-6000 Regular Wages \$ 7,500.00~~

~~A.40.000-6930 Social Security \$ 573.75~~

UNDER MENTAL HEALTH AND ADDICTION SERVICES

Increase Revenue

A.43-3086 State/Legislative Grant \$ 8,073.75

11,841.50

A.43.431-6000 Regular Wages \$ ~~11,000.00~~7,500

~~A.43.431-6930 Social Security \$ 841.50~~573.75

\$ ~~21,530.00~~9,688.5

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.

UNDER SHERIFF'S OFFICE

Increase Revenue

Acct #: A.30-3086	State / Legislative Grant	\$1,614.75
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Increase Expenses

Acct #: A.30.301-6000	Regular Wages	\$1,500.00
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Acct #: A.30.301-6930	Social Security	\$114.75
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UNDER MENTAL HEALTH AND ADDICTION SERVICES

Increase Revenue

Acct #: A.43-3086	State / Legislative Grant	\$8,073.75
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Increase Expenses

Acct #: A.43.431-6000	Regular Wages	\$7,500.00
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Acct #: A.43.431-6930	Social Security	\$573.75
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Total:		<u><u>\$9,688.50</u></u>
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SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 01/26/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING THE POLICIES AND PROCEDURES MANUAL
RELATIVE TO THE PART-TIME EMPLOYEES POLICY

3. Specific Details on what the resolution will authorize:

To provide greater flexibility for Part-Time employment when recruitment difficulties exist or when other departmental operational needs arise. Authorization requires the approval of the Human Resources Director and the County Administrator.

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

- 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:



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~209~~ ~~2017~~ XX-2024

Introduced by Supervisors ~~Wood, Grattidge, Johnson, Lewza, Peck, Szczepaniak and Wright~~

**AMENDING THE POLICIES AND PROCEDURES MANUAL
RELATIVE TO THE PART-TIME EMPLOYEES POLICY**

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures for the conduct of Saratoga County government; and

WHEREAS, since its adoption, the Board of Supervisors has enacted numerous amendments to the Manual; and

WHEREAS, the Human Resources Department’s ongoing review of the Manual has disclosed the appropriateness of amending ~~and merging~~ the County’s “Part-Time Employees” policy ~~and “Benefits for Part-Time Personnel” policy into a singular “Part-Time Employees” policy; and~~ and

WHEREAS, copies of the proposed revised Part-Time Employees policy were provided to each member of this Board; and

WHEREAS, the implementation of legislative revisions to the Policies and Procedures Manual requires the approval of this Board; now, therefore, be it

RESOLVED, that the following chapter of the Saratoga County Policies and Procedures Manual is amended ~~to revise and merge~~ for the Part-Time Employees policy ~~and the Benefits for Part-Time Personnel policy~~ as set forth in the policy revisions distributed to this Board:

<u>CHAPTER/SECTION</u>	<u>NEW CHAPTER/SECTION</u>	<u>TITLE</u>	<u>NEW TITLE</u>	<u>ORIGINALLY ADOPTED</u>	<u>LAST REVISED</u>
3 H	N/A	PART-TIME EMPLOYEES	N/A	5/13/80	10/19/10
4 O	3 H	BENEFITS FOR PART-TIME PERSONNEL	PART-TIME EMPLOYEES	9/27/94	N/A
<u>3 H</u>	<u>N/A</u>	<u>PART-TIME EMPLOYEES</u>	<u>N/A</u>	<u>10/19/10</u>	<u>10/17/17</u>

and, be it further

RESOLVED, that the Human Resources Department shall distribute copies of this amendment to all County departments and agencies.

BUDGET IMPACT STATEMENT: No budget impact.

Chapter	3
Section	H
Page	1
Date:	5/13/80
Opr:	Human Res.
Date:	10/19/10
Bd Res:	168-10
Revised:	10/17/17
Res:	209-2017
Revised:	02/20/24
Res:	XX-2024

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PART-TIME EMPLOYEES

~~All employees who work less than half the normal workweek of their department on a regular basis are considered part time employees. Part-Time employees generally work less than half of a normal full-time schedule. However, where extreme recruitment difficulties exist or where other operational needs arise, additional hours may be authorized on a case-by-case basis. Such authorization requires the approval of the Human Resources Director and County Administrator.~~

Part-time employees working in County departments covered by the CSEA labor agreement or the Saratoga County Sheriff Road Patrol Unit are not covered under such agreements. These employees shall only be entitled to the County employee benefits set forth in this policy. ~~The Saratoga County Corrections Unit covers part-time employees and any benefits for such are outlined in their current collective bargaining agreement.~~

Part-time employees are covered through the County's short-term disability insurance. Participation in the New York State Retirement System is optional.

In the event a part-time employee is hired into a full-time position, the employee's seniority and benefit date is the employee's full-time appointment date.

Part-time employees are eligible for health insurance if they have worked an average of 30 hours per week over a 12 month period. They are not eligible for dental insurance coverage.

Part-time employees must comply with the same County rules, policies and procedures as full-time employees. Part-time employees may be terminated for poor performance. Part-time employees are paid on an hourly rate and follow the base rate for their current title unless otherwise specified.

~~The Saratoga County Corrections Unit covers part time employees and any benefits for such are outlined in their current collective bargaining agreement.~~



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Mental Health and Addiction Services

DATE: 1/19/24

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Reclassify (1) Community Mental Health Nurse, FT to (2) Community Mental Health Nurse, PT

3. Specific Details on what the resolution will authorize:

This resolution will amend the Compensation Schedule to reclassify 1 full time Community Mental Health Nurse position into 2 part time Community Mental Health Nurse positions.

This will provide much needed flexibility to hire for this position that historically has been difficult to fill and will also result in an overall savings to the County.

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
- b. Budget year impacted **2024**
- c. Details

(1) CMHN base salary: \$68,030; Fringe: \$40,818; Total: \$108,848
 Reclassify to (2) CMHN, PT (maximum 21 hrs/week) base: \$37.38/hr, \$40,819; Fringe:
 \$8164
 Total Cost per Position: \$48,983, Total Cost for both: \$97,966
 Savings: \$10,882

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 **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:



BOARD OF SUPERVISORS

1/16/2024

RESOLUTION 29 - 2024

Introduced by: Supervisors Lant and Ostrander

AMENDING THE 2024 COMPENSATION SCHEDULE TO ~~CREATE ADDITIONAL TEMPORARY PART-TIME DEPUTY SHERIFF POSITIONS~~ RECLASSIFY A COMMUNITY MENTAL HEALTH NURSE, FT POSITION INTO 2 COMMUNITY MENTAL HEALTH NURSE, PT POSITIONS UNDER MENTAL HEALTH AND ADDICTION SERVICES

WHEREAS, the Saratoga County ~~Sheriff~~ Department of Mental Health and Addiction Services is facing staffing issues ~~at the Saratoga County Sheriff's Office~~; and

WHEREAS, adequate staffing of the ~~Sheriff's Office~~ Mental Health Clinic is necessary to ~~protect the life, health and safety~~ provide much needed mental health services to of residents throughout the County; and,

~~WHEREAS, the Sheriff has opined that the shortages have resulted in a marked increase in deputies being mandated to work overtime shifts; and~~

WHEREAS, ~~the recent recruits hired by the department will not be on patrol on their own until October 2024 due to law enforcement training requirements~~ this Community Mental Health Nurse (CMHN) position has been vacant for over nine months with no potential candidates; and

WHEREAS, the hiring of part-time ~~deputies pending the completion of training of the current recruitment class and a concerted effort to recruit lateral transfers~~ CMHNs would help in alleviating the staffing issues created by the current staffing shortages; and

WHEREAS, the ~~Sheriff~~ Commissioner of Mental Health & Addiction Services, and the Director of Human Resources have recommended that the 2024 Saratoga County Compensation Schedule be amended under ~~the Sheriff's Office~~ Mental Health & Addiction Services to ~~create 8 temporary part-time Deputy Sheriff positions~~, reclassify (1) full time CMHN position to (2) part time CMHN positions at an hourly rate of \$27.1037.38, ~~through the end of fiscal year 2024~~; now, therefore, be it

~~WHEREAS, each part-time deputy would be permitted to work up to but not exceeding 75 hours per every two week pay period between now and December 31st, 2024 so long as the total hours for the entire group of part-time deputies does not exceed 4160 hours between now and December 31st, 2024; and now, therefore, be it~~

RESOLVED, that the 2024 Saratoga County Compensation Schedule is amended as follows:

UNDER ~~SHERIFF'S OFFICE~~ MENTAL HEALTH & ADDICTION SERVICES

~~Create (8) Temporary, P/T, Deputy Sheriff; Hourly \$27.10~~

~~*Temporary positions through 12/31/2024~~

Reclassify (1) Community Mental Health Nurse, FT to

(2) Community Mental Health Nurse, PT, Hourly \$37.38

; 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.

January 16, 2024 Regular Meeting

Motion to Adopt: Supervisor Lant

Second: Supervisor Kinowski

~~AYES (226119): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), C. Eric Butler (6500), James D. Arnold (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Cynthia Young (17130), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Ian Murray (5808), Michele Madigan (14245.5), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), David Ball (8208), John Lant (17361)~~

~~NOES (0):~~

~~ABSENT (9390): Diana Edwards (819), Jean Raymond (1333), Thomas Richardson (5163), Sandra Winney (2075)~~



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 01/30/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Amending the 2024 Compensation Schedule to create a Paralegal Specialist under the Department of Social Services

3. Specific Details on what the resolution will authorize:

The Paralegal Specialist will support the absorption of three (3) Full time Attorneys (Department of Social Services) that are being absorbed from the County Attorney's Office.

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
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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**):

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted A.60.000-6000
- 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 03/01/2024

Salary and grade Grade 10, Base \$55,167

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:



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~113~~ 2021xx-2024

Introduced by Supervisors ~~Tollisen, Butler, Thompson, O'Connor, Grasso~~, Lant, Richardson, ~~Schopf, M. Veitch and Wood~~ Wright

AMENDING THE ~~2021~~ 2024 COMPENSATION SCHEDULE TO CREATE ~~AND RECLASSIFY CERTAIN POSITIONS UNDER COUNTY TREASURER AND ABOLISH CERTAIN POSITIONS UNDER COUNTY ATTORNEY'S OFFICE~~ A PARALEGAL SPECIALIST UNDER THE DEPARTMENT OF SOCIAL SERVICES

~~WHEREAS, the Human Resources and Insurance Committee, the Director of Human Resources, and the County Treasurer have recommended that the 2021 Saratoga County Compensation Schedule be amended under County Treasurer to reclassify (1) Foreclosure Supervisor to (1) Foreclosure Specialist at the base salary of \$44,069; and~~

~~WHEREAS, the Human Resources and Insurance Committee, the Director of Human Resources, and the County Treasurer have recommended that the 2021 Saratoga County Compensation Schedule be amended under County Treasurer to Create (1) Paralegal Specialist, Grade 10, Base/Step 1 at the salary of \$53,025; and~~

~~WHEREAS, the Human Resources and Insurance Committee, the Director of Human Resources, the County Treasurer and the County Attorney have recommended that the 2021 Saratoga County Compensation Schedule be amended under County Attorney's Office to Abolish (1) Legal Assistant—Real Estate, incumbent current salary of \$50,910; now, therefore be it~~

WHEREAS, the Department of Social Services has identified the operational need for Paralegal Specialist to perform para-professional legal work of a complex nature within Saratoga County (Department of Social Services); and

WHEREAS, The Department of Social Services has also identified that the work involves responsibility for a wide variety of legal duties including but not limited to preparation, review, verification and maintenance of legal documents and legal materials;

WHEREAS, the Human Resources and Insurance Committee, the Director of Human Resources, Commissioner of Social Services, and the County Attorney have recommended that the 2024 Saratoga County Compensation Schedule be amended under The Department of Social Services to Create (1) Paralegal Specialist, Grade 10, Base/Step 1 at the salary of \$ \$55,157; and

RESOLVED, that the ~~2021~~ 2024 Saratoga County Compensation Schedule is amended effective as of ~~April 21, 2021~~ as follows:

UNDER ~~COUNTY TREASURER~~ DEPARTMENT OF SOCIAL SERVICES:

~~Reclassify (1) Foreclosure Supervisor to (1) Foreclosure Specialist,
Base Salary \$44,069~~

Create (1) Paralegal Specialist – Grade 10, Base 1/Step 1
Base Salary ~~\$53,025~~ \$55,167

UNDER COUNTY ATTORNEY

~~Abolish (1) Legal Assistant – Real Estate
Incumbent Salary \$50,910~~

BUDGET IMPACT STATEMENT: No Budget Impact. ~~Reclassifications will result in cost savings of \$40,371.~~ Funds are included in the Department Budget.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 113 - 2021

Introduced by Supervisors O'Connor, Grasso, Lant, Richardson, Schopf, Veitch and Wood

AMENDING THE 2021 COMPENSATION SCHEDULE TO CREATE AND RECLASSIFY CERTAIN POSITIONS UNDER COUNTY TREASURER AND ABOLISH CERTAIN POSITIONS UNDER COUNTY ATTORNEY'S OFFICE

WHEREAS, the Human Resources and Insurance Committee, the Director of Human Resources, and the County Treasurer have recommended that the 2021 Saratoga County Compensation Schedule be amended under County Treasurer to reclassify (1) Foreclosure Supervisor to (1) Foreclosure Specialist at the base salary of \$44,069; and

WHEREAS, the Human Resources and Insurance Committee, the Director of Human Resources, and the County Treasurer have recommended that the 2021 Saratoga County Compensation Schedule be amended under County Treasurer to Create (1) Paralegal Specialist, Grade 10, Base/Step 1 at the salary of \$53,025; and

WHEREAS, the Human Resources and Insurance Committee, the Director of Human Resources, the County Treasurer and the County Attorney have recommended that the 2021 Saratoga County Compensation Schedule be amended under County Attorney's Office to Abolish (1) Legal Assistant – Real Estate, incumbent current salary of \$50,910; now, therefore be it

RESOLVED, that the 2021 Saratoga County Compensation Schedule is amended effective as of April 21, 2021 as follows:

UNDER COUNTY TREASURER:

Reclassify (1) Foreclosure Supervisor to (1) Foreclosure Specialist,
Base Salary \$44,069

Create (1) Paralegal Specialist – Grade 10, Base 1/Step 1
Base Salary \$53,025

UNDER COUNTY ATTORNEY

Abolish (1) Legal Assistant – Real Estate
Incumbent Salary \$50,910

BUDGET IMPACT STATEMENT: No Budget Impact. Reclassifications will result in cost savings of \$40,371.



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 01/25/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

To re-classify and re-assign three (3) Assistant County Attorney's to three (3) Social Services Attorney's.

3. Specific Details on what the resolution will authorize:

Re-structuring the County Attorney's Office to provide more efficient legal services to the Department of Social Services. To re-classify and re-assign three (3) Assistant County Attorney's from the County Attorney's Office to three (3) Social Services Attorney's in the Department of Social Services.

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
A.60.000-6000	Regular Wages	\$288,213
A.60.000-6910	Retirement	\$50,427

Expense

Account Number	Account Name	Amount
A.20.000-6000	Regular Wages	\$288,213
A.20.000-6910	Retirement	\$50,437

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.20.000-6000 and A.60.000-6000
- 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 **AC Plan \$96,071**

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:



2/23/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 42—2023

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

AMENDING THE 2023-~~4~~ COMPENSATION SCHEDULE TO RECLASSIFY POSITIONS UNDER THE ~~DEPARTMENT OF HEALTH~~COUNTY ATTORNEY'S OFFICE AND THE DEPARTMENT OF SOCIAL SERVICES, AND AMENDING THE 2023-~~4~~ COUNTY BUDGET IN RELATION THERETO

WHEREAS, ~~many~~ duties currently performed by ~~the three (3) Assistant Attorney's in the County Attorney's Office Early Intervention Program Manager, Public Health Planner and Senior Public Health Educator~~ can be performed by employees in titles that are in line and reflect the current operations of the Department of ~~Health~~ Social Services; and

WHEREAS, utilizing these titles will provide more efficient legal services to the Department of Social Services ~~expand the pool of potential applicants and provide the Health Department with needed flexibility and skill sets~~; and

WHEREAS, our Human Resources and Insurance Committee, the Director of Human Resources, ~~the County Attorney~~ and the Commissioner of ~~Health~~ Social Services have recommended that the 2023-~~2024~~ Saratoga County Compensation Schedule be amended under the ~~County Attorney's Office and the Department of Social Services, Department of Health~~ to reclassify and re-assign one (1) ~~three (3)~~ Early Intervention Program Manager Assistant County Attorney's (Base salary \$71,322\$96,071) to one (1) ~~three (3)~~ Supervising Public Health Nurse Social Services Attorney's with a base salary of ~~-\$69,095\$96,071~~; and Reclassify ~~one (1) Public Health Planner and one (1) Senior Public Health Planner to two (2) Public Health Representatives with a salary of \$60,750 each for an overall savings to the County of \$8,159~~; ~~now~~ therefore, be it

RESOLVED, that the 2023-~~2024~~ Saratoga County Compensation Schedule is amended as follows:

UNDER DEPARTMENT OF HEALTH SOCIAL SERVICES

Reclassify ~~(Create (4) Early Intervention Program Manager to Supervising Public Health Nurse — Base Salary: \$69,095~~ Social Services Attorney, Base salary \$96,071

UNDER DEPARTMENT OF COUNTY ATTORNEY

Reclassify ~~Unfund (4) Public Health Planner and (1) Senior Public Health Educator to (2) Public~~

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~~Health Representatives~~ Base Salary: \$60,750 each ~~Assistant County Attorney, Base salary \$96,071~~

; and it is further

RESOLVED, that the ~~2023~~ 2024 County Budget is amended as follows: UNDER DEPARTMENT OF HEALTH SOCIAL SERVICES

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Decrease Increase Revenue Expense:

A.40.3401 Article 6 State Aid	\$4,330
A.40.3401 Article 6 State Aid	\$ 461
A.60.000-6000 Regular Wages	\$288,213

UNDER COUNTY ATTORNEY

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Decrease Appropriations Expense:

A.40.407-6000 A.20.000-6000 Regular Wages	\$2,257 \$288,213
A.40.414-6000 Regular Wages	\$9,772
A.40.407-6930 Social Security	\$ 173
A.40.414-6930 Social Security	\$ 748

Increase Budgetary Fund Balance:

A.0599.B Appropriated Fund Balance Budgetary	\$8,159
---------------------------------------------------------	---------

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: ~~The budget will be amended to decrease expenses and associated revenues and increase fund balance by \$8,159. No Budget Impact, funds are included in the 2024 Budget~~

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SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 01/26/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

To re-classify and re-assign one (1) Assistant County Attorney to one (1) Assistant County Attorney (Public/Environmental Health).

3. Specific Details on what the resolution will authorize:

Re-structuring the County Attorney's office to provide for more efficient legal services to the Department of Health. To re-classify and re-assign one (1) Assistant County Attorney to one (1) Assistant County Attorney (Public/Environmental Health).

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
A.40.000-6000	Regular Wages	\$108,166

Expense

Account Number	Account Name	Amount
A.20.000-6000	Regular Wages	\$108,166

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.20.000-6000 and A.40.000-6000
- 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 **AC Plan Step 6-A \$108,167**

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 **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:



2/23/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 42 - 2023

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

AMENDING THE ~~2023~~ 2024 COMPENSATION SCHEDULE ~~TO RECLASSIFY TO RECLASSIFY~~ POSITIONS UNDER THE DEPARTMENT OF HEALTH, AND ~~THE COUNTY ATTORNEY'S OFFICE AND~~ AMENDING THE ~~2023~~ 2024 COUNTY BUDGET IN RELATION THERETO

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WHEREAS, many duties currently performed ~~by one (1) Assistant County Attorney by the Early Intervention Program Manager, Public Health Planner and Senior Public Health Educator~~ can be performed by employees in titles that are in line and reflect the current operations of the Department of Health; and

WHEREAS, utilizing ~~these~~ these titles ~~will provide more efficient legal services to the Department of Health will expand the pool of potential applicants and provide the Health Department with needed flexibility and skill sets;~~ and

WHEREAS, our Human Resources and Insurance Committee, the Director of Human Resources, and the Commissioner of Health have recommended that the ~~2023~~ 2024 Saratoga County Compensation Schedule be amended under the Department of Health to reclassify one (1) ~~Assistant County Attorney (\$108,166) Early Intervention Program Manager (\$71,322)~~ to one (1) Assistant County Attorney (Public/Environmental Health) (\$108,166) ~~Supervising Public Health Nurse with a salary of \$69,095;~~ and ~~Reclassify one (1) Public Health Planner and one (1) Senior Public Health Planner to two (2) Public Health Representatives with a salary of \$60,750 each for an overall savings to the County of \$8,159;~~ now, therefore, be it

RESOLVED, that the ~~2023~~ 2024 Saratoga County Compensation Schedule is amended as follows:

UNDER DEPARTMENT OF HEALTH

~~Reclassify~~ Create (1) Assistant County Attorney (Public/Environmental Health) salary \$108,166 ~~Early Intervention Program Manager to Supervising Public Health Nurse — Base Salary: \$69,095~~

UNDER COUNTY ATTORNEY

~~Reclassify~~ Unfund (1) Assistant County Attorney salary \$108,166 ~~Public Health Planner and (1) Senior Public Health Educator to (2) Public Health Representatives — Base Salary: \$60,750 each~~

; and it is further

RESOLVED, that the ~~2023~~ 2024 County Budget is amended as follows:UNDER DEPARTMENT OF HEALTH

<u>Decrease Revenue</u>	<u>Increase Expense:</u>	
A.40.3401 Article 6 State Aid		\$4,330
A.40.3401 Article 6 State Aid		\$ 461
	<u>A.40.000-6000 Regular Wages</u>	<u>\$108,166</u>

UNDER COUNTY ATTORNEY

<u>Decrease Appropriations</u>	<u>Decrease Expense:</u>	
A.40.407-6000 Regular Wages		\$2,257
A.40.414-6000 Regular Wages		\$9,772
A.40.407-6930 Social Security		\$ 173
A.40.414-6930 Social Security		\$ 748
	<u>A.20.000-6000 Regular Wages</u>	<u>\$108,166</u>

<u>Increase Budgetary Fund Balance:</u>	
A-0599.B Appropriated Fund Balance Budgetary	\$8,159

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: ~~The budget will be amended to decrease expenses and associated revenues and increase fund balance by \$8,159.~~ No Budget Impact, funds are included in the 2024 Budget



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 42 - 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, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

WHEREAS, many duties currently performed by the Early Intervention Program Manager, Public Health Planner and Senior Public Health Educator can be performed by employees in titles that are in line and reflect the current operations of the Department of Health; and

WHEREAS, utilizing these titles will expand the pool of potential applicants and provide the Health Department with needed flexibility and skill sets; 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 to reclassify one (1) Early Intervention Program Manager (\$71,322) to one (1) Supervising Public Health Nurse with a salary of \$69,095; and Reclassify one (1) Public Health Planner and one (1) Senior Public Health Planner to two (2) Public Health Representatives with a salary of \$60,750 each for an overall savings to the County of \$8,159; now, therefore, be it

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

UNDER DEPARTMENT OF HEALTH

Reclassify (1) Early Intervention Program Manager to Supervising Public Health Nurse – Base Salary: \$69,095

Reclassify (1) Public Health Planner and (1) Senior Public Health Educator to (2) Public Health Representatives – Base Salary: \$60,750 each

; and it is further

RESOLVED, that the 2023 County Budget is amended as follows:

UNDER DEPARTMENT OF HEALTH

Decrease Revenue:

A.40-3401 – Article 6-State Aid	\$4,330
A.40-3401 – Article 6-State Aid	\$ 461

Decrease Appropriations:

A.40.407-6000 – Regular Wages	\$2,257
A.40.414-6000 – Regular Wages	\$9,772
A.40.407-6930 – Social Security	\$ 173
A.40.414-6930 – Social Security	\$ 748

Increase Budgetary Fund Balance:

A-0599.B – Appropriated Fund Balance Budgetary	\$8,159
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; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to decrease expenses and associated revenues and increase fund balance by \$8,159.

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)



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, 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
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 2.5.24

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing a Temporary Increase in Compensation for Deputy Treasurer JoAnn Kupferman for Additional Treasurer Duties Performed

3. Specific Details on what the resolution will authorize:

County Treasurer Jarosh submitted his resignation on February 5th, effective February 19th, and at which time Deputy Treasurer Kupferman will assume the role of Acting Treasurer. She will work diligently to ensure the operations of the Treasurers office continue without interruption. It is recommended that Acting Treasurer Kupferman receive a temporary increase in compensation commensurate with the duties performed until such time that a new Treasurer is elected or appointed.

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
- 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

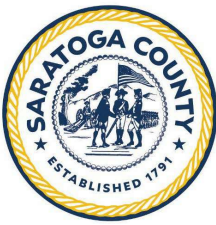
County Administrator's Office
Consulted **Yes**

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:



BOARD OF SUPERVISORS

12/19/2023

RESOLUTION X - 2023

Introduced by Human Resources and Insurance:

AUTHORIZING A TEMPORARY INCREASE IN COMPENSATION FOR ~~DEPUTY CHIEF AUDITOR, JULIE BOSLEY~~, Acting Treasurer JoAnn Kupferman FOR ADDITIONAL ~~AUDITOR~~ Treasurer DUTIES

WHEREAS, County Treasurer Andrew Jarosh resigned effective February 19, 2024; and

WHEREAS, until a successor Treasurer is elected or appointed, maintaining continuity in the Treasurer'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; and

WHEREAS, JoAnn Kupferman currently serves in the position of Deputy Treasurer and has assumed many of the duties of the Treasurer role since the resignation of the previous incumbent; now, therefore, be it

RESOLVED, for fulfilling the additional duties and responsibilities of the position of Treasurer, commencing February 20, 2024, JoAnn Kupferman shall be compensated at the temporary rate of \$70.53 per hour (Base Treasurer Salary per 2023 Special Compensation Schedule) as a salaried employee until such time as a new Treasurer is elected or appointed and assumes the duties of the position; 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.

December 19, 2023 Regular Meeting

Motion to Adopt: Supervisor(s)

Second: Supervisor(s)

AYES:

NOES:

ABSENT: