

**Personnel Committee**

**Self- Insurance Department**

**AGENDA**

**February 3, 2022 @ 10am**

COMMITTEE MEMBERS: Supervisors – Thomas, Conover, Beaty, Frasier & Wild. *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

**I. Committee meeting called to order by Chair**

**II. Approval of minutes of prior Committee Meeting**

**III. Action Agenda/New Business:**

1. Resolution requested to amend the contract with SG Risk, Actuarial Services for the Workers' Compensation plan to allow for an annual update (for the years between the bi-annual reports) for a fee not to exceed \$2,000 annually. R427 of 2016 authorized the bi-annual review. R198 of 2017 authorized annual updates for 2017 and 2019. The contract was extended by extension letter until 12/31/24. Authority is needed to pay for the annual update for the claim years 2021 and 2023. Funding is from the Self-Insurance fund (S1710 437 contract fees). The report is required by the Treasurer's Office for the annual audit.

**IV. Discussion Items:**

**V. Referrals/Pending Items:**

**VI. Privilege of the floor and public comment**

(Please allow for 15 second delay on live stream meetings.)

**VII. Motion to adjourn**

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Attachments:

1. Resolution request form
2. Prior resolutions
3. Extension letter

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Self-Insurance**

**DATE:**

- (a) Purpose of Contract Change: **To amend contract with SG Risk LLC to allow for annual updates. An amount not to exceed \$2,000 each year. The updated actuarial report will review years 2021 & 2023.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **427 of 2016 and 198 of 2017**
- (c) Name of Contractor: **SG Risk LLC**
- (d) Address of Contractor: **1050 Wall Street West, Lyndhurst NJ 07071**
- (e) Contractor's Contact Person and Telephone Number:  
**Ben Newville 201-935-3434**
- (f) Commencement Date of Extension: **1/1/2022**
- (g) Termination Date of Extension: **12/31/2024**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$2,000 annually**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **upon completion and acceptance of each update report**
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: **S1710 437 Self-Insurance Contract Fees**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 427 OF 2016

**Resolution introduced by Supervisors Vanselow, Frasier, McDevitt, Wood, Brock, Seeber, Montesi, Leggett and Vacant**

### **AUTHORIZING AN AGREEMENT WITH SGRISK LLC FOR ACTUARIAL SERVICES FOR THE WORKERS' COMPENSATION PLAN ON BEHALF OF THE SELF-INSURANCE DEPARTMENT**

WHEREAS, the Self-Insurance Plan Administrator has requested proposals for actuarial services to perform a bi-annual independent analysis of the loss reserve (incurred but not reported) of the Self-Insured Workers' Compensation Plan, and

WHEREAS, the Self-Insurance Plan Administrator and the Deputy Treasurer reviewed the proposals and recommend that the County accept the lowest proposal, which was submitted by SGRisk LLC, and

WHEREAS, the Self-Insurance Plan Administrator has recommended that the County enter into an agreement with SGRisk LLC, 1050 Wall Street West, Lyndhurst, New Jersey, 07071, for actuarial services related to the Self-Insurance Plan's Workers' Compensation Program, for a term commencing on January 1, 2017 and terminating on December 31, 2020, with a bi-annual actuarial review to be completed as follows:

Year One (2016)                      Four Thousand One Hundred Fifty Dollars (\$4,150);

Year Three (2018)                      Four Thousand One Hundred Fifty Dollars (\$4,150);

to be paid upon completion of the bi-annual actuarial report, and

WHEREAS, the agreement may be extended for an additional four year term commencing on January 1, 2021 and terminating on December 31, 2024 with a bi-annual actuarial review to be completed as follows:

Year Five (2020)                      Four Thousand Five Hundred Dollars (\$4,500);

Year Seven (2022)                      Four Thousand Seven Hundred Fifty Dollars (\$4,750);

to be paid upon completion of the bi-annual actuarial report, and

WHEREAS, the agreement will include an option for the following additional services, if needed:

Peer Reviewer                      \$200. hourly;

Actuary                                      \$150. hourly;

Actuarial Assistant                      \$75.00 hourly

***RESOLUTION No. 427 OF 2016***

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now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with SGRisk LLC for actuarial services related to the Self-Insured Workers' Compensation Plan, as outlined above and in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement will be expended from Budget Code S.1710 437 Workers' Compensation, Self Insurance Administration, Consulting Fees.

# Warren County Board of Supervisors

## RESOLUTION NO. 198 OF 2017

**RESOLUTION INTRODUCED BY SUPERVISORS VANSELOW, FRASIER, MCDEVITT, BROCK, SEEBER, MONTESI, LEGGETT, MACDONALD AND HYDE**

**AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH SGRISK LLC FOR ACTUARIAL SERVICES FOR THE WORKERS' COMPENSATION PLAN TO ALLOW FOR ANNUAL UPDATES FOR THE SELF-INSURANCE DEPARTMENT**

WHEREAS, pursuant to Resolution No. 427 of 2016 the Warren County Board of Supervisors authorized an agreement with SGRisk, LLC for actuarial services related to the Self-Insurance Plan's Workers' Compensation Program, and

WHEREAS, the Self-Insurance Plan Administrator has requested that the agreement be amended to allow for annual updates of year two (2017) and year four (2019) in an amount not to exceed Two Thousand Dollars (\$2,000) for each year, now, therefore be it

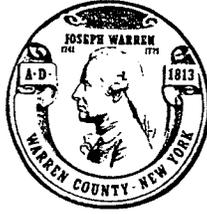
RESOLVED, that the Chairman of the Board of Supervisors, be and hereby is, authorized to execute an amendment agreement with SGRisk, LLC, 1050 Wall Street West, Lyndhurst, New Jersey 07071 to allow for annual updates in years 2017 and 2019 in an amount not to exceed Two Thousand Dollars (\$2,000) for each year, for the term of the current agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this amendment agreement will be expended from Budget Code S.1710 437 Workers' Compensation, Self Insurance Administration, Consulting Fees, and be it further

RESOLVED, that other than the changes outlined herein, all others terms and conditions of Resolution No. 427 of 2016 will remain the same.

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9  
Lake George, NY 12845  
Telephone: (518) 761-6538  
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
Amber N. Brownell, Purchasing Assistant

MEMO

**TO:** Amy Clute, Administrator  
Self-Insurance Department

**FROM:** Julie A. Butler, Purchasing Agent

**DATE:** September 1, 2020

**SUBJECT:** WC 42-16 - ACTUARIAL SERVICES FOR SELF-INSURED WORKERS'  
COMPENSATION PLAN

=====  
Transmitted herewith is a copy of the extension letter from SGRisk, LLC for the above-referenced services which indicates the company's desire to extend their agreement for an additional four years from January 1, 2021 through December 31, 2024.

It does not appear that an additional resolution is required to extend this contract. Please see Resolution No. 427 of 2016 as amended by Resolution No. 198 of 2017, also attached hereto.

Please do not hesitate to contact me should you have any questions.

Encs.

c: Mary Kissane, County Attorney

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Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
Amber N. Brownell, Purchasing Assistant

September 1, 2020

SGRisk, LLC  
Attn: E. James Stergiou  
Suite 610  
1050 Wall St. W.  
Lyndhurst, NJ 07071

RE: WC 42-16- CONTRACT  
EXTENSION

Mr. Stergiou:

The Warren County RFP for Actuarial Services for Self-Insured Workers' Compensation Plan (WC 42-16) contains an extension clause which provides an option for the renewal of the contract for an additional four (4) years from January 1, 2021 through December 31, 2024.

Please advise whether your company is interested in extending this contract for the above term, upon the same terms and conditions, by completing, signing and circling your intent in the statement below and returning this page to the address indicated above.

If you have any questions or wish to discuss this matter further, please contact me by e-mail or phone.

Thank you for your attention to this matter.

Regards,

Julie A. Butler  
Purchasing Agent

I, E. James Stergiou wish / ~~do not wish~~  
(Print name) (Circle intent)  
to extend the above-referenced bid upon the same terms and conditions for the term indicated above.

  
(Signature)

August 29, 2020

(Date)