

Essex County Board of Supervisors

P.O. Box 217, 7551 Court Street
Elizabethtown, NY 12932

Telephone: (518) 873-3350

Fax: (518) 873-3356

Shaun Gilliland,
Chairman
Chairman@essexcountyny.gov

James Monty,
Vice-Chairman

Judith A. Garrison,
Clerk of the Board
Judith.Garrison@essexcountyny.gov

Clayton Barber
Chesterfield

Charles Harrington
Crown Point

Noel H. Merrihew, III
Elizabethtown

Kenneth Hughes
Essex

Archie Depo
Jay

Joe Pete Wilson
Keene

James W. Monty
Lewis

Stephen McNally
Minerva

Thomas R. Scozzafava
Moriah

Robin DeLoria
Newcomb

Jay Rand, Jr.
North Elba

Stephanie DeZalia
North Hudson

Jeffrey Subra
Schroon

Davina Winemiller
St. Armand

Joseph M. Giordano
Ticonderoga

Michael K. Tyler
Westport

Shaun Gilliland
Willsboro

Roy Holzer
Wilmington

AGENDA

Personnel & Administration
Monday, September 21, 2020

Stephanie DeZalia, Chairman
Joseph Giordano, Vice-Chairman

10:00 A.M.

CALL TO ORDER

MEMBERS:

NORTH HUDSON

Stephanie DeZalia

PERSONNEL OFFICER - Jennifer Mascarenas
• *September Monthly Report*

TICONDEROGA

Joseph Giordano

CLERK OF THE BOARD - Judy Garrison
• *Monthly Report*

ELIZABETHTOWN

Noel Merrihew

COUNTY ATTORNEY - Daniel Manning
• *No Report*

MORIAH

Thomas Scozzafava

KEENE

Joe Pete Wilson

MINERVA

Steve McNally

ST. ARMAND

Davina Winemiller

ESSEX

Kenneth Hughes

CHESTERFIELD

Clayton Barber

2020 SEPTEMBER PERSONNEL COMMITTEE REPORT

Job/Exam Announcements

Psychiatric Social Worker-Vacancy in Mental Health
Psychiatric Social Worker Trainee-Vacancy in Mental Health
Building Maintenance Helper-Anticipated vacancy in DPW
Sr. Engineering Technician-Anticipated vacancy in DPW
Motor Vehicle License Clerk-Vacancy in DMV
Paramedic or AEMT-CC-Vacancy in Emergency Services
Public Health Nurse-Vacancy in Public Health
Registered Professional Nurse-Vacancy in Public Health
Maintenance Mechanic-Vacancy in DPW
Public Health Emergency Preparedness Coord.-Vacancy in Public Health
Construction Equipment Mechanic-Vacancy in DPW
Supervising Mechanic-Vacancy in DPW

Exams Ordered with State Civil Service

Social Services Worker-OC & Prom
Caseworker-OC

Exam Results-Establishing eligible list, sending canvass letters with exam results

Senior Building Maintenance Helper (Prom)-4 Candidates
Senior Building Maintenance Helper (OC)-2 Candidates
Assistant Jail Administrator (Prom)-6 Candidates
Services Coordinator (Prom)-4 Candidates

Job Applications received for August: 78

Clerk-2 Applications
Psychiatric Social Worker Trainee-3 Applications
Bus Driver-4 Applications
Paramedic-2 Applications
Heavy Equipment Operator-1 Application
Account Clerk/Typist-1 Application
AEMT-CC-2 Applications
Motor Vehicle License Clerk-27 Applications
Registered Professional Nurse-2 Applications
Correction Officer-3 Application
Typist-1 Application
Motor Equipment Operator-5 Applications
Director of Health Planning & Promotion-1 Application
Maintenance Mechanic-3 Applications
Laborer-1 Application
Caseworker-2 Applications
Public Health Nurse-1 Application
Public Health Emergency Preparedness Coordinator-5 Applications
Building Maintenance Helper-4 Applications

Custodian-1 Application
Senior Caseworker-7 Applications

County Payroll Processing

52 428-Forms Processed

Entered in Pentamation
Cover sheets and copies made for Payroll Processing
Updated on Allocation Program (Roster Record Card)
Scanned and Filed in Employee Folders

2 Payroll Certifications - Payroll period 8/14/20; 8/28/20

7 New Employee Orientations

Assisting with completing forms in packet
Assigning employee number
Enrolling in Payroll, Retirement System, Time Sheet Program & Pay Clock System

149 Additional Time Payments and Temporary Time Sheets processed

Reviewed timesheets to verify accrued time was earned correctly and not previously paid out

Time Sheets

Reviewed benefit time accruals for accuracy and verified hours worked for over 400 employees

Disability Application Processing

New Claims Processed-2

Unemployment Claims

New Claims-2

Retiree Health Insurance Billing

August Billing for September premiums-98 Retirees Billed

Deposits

8/13/2020-\$8,021.22-38 Retiree Health Ins. Premiums

Health Insurance Changes and Processing

Terminations -3
COBRA Notice-3
Enrollments -6
Changes to Plan (Change in status or changes in dependents) -4

Guardian/Solstice Dental Insurance Changes and Processing

Solstice Terminations-
Solstice Enrollments
Changes to Solstice Plans-
Guardian Terminations-

Guardian Enrollments-

Misc. Duties

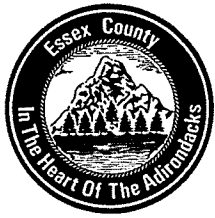
Audit Excellus Health Insurance subscribers and pay bill for health insurance

Audit Guardian Dental Insurance subscribers and pay bill for dental insurance

Audit Excellus Prescription subscribers and pay bill for prescription plan

Audit Voluntary Unum subscribers as well as Unum disability and pay bills for both

Time Clock Changes - Changes to schedules, adding new employees,
removing employees that left employment, etc.



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SEPTEMBER MONTHLY REPORT

Personnel Committee

Board of Supervisors
Clerk of the Board
Printing Department

Board of Supervisors/Clerk of the Board

Attendance at all regular, committee and sub-committee meetings of the Board
Transcribing & distribution of minutes, agendas, calendar of events
Preparing and submitting of Supervisors mileage vouchers & reimbursements
Scheduling of meetings.

Year to date OTB revenue = \$6,255.00

Printing

Day to day printing for various county departments & towns.

Year to date Printing revenue = \$24,445.30