

PERSONNEL & INSURANCE COMMITTEE

May 4, 2016

Meeting minutes

PRESENT: Chairman Thomas Wood; Supervisors John Collyer, Alan Grattidge, Ed Kinowski, Dan Lewza and Chairman of the Board Mo Wright; Chad Cooke, Deputy County Administrator; Hugh Burke, Assistant County Attorney; Marcy McNamara, Personnel Director; Diane Brown, Personnel Deputy Director; Wendy Tennant, Self-Insurance Specialist; Brian O'Connor, County Auditor; Phil Alban, Marshall & Sterling.

Chairman Wood called the meeting to order and welcomed those in attendance.

On a motion by Mr. Collyer, seconded by Mr. Kinowski the minutes of the April 6, 2016 meeting were unanimously approved.

Mr. Wood said the Personnel Department has been extremely busy and he continues to be impressed with the performance of the employees of that Department.

The self-insurance report was distributed. Mrs. McNamara said two big claims were received. One claim is from the Greenfield Fire District for an accident on a call and the other from the West Crescent Fire Department where a tow truck struck an emergency officer. There have been 12 new claims for the month of April and there have been a total of 80 claims year to date. The expenses for April are down approximately \$79,000. Worker's Compensation will be a hot topic for all jurisdictions as the County transitions to CorVel. Mr. Kinowski asked if someone can elect to decline worker's compensation coverage and use their own insurance. Mrs. McNamara said no, if it's a workers compensation claim it has to be paid for as such.

Mr. Wood said the transition from Sedgewick to Corvel is going very well. The first meeting was April 20th and there was a team from CorVel that came to the County and met with Personnel staff. They will be scheduling a meeting very Tuesday from now through July. The process is going smoothly. The goal is to have all the claims go live on July 1 and that is on track. Mr. Wood said it has been and continues to be a smooth transition. The goal is for the County to save money in the short term as well as the long term.

Retirement reporting for elected and appointed officials has changed. A summary sheet was distributed to the Committee. Mr. Wood said there have been a number of changes with the latest being revised in August of 2015 and these new changes became effective in January of 2016. Overall, he said, these changes have made things better. He went over the changes with the Committee. These changes do not require Board action. Mr. Grattidge asked if they would be notified by the Personnel Department when they need to submit paperwork. Mrs. McNamara said yes, they would make those notifications.

Mr. Wood said there has been an ongoing effort to make necessary revisions to the Policies and Procedures Manual. This month Personnel is proposing amendments to the Retirement Policy which was last updated in 1980. The main additions are that all employees of Saratoga County, except those employed by CETA, are eligible for retirement benefits. All permanent full-time employees are required to join the retirement system. Mr. Kinowski asked other than those who are required those who are not required but entitled to it by that change if they elect not to must they sign a sheet that they decline it. Mrs. McNamara replied that those employees are required to sign a sheet.

On a motion by Mr. Kinowski, seconded by Mr. Lewza unanimous approval was given to amend the Policies and Procedures Manual relative to the Retirement Policy.

Mr. Wood said with regards to the Title VI update which was adopted earlier this year, it has been submitted to NYS DOT. They have reviewed it and found that it has met all the requirements. He thanked Keith Manz, Tom Speziale as well as the Department of Personnel for their work on this policy.

Mrs. McNamara handed out the current vacancies. She reviewed each of the vacancies with the Committee.

Mr. Wood reminded the Committee that the Sheriff's Department would be holding a promotional ceremony on Thursday, May 5, 2016 in the Board Rooms.

Mrs. McNamara said the Correction's negotiations are still at the attorney level. There has not been a lot of progress and no new meeting dates have been set at this time.

On a motion by Mr. Kinowski, seconded by Mr. Collyer the meeting was unanimously adjourned.

Respectfully Submitted,

Pamela Wright
Clerk of the board