

Personnel and Insurance Committee Minutes
July 6, 2016 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors John Collyer, Alan Grattidge, Ed Kinowski, Dan Lewza, Dick Lucia, Peter Martin, Bill Peck, and Chairman of the Board Mo Wright; Spencer Hellwig, Administrator; Brian O’Conor, Auditor; Diane Brown, Robert Hartman, Eileen Luce, Marcy McNamara, Wendy Tennant, Personnel; Oscar Schreiber, Public Defender; Andrew Jarosh, Lisa Masten, Treasurer; Steve Dorsey, County Attorney; Phil Alban, Marshall and Sterling.

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

On a motion made by Mr. Peck, seconded by Mr. Lucia the minutes of the June 8, 2016 meeting were approved unanimously.

The self-insurance monthly report was distributed. Mrs. McNamara said that they had their first poison ivy case in the Town of Stillwater. There were 19 new claims this month. Year to date claims are down by 10 compared to 2015. June expenses were approximately \$247,000 down by \$39,000 compared to 2015. YTD expenses are approximately \$1.7M down by \$8,500 from last year.

Mrs. McNamara distributed copies of the Workers Compensation Budget. Mr. Wood stated that the budget will need to be approved by August so that individual towns, etc., will need to incorporate the impact into their own budget. Projected budget has a 30.9% increase this year. Mr. Hellwig said that the 2016 budget is approximately \$3.5M, 2017 projected budget is \$4.6M. Of this total 60% is made up of two entities, County of Saratoga and the City of Saratoga Springs. The portion of the increase related to the County’s share is a function of claims filed at Maplewood Manor prior to privatization. It is anticipated that these costs will drop significantly over the 3 years resulting in a lower premium for the County. After review by this committee a full report will be submitted to the Board of Supervisors for inclusion in the 2017 tentative budget.

A motion was made by Mr. Lucia seconded by Mr. Grattidge to amend Resolution # 138-15 to approve a revised standard workday resolution for elected and appointed County officials for retirement purposes. Unanimous.

Mr. Wood said that there are 11 supervisors that are members of the retirement system that have completed paperwork for revised standard workday reporting.

A motion was made by Mr. Collyer, seconded by Mr. Lewza to approve an agreement with Mark Minick, as a Part-time Assistant Public Defender at a Salary Grade of 18. Unanimous.

Mr. Wood stated that a resignation in the Public Defender’s office which created the opening. Mr. Schreiber said that he interviewed Mr. Minick. The position will be for a maximum of 17.5

hours per week and the cost will be covered by the caseload relief grant, which will provide funding through 2017 or until the grant ends.

A motion was made by Mr. Grattidge seconded by Mr. Lucia to authorize an amendment to the County's Policies and Procedures manual to revise the Time Card Policy now titled Time Keeping Policy, Chapter 3 Section M. Unanimous.

Mr. Wood said that this policy was last revised in 2002. Since 2002 the County purchased a new software system Kronos for electronic timekeeping. Each Department Head is responsible for developing a system documenting off-site timekeeping. Maintenance of time card procedures was deleted.

A motion was made by Mr. Grattidge seconded by Mr. Kinowski to authorize an amendment to the County's Policies and Procedures manual to revise the section pertaining to Saratoga County Hazard Communication Right to Know Program, Chapter 1 Section K. Unanimous.

Mr. Wood said that in 2012 OSHA modified the hazardous communication standard and all employers need to be in full compliance. Main changes include a revised labeling system. MSDS is now known as SDS. Saratoga County now has a web based system for storing and making available the safety data sheets to Department Heads.

Mrs. McNamara distributed the vacancy review spreadsheet and went over the positions that are vacant at this time.

Mr. Wood said that the transition to Corvel has been very smooth and became effective July 1. Three separate training programs were held for all organizations that participate in the program. The training sessions were well attended. Mr. Lucia thanked the Personnel Department for the sessions. All supervisors were mailed packets, contact information and forms. Supervisors will be alerted by Corvel on all new claims reported in their towns.

Mr. Wood reported that the Wellness Committee has initiated a walking program. 115 participants have signed up and the program may be extended past the initial 4 weeks. There are a number of other wellness programs that have been identified that the committee is working on.

On a motion made by Mr. Lewza, seconded by Mr. Lucia the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Legislative Clerk