

Human Resources & Insurance Committee Minutes
August 2, 2017 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors John Collyer, Alan Grattidge, Tom Richardson, Tim Szczepaniak, Mo Wright and Chairman of the Board Ed Kinowski; Spencer Hellwig, Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Wendy Tennant, Human Resources; Keith Manz, Public Works; Mike Zurlo, Rick Castle, Sheriff; Andrew Jarosh, Treasurer; Kimberly Young, Corvel.

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

On a motion made by Mr. Grattidge, seconded by Mr. Szczepaniak, the minutes of the July 5, 2017 meeting were approved unanimously.

Mrs. McNamara distributed the monthly workers' compensation report. There were 36 new claims in July, of which there were several claims from Youth Camp Counselors. Of the 36 claims, 8 did not call the 1-800 number. The first Lyme disease case was reported in July. Mr. Kinowski asked what preventative measures are taken regarding ticks. Mrs. McNamara said that each department has bug repellent, they also prefer employees to have ticks removed by emergency care to ensure proper removal.

A motion was made by Mr. Szczepaniak, seconded by Mr. Wright, to authorize amendments to the 2017 Saratoga County Compensation Schedule to reclassify one Building Maintenance Supervisor to a Facilities Maintenance Supervisor, Grade 13 in the Public Works Department, effective December 15, 2017 and reclassifying one Senior Account Clerk (Conf.) to an Administrative Coordinator (Conf.), Grade 6 in the Sheriff's Department, effective August 25, 2017. Unanimous.

Mr. Manz said that for the DPW position, the current Building Maintenance Supervisor will be retiring in the near future. He said that new position of Facilities Maintenance Supervisor will be non-union. There are currently 22 employees under the supervision of this position. A discussion took place regarding the timing and options available for training the new employee. Mr. Zurlo said that the position reclassification request for his department is due to the recent retirement of one of his employees. The new position will have added responsibilities such as overseeing grants, budget processes and other duties.

Mr. Wood gave a brief update on succession planning. He said that on July 19 a memo went out to all department heads regarding the 2018 budget, department heads were reminded to include succession planning in the 2018 budget. Department heads were also reminded to consider consolidating or changing positions, promoting employees to fill vacant positions and modifying positions to reflect changes in the way the department could more efficiently operate. Human Resources has met with one department head to review all positions within that department and how the department could be restructured based on employees that may retire in 2018. The department head can now use this information to come up with a plan to submit for 2018 budget

requests. Human Resources has also reviewed competitive positions where there could be vacancies within the next year. They are in the process of ordering approximately 20 civil service examinations in order to have current active eligible lists in place.

Mr. Wright said that employees need to be encouraged to research the impact of the new contract vs. the long term effect of possibly retiring too early. Mrs. McNamara said that they will be sending out a memo on their interpretation of the contract.

Mrs. McNamara distributed the vacancy review report and went over the positions that are vacant at this time. Mr. Wood said that the subcommittee will be meeting on August 9.

A motion was made by Mr. Szczepaniak, seconded by Mr. Grattidge, the meeting was adjourned to Executive Session for the discussion of matters relating to the employment or promotion of a particular person and discussion regarding pending litigation. Unanimous.

On a motion made by Mr. Grattidge, seconded by Mr. Wright, the meeting was reopened to Regular Session. Unanimous.

No action was taken.

A motion was made by Mr. Szczepaniak, seconded by Mr. Wright, to appoint Brian O'Connor as the Director of Finance at the base Salary Grade 21 effective September 22, 2017. Unanimous.

Mr. Wood said that this resolution was an addition to the agenda.

Mr. Wood said that Dr. Michael Prezioso, Commissioner of Mental Health & Addiction Services was elected as the Chair of the Statewide Mental Hygiene Planning Committee by the Conference of Local Mental Hygiene Directors.

Mr. Wood recognized Jim Agoney, a road maintainer at DPW, who most likely saved a woman's life as she was attacked by her Bullmastiff when he rang her doorbell earlier this month. Mr. Agoney does roadside mowing and rang her bell for mowing-related issue in front of her house, when the bell rang the woman was attacked by her dog as she answered the door. Mr. Agoney wrestled the dog to the ground and held it down. Mr. Agoney was not hurt but the woman spent the night in hospital with bite marks on her legs.

Mr. Wood reported that at the most recent Department Head meeting, Jay Girvin, labor attorney with Girvin & Ferlazzo, provided department head training on unlawful workplace harassment including sexual harassment, and workplace violence.

On a motion made by Mr. Szczepaniak, seconded by Mr. Wright, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board