

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: May 30, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
MCDEVITT
VANSELOW
WOOD
BROCK
SEEBER

OTHERS PRESENT:

MARY BETH CASEY, COMMISSIONER OF THE BOARD OF ELECTIONS
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
MICHAEL COLVIN, DIRECTOR OF THE INFORMATION TECHNOLOGY
DEPARTMENT
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
LEE POLLOCK, ROSE & KIERNAN INSURANCE BROKERS
THOM RANDALL, *ADIRONDACK JOURNAL*
SARAH MCLENITHAN, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR FRASIER

Mr. Taylor called the meeting of the Support Services Committee to order at 9:31 a.m.

Motion was made by Ms. Wood , seconded by Mr. Vanselow and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Mary Beth Casey, Commissioner of the Board of Elections, who presented a request for herself, William Montfort, Commissioner of the Board of Elections, Elizabeth McLaughlin, Deputy Commissioner of the Board of Elections, and Emily Kladis, Deputy Commissioner of the Board of Elections, to attend the Election Commissioners' Association of New York State Summer Conference from July 29 - August 1, 2014 at the Georgian Lakeside Resort in Lake George, New York. She said Warren County was hosting the meeting and they required permission in order to attend. She stated the Deputy Commissioner's needed approval to attend the meeting because they would be providing assistance at the registration tables. She noted they worked with the Tourism Department to supply packets that included information about the region to all of the attendees.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve the request as outlined above. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

There being no further Board of Elections business to discuss, privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Clute requested approval for the Administrator of Self-Insurance to serve as the Treasurer of the New York State Association of Self-Insured Counties for a term commencing January 1, 2015 and terminating December 31, 2017.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 20, 2014 Board meeting. A copy of the resolution request form is on file with the minutes.

Ms. Clute presented a request to introduce proposed Local Law. No. 4 of 2014 entitled, "a Local Law

Amending and Superceding Local Law No. 4 of 2013 Rules and Regulations for the Administration of the Warren County Self-Insurance Plan and as subsequently amended" and authorizing a public hearing thereon. She said the section of the Local Law that dealt with apportionment of costs and payments required amending because the current formula used to allocate plan costs to the plan participants required updating. She explained it was discovered that occasionally the fluctuations were more than the tax cap. She stated she had worked with Paul Dusek, County Administrator, Chairman Geraghty, Frank Thomas, Budget Officer, Supervisor Taylor and Lee Pollock, Rose & Kiernan Insurance Brokers to develop a new formula that would assist with limiting the fluctuation but keep intact the items they felt were important. She said the new formula consisted of a greater share of the allocation formula being based upon administrative expenses, as they felt this would limit the fluctuation. She pointed out 30% of the formula would be related to administrative expenses rather than the current amount of 11%. She apprised this portion of the formula would be divided among the voluntary ambulance and fire agencies based upon the number of calls they responded to. She advised because the squads responding to more calls had greater exposure to possible injuries they would be required to pay a larger share of the administrative costs. She noted the other participants in the plan would pay administrative costs based upon their payroll.

The balance of the formula, Ms. Clute advised, would be based upon claims expenses. She said this portion of the expense would be allocated among all plan participants based upon actual claims paid for 8 full calendar years rather than the current 6.5 years. She explained increasing the number of years would limit the fluctuation. She added a cap of \$50,000 was put in place to assist the smaller municipalities that had experienced large fluctuations in previous years.

Mr. Taylor commended Ms. Clute on her due diligence preparing the proposed changes to the Local Law. Mr. Vanselow questioned what the amount of the reserve was and Ms. Clute replied she estimated the reserve to be around \$2 million. He questioned if the change relating to the number of calls responded to related to responses per company as opposed to responses per district and Ms. Clute responded affirmatively. She explained the figures would be based upon the number of responses that the Sheriff Department tallied each year. Mr. Vanselow questioned whether these figures would be broken down to include mutual aid response and Ms. Clute replied in the negative. Chairman Geraghty explained it was based upon the main responder to the call.

Ms. Seeber queried whether this related to a previous discussion she had with Ms. Clute regarding a reduction in the cost if they attended the safety training offered by the Self-Insurance Department and Ms. Clute replied in the negative. She explained this request only pertained to amending the formula; however; she said, she anticipated bringing forth a future request that permitted a credit and/or incentive to municipalities that participated in the safety certificate program.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 20, 2014 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. McDevitt queried whether his assumption was correct that under the new State system with regards to New York State Workers Compensation because Warren County was doing such a cost effective job with claims they were going to be penalized and Ms. Clute replied affirmatively. She explained the Workers Compensation Board changed the way they assessed their municipalities, as well as other carriers. She said previously the assessments were based upon the number of claims Warren County paid out for the year prior; however, she said, the new assessment was based upon Warren County's payroll. She estimated the cost would increase by \$50,000 on an annual basis should payroll remain the same as it was during the first quarter of the year. She noted Counties

with an abundance of claims as compared to the size of their payroll were seeing a substantial reduction in their cost; however, she said, since Warren County had low claims compared to the size of the payroll the cost was increasing substantially. She commented she felt they were being penalized for doing a commendable job in keeping the number of claims low. Mr. McDevitt suggested the State review and adopt Warren County Self-Insurance's procedures as their own instead of implementing the aforementioned changes.

Mr. McDevitt inquired about the circumstances surrounding two employees who were taken off of light duty and placed on full workers compensation because of a State mandate. Ms. Clute explained that two Warren County Correction Officers had been placed on permanent light working duty in the Central Control Room because injuries they sustained no longer permitted them to perform the essential duties of a Correction Officer. She continued, because of the recent staffing analysis by the State the Sheriff was informed the positions in the Central Control Room must be capable of performing the regular duties of a Correction Officer; therefore, she said, the two Officers on light duty were placed back on disability and she was in the process of applying for disability retirement for them. Mr. McDevitt questioned whether these requirements were identified in a rule or regulation the County was required to adhere to and Ms. Clute replied she was unsure. He asked Mr. Dusek to research whether the County was taking action based upon an opinion rather than an actual rule or regulation they were required to abide by.

Ms. Seeber queried whether the County could revisit offering Aflac to employees and Mr. Dusek replied affirmatively. He stated he had previously looked into whether this was feasible; however, he said, some issues had arisen that prevented it from moving forward. He advised he felt it was a good idea to offer a cafeteria type program to employees such as Aflac and added he would revisit looking into whether it was possible. Ms. Seeber stated she had heard from several employees that a cafeteria type program could assist them should they suffer an injury not related to work. She encouraged Mr. Dusek to revisit the possibility of offering such a program to County employees.

Mr. McDevitt asked Mr. Pollock whether he was aware of any companies that offered cafeteria plans with no administrative fees and Mr. Pollock replied in the negative. He pointed out a portion of the legislation for the health care reform that would be effective in 2018 required any funds in cafeteria plans to be applied against the Cadillac tax, which was a 40% surcharge; therefore, he said, there was a possibility such plans would no longer be offered.

Mr. Thomas noted the Warren County Self-Insurance plan saved participants a great deal of money, as it would be much more expensive if commercial insurance was purchased.

There being no further Self-Insurance business to discuss, privilege of the floor was extended to Michael Colvin, Director of Information Technology, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Colvin presented a request to transfer funds in the amount of \$3,000 from Budget Code 1680.110, Salaries Regular, to Budget Code 1680.470, Contract, to cover the cost of contracted services for web and development services for the remainder of the year.

Motion was made by Mr. McDevitt, seconded by Mr. Vanselow and carried unanimously to approve the request as outlined above and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Mr. Colvin requested to amend Resolution No. 184 of 2014 to increase the independent contractor

agreement with Jacob Hume for web and development services in the amount of \$3,000 for a total agreement amount not to exceed \$21,400 terminating on December 31, 2014.

Motion was made by Mr. Vanselow, seconded by Mr. Brock and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 20, 2014 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Seeber queried what the status of televising the Committee meetings was and Mr. Colvin replied the equipment had been ordered. He anticipated the meetings would be televised within the next few months.

In response to an inquiry by Mr. McDevitt about a particular employee, Mr. Dusek advised an executive session would be necessary to discuss the employment history of a particular employee.

Motion was made by Ms. Seeber, seconded by Mr. Brock and carried unanimously to enter into executive session pursuant to Section 105 (f) of the Public Officer's Law.

Executive session was held from 9:57 a.m. to 10:18 a.m.

Upon reconvening, Mr. Taylor announced no action had been taken during executive session.

There being no further business to come before the Support Services Committee, on motion made by Ms. Wood and seconded by Mr. Vanselow, Mr. Taylor adjourned the meeting at 10:19 a.m.

Respectfully Submitted,
Sarah McLenithan, Secretary to the Clerk of the Board