



Human Resources & Insurance Committee

Wednesday, October 30, 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 VC

Agenda

- I. Welcome and Attendance
- I. Approval of the minutes of the October 2, 2024 meeting
- II. Workers Compensation Report
- III. Amending the County's Policies and Procedures Manual to revise the Freedom of Information Policy – Scot Chamberlain, Human Resources
- IV. Authorizing an agreement with BSN Sports for the provision of custom apparel store – Steve Bulger, County Administrator
- V. Other Business
- VI. Adjournment



Board Meeting

October 30, 2024



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Accident Dates 9/01/24 To 10/01/24

Location Name	Lost Time	Med Only	Record Only	Total
City of Mechanicville Public Works	0	0	1	1
City of Saratoga Springs Public Works	0	1	0	1
Clifton Park Halfmoon Emergency Crp Paid	0	0	2	2
Galway Emergency Medical Services Paid	0	0	1	1
Moreau Emergency Squad Paid	1	0	0	1
Saratoga Co Animal Shelter	0	1	0	1
Saratoga Co Public Works Highway	1	0	0	1
Saratoga Co Sheriff	0	3	0	3
Town of Clifton Park Public Works	0	1	0	1
Vol Fire Dept Mechanicville Fire Dept.	0	2	0	2
Vol Fire Halfmoon Waterford Fire Dist.	0	1	0	1
	2	9	4	15

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 09/01/24 To 10/01/24

Location Name	Medical	Indemnity	Expense	Total
Ballston Lake Emergency Squad Pd	\$206	\$0	\$15	\$222
City of Mechanicville Police Department	\$0	\$0	\$10	\$10
City of Mechanicville Public Works	\$187	\$1,461	\$43	\$1,690
City of Saratoga Springs All Other	\$688	\$369	\$269	\$1,326
City of Saratoga Springs Fire Department	\$1,061	\$719	\$464	\$2,244
City of Saratoga Springs Police Dept	\$1,670	\$14,853	\$270	\$16,793
City of Saratoga Springs Public Works	\$5,052	\$5,510	\$262	\$10,825
Clifton Park Halfmoon Emergency Crp Paid	\$87	\$0	\$14	\$101
Malta Stillwater Ambulance Corps Paid	\$0	\$0	\$103	\$103
Malta Stillwater Ambulance Corps Voluntr	\$474	\$1,608	\$158	\$2,240
Moreau Emergency Squad Paid	\$2,333	\$0	\$225	\$2,559
Saratoga Co Animal Shelter	\$58	\$0	\$122	\$180
Saratoga Co Employment & Training	\$0	\$0	\$103	\$103
Saratoga Co Maplewood Manor	\$0	\$3,720	\$0	\$3,720
Saratoga Co Probation	\$145	\$0	\$12	\$158
Saratoga Co Public Works Building/Grnds	\$0	\$2,451	\$0	\$2,451
Saratoga Co Public Works Highway	\$3,147	\$4,112	\$721	\$7,980
Saratoga Co Sewer District	\$177	\$3,272	\$154	\$3,603
Saratoga Co Sheriff	\$6,888	\$41,444	\$1,250	\$49,581
Saratoga Co Social Services	\$0	\$1,051	\$0	\$1,051
Saratoga Co SYEP	\$212	\$0	\$10	\$222
Town of Clifton Park All Other	\$137	\$1,091	\$10	\$1,238
Town of Clifton Park Public Works	\$58	\$0	\$12	\$71
Town of Clifton Park Youth	\$0	\$0	\$20	\$20
Town of Edinburg All Other	\$0	\$2,194	\$0	\$2,194
Town of Galway Public Works	\$986	\$0	\$67	\$1,053
Town of Hadley Public Works	\$56	\$0	\$390	\$446
Town of Halfmoon Public Works	\$506	\$0	\$29	\$534
Town of Malta Public Works	\$347	\$0	\$89	\$435
Town of Moreau Public Works	\$0	\$0	\$20	\$20
Town of Northumberland All Other	\$1,073	\$0	\$490	\$1,563
Town of Saratoga All Other	\$8	\$1,384	\$10	\$1,402
Town of Stillwater Public Works	\$0	\$0	\$103	\$103

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

	Payments From 09/01/24 To 10/01/24			
Town of Waterford All Other	\$589	\$0	\$178	\$767
Town of WiltonPublic Works	\$727	\$0	\$163	\$890
Village of Ballston Spa Police Dept	\$102	\$0	\$19	\$121
Village of Ballston Spa Public Works	\$0	\$1,543	\$103	\$1,646
Village of South Glen Falls Police Dept.	\$209	\$0	\$15	\$225
Village of Victory Public Works	\$0	\$0	\$103	\$103
Vol Fire Dept Ballston Lake Fire Dept.	\$0	\$533	\$0	\$533
Vol Fire Dept Greenfield Fire District	\$74	\$3,548	\$12	\$3,633
Vol Fire Dept Mechanicville Fire Dept.	\$0	\$0	\$20	\$20
Vol Fire Corinth Vol Fire Association	\$59	\$0	\$10	\$69
Vol Fire Northside Fire Dist FB Peck Hs	\$0	\$0	\$103	\$103
Vol Fire Vil of Ballston Spa Union #2	\$311	\$0	\$12	\$322
Vol Fire Vil of South Glens Falls Fire	\$0	\$3,548	\$0	\$3,548
Vol Fire Vil of Stillwater Newland Wood	\$0	\$1,600	\$0	\$1,600
Vol Fire Vil Schuylerville Schuyler Hose	\$0	-\$46,028	\$0	-\$46,028
Wilton Emergency SquadPaid	\$0	\$0	\$450	\$450
	\$27,629	\$49,984	\$6,629	\$84,242



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: 10/22/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING THE COUNTY'S POLICIES AND PROCEDURES
MANUAL TO REVISE THE FREEDOM OF INFORMATION
POLICY

3. Specific Details on what the resolution will authorize:

As recommended by the HR and Insurance Policy Review Subcommittee, this resolution will authorize necessary updates to the Freedom of Information policy to reflect current practice and include a new section, Policy for Notification to Employees Regarding Disclosure of Disciplinary Records. This language is required due to a recent modification to Public Officers Law Section 87, which obligates employers to develop a policy to provide notification to public employees in the event that the agency is responding to a request for such employee's disciplinary records.

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

- G/L line impacted
- Budget year impacted
- 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

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:

Human Resources Consulted
N/A

Purchasing Office Consulted
N/A

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 marked-up policy identifying changes

10. Remarks:



BOARD OF SUPERVISORS

RESOLUTION -XXX- 2024

Introduced by Human Resources and Insurance: Supervisors Butler, M. Veitch, Lant, Richardson, Thompson, Tollisen, and Wright

AMENDING THE POLICIES AND PROCEDURES MANUAL TO REVISE THE COUNTY'S ~~UNION RIGHTS~~ FREEDOM OF INFORMATION POLICY

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures pertaining to the conduct of Saratoga County Government; and

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

WHEREAS, the Human Resources Department's ongoing review of the manual has deemed it appropriate to amend the County's ~~Union Rights~~ Freedom of Information Policy to update and further clarify policy to capture the most current ~~employment practices and intent of the program~~ requirements of Public Officers Law; and

WHEREAS, our Human Resources Department has distributed copies of the proposed revised "~~Union Rights Policy~~" Freedom of Information Policy 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 Saratoga County Policies and Procedures Manual is hereby amended to modify the ~~Union Rights~~ Freedom of Information Policy as set forth in the policy revisions distributed to this Board:

Chapter	Section	Title	Originally Adopted	Last Revised
<u>41</u>	<u>NH</u>	Union Rights <u>Freedom of Information</u>	<u>05/13/1980</u>	<u>09/28/2004</u> <u>Res 140-96</u>
<u>41</u>	<u>NH</u>	Union Rights <u>Freedom of Information</u>	<u>09/28/2004</u>	xx/xx/2024 <u>Res 227-94</u>
<u>1</u>	<u>H</u>	<u>Freedom of Information</u>		<u>Res 66-78</u>

; and be it further

RESOLVED, that the Human Resources Department distribute copies of this amended ~~Union Rights~~ Freedom of Information Policy to all County Departments and County Agencies and shall post the amended policy on the County's Intranet.

BUDGET IMPACT STATEMENT: No budget impact.

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FREEDOM OF INFORMATION

~~In accordance with the New York State Public Officers Law, Resolution 66-78, amended by 229-94, has established rules governing public access to County records. The Clerk to the Board has been designated "Records Access Officer" and all requests for County records under the Freedom of Information Act should be forwarded to her/him. Requests for public access to public records shall be accepted during the normal hours of business of the agency. A fee of \$0.25 per page will be charged to individuals requesting copies of public records. Copies of Resolution 66-78, as amended by Resolution 227-94, are available from the Clerk to the Board.~~

In accordance with the New York State Public Officers Law, the County has established rules governing public access to County records. The Board of Supervisors will designate a "Records Access Officer" annually and all requests for County records under the Freedom of Information Law ("FOIL") should be forwarded to them. Requests for public access to public records shall be accepted during the normal hours of business of the agency. A fee will be charged pursuant to section 87 of Public Officers Law to individuals requesting copies of public records.

Policy for Notification of Employees Regarding Disclosure of Disciplinary Records

Notification Requirement: When a FOIL request seeks access to an employee's disciplinary record, the County Records Access Officer will make reasonable efforts to notify the employee when it responds to such request. This notice will be sent by electronic mail, sent to the employee's County email address or, where there is no active County email address, to the last known contact information on file.

Content of Notification: The notification to the employee will include:

1. A description of the records requested.
2. The identity of the requester, if known.
3. The expected date of disclosure, if applicable.



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: County Administrator

DATE: 10.28.24

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an agreement with BSN Sports for the provision of custom apparel store

3. Specific Details on what the resolution will authorize:

This resolution will authorize a contract with BSN Sports to establish an online apparel store for customized county apparel.

Each employee will receive a store credit of \$75 to utilize towards the order of apparel.

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
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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.14.000-8200

b. Budget year impacted 2024

c. Details

The budget for this project is \$100,000 which equates to a credit of \$75 per employee.

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

Purchasing Office Consulted

Yes

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

24-RFP-SCCAS-2

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):

BSN Sports, LLC
14460 Varsity Brands Way
Farmers Branch, TX 75244

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

f. State of vendor/contractor organization: Texas

g. Commencement date of contract term: Upon Board Approval

h. Termination of contract date: 12 months from execution

i. Contract renewal date and term: 1 year extension upon approval of both parties

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

5 proposals recieved, upon review by selected staff BSN Sports, LLC was chosen to best provide this service.

Human Resources 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:

An online portal for county-branded apparel would foster pride, unity, and professionalism among county employees, enhancing both workplace morale and community perception. Wearing branded apparel creates a cohesive identity across departments, helping employees feel part of a unified mission. Additionally, branded clothing at public events or during interactions allows residents to recognize and trust county representatives easily. The portal would simplify access, allowing employees to order items individually without administrative overhead. For employees in public-facing roles, branded attire promotes a polished, professional image, reinforcing the county's commitment to quality service. Overall, this initiative would strengthen employee engagement, improve community recognition, and support county values, creating both internal and external benefits.