

**Legislative, Rules & Government Operations**  
**Self-Insurance Department**

**AGENDA**

**November 2, 2023**

9:30am

COMMITTEE MEMBERS: Supervisors Strough, Conover, Frasier, Geraci, Thomas, Driscoll & 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. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
  1. **Request:** Resolution requested to approve a contract with Needham Risk Management Resource Group, LLC.  
  
**Rationale:** The request for proposals for safety services consultant/company for self-insured workers' compensation program resulted in one response. Resolution is requested for a contract term 1/1/24-12/31/24 with the incumbent, Needham Risk Management Resource Group, LLC. The contract will be on form approved by County Attorney and will include the option of five additional one-year terms. The amount for 2024 is \$66,504 and will be paid by the Self-Insurance Fund code S1710 437.
  2. **Request:** Resolution requested to authorize the Self-Insurance Specialist to serve as a Director of the Empire State Safety Association from 1/1/24-12/31/25.
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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- Attachments:
  1. Resolution Request page 2
  2. Resolution Request page 3

## ***RESOLUTION REQUEST FORM NO. 3***

### ***Request for New Contract***

**DEPARTMENT NAME: Self-Insurance**

**DATE: 11/2/23**

- (a) Is this a Result of a Bid or Request for Proposal?  
**WC 48-23**
- (b) Purpose of Contract:  
**Safety Services Consultant For Self-Insured Workers' Compensation Program**
- (c) Name of Contractor:  
**Needham Risk Management Resource Group LLC**
- (d) Address of Contractor: **573 Columbia Turnpike, Ste 3  
East Greenbush NY 12061**
- (e) Contractor's Contact Person and Telephone Number:  
**518-860-1758**
- (f) Has or will the Contract be provided, if so, please attach:  
**On form approved by County Attorney**
- (g) Commencement Date of Contract:  
**1/1/2024**
- (h) Termination Date of Contract:  
**12/31/2024 with option to renew annually for up to 5 additional one-year terms.**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$66,504 for 2024**  
iv) how will payments be made (i.e. monthly, quarterly,  
upon completion of the project, etc.  
**monthly**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\*  
and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and  
Amount:  
**S1710.437**

**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

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Self-Insurance**

**DATE: 11/2/23**

- (a) Purpose of Request: **Authorizing Jennifer Smith (Self-Insurance Specialist) to Serve as a member of the Board of Directors of the Empire State Safety Association.**
- (b) Details: **Term 1/1/24-12/31/25**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **N/A**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS