

PERSONNEL COMMITTEE
January 7, 2008

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Others Present: J. Margeson, E. Ruckle, B. Riehle, B. Reynolds, T. Ross, R. Christman

Media: B. Quinn – Wellsville Daily Reporter

Call to Order: The meeting was called to order by Chairman Hall at 1:03 p.m.

A motion was made D. Fanton, seconded by D. Burdick and carried to approve the minutes of December 3, 2007.

Community Services, Dr. Robert Anderson:

Dr. Anderson requested the committee to support additional duties for Mr. Damiano due to the elimination of the Assisted Outpatient Consultant position. Mr. Damiano's hours could increase from 35 hours per week to 40 hours per week to take over the responsibilities of the Assisted Outpatient Consultant position for the Assisted Outpatient Treatment Program. Dr. Anderson explained the responsibilities that would incur. It has been budgeted in the 2008 budget. All that will be required is the transfer of funds from accounts.

A motion was made by D. Burdick, seconded by D. Fanton and carried unanimously to approve said request.

Veterans Administration, H. Scott Spillane:

At last month's committee meeting, Mr. Spillane asked the committee to sponsor a resolution in support of the Cold War Veterans Exemption. Mr. Spillane was asked to send a letter to each municipality in the County for their review and comments because the law states that each municipality in the County will have to sponsor a resolution. Mr. Spillane stated the letters went out and he has received some responses.

A motion was made by D. Russo, seconded by D. Fanton and carried to support said request, and to refer the matter to the Ways and Means Committee.

REFERRED TO WAYS AND MEANS

Appointment to Workers Compensation:

A motion was made by D. Fanton, seconded by D. Burdick and carried unanimously to approve the reappointment of Mr. Dillon as Executive Secretary to Workers Compensation.

Employee of the Month:

The committee has received three employee of the month nominations from the Sheriff's Department. After discussion a motion was made by N. Ungermann, seconded by D. Fanton and carried to approve Deputy Sheriff Kevin Ross as the employee of the month for February.

Appointment to Veterans Service Agency:

A motion was made by D. Fanton, seconded by N. Ungermann and carried unanimously to confirm the Board Chairman's appointment of Harvey Scott Spillane of Wellsville to the position of Director of the County Veterans Service Agency effective January 1, 2008.

PREPARE A RESOLUTION

A motion was made by N. Ungermann, seconded by G. Benson and carried to go into executive session at 1:31 p.m. to discuss the employment history of a particular person. A motion was made by D. Burdick, seconded by D. Fanton and carried to go out of executive session at 1:55 p.m.

A motion was made by D. Fanton, seconded by G. Benson and carried to adjourn the meeting at 2:00 p.m.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE

January 25, 2008

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Guests Present: Brian Baty, BMA Consulting Services, Todd Bushway, Colucci & Gallaher, P.C., Susan O'Rorke, NYMIR Marketing Director, Richardson & Stout Representatives: Ian Whitehouse, Richard Ewell, Kathy Smith

Others Present: J. Margeson, B. Rigby Riehle, T. Miner, E. Ruckle

Media: B. Quinn – Wellsville Daily Reporter

Call to Order: The meeting was called to order by Chairman Hall at 10:04 a.m.

Brian Baty – BMA Consulting Services, Inc.:

Mr. Baty, insurance consultant for the County, stated that there are two options the committee has been reviewing, and a final decision needs to be completed before the policy expires on February 1, 2008. At the last committee meeting, under the advice of Mr. Baty the committee approved the County insurance deductible option rather than the self-insured option with the County Attorney's approval. Mr. Baty has since been in contact with the County Attorney and it was determined that the committee needed to have another meeting to review the available options and make a final decision once new issues could be addressed.

Todd Bushway – Colucci & Gallaher, P.C.:

Mr. Bushway, Colucci & Gallaher, P.C., has been the County's claim representative for many years. Mr. Bushway gave his opinion on the pros and cons for going with either insurance option. He stated the County has control over how the claims are investigated and the money is spent with the self-insured policy. If the County decides to go with the deductible option, NYMIR would be controlling this process.

Susan O'Rorke, NYMIR Marketing Director:

Ms. O'Rorke, NYMIR Marketing Director explained NYMIR's position on both options and the working relationship they would have with the County on handling these claims.

Brian Baty – BMA Consulting Services, Inc.:

Mr. Baty stated at our last committee meeting he was under the understanding that you had to have a third party administrator to settle all claims if you were under the self insured retention policy. He has since been informed by NYMIR representatives that the County can in fact choose not to have a third party administrator. Mr. Baty stated the deductible may or may not be the best way to go now if the County does in fact cancel the third party administration from their self-insured policy. In Mr. Baty's opinion it would be in best interest of the County to continue the self-insured policy but remove the third party administration from the policy.

Tom Miner, Allegany County Interim Attorney:

Mr. Miner, County Attorney, discussed how well the self-insured policy has been working through the years and his concerns on changing the policy.

Ian Whitehouse – Richardson & Stout Insurance Representative:

Ian Whitehouse, Richardson & Stout representative, offered to assist the County with the administration of our claims and confirmed his company's working relationship with NYMIR.

Decision on Policy:

A motion was made by D. Burdick, seconded by D. Pullen and carried to continue to go with the self-insured retention proposal rather than the deductible option, and to change the resolution to reflect the premium total not to exceed \$358,882 to \$277,463.59. Opposed N. Ungermann

PREPARE A RESOLUTION TO REFLECT AMENDMENT

A motion was made by D. Pullen, seconded by D. Burdick and carried unanimously to not retain a Third Party Administrator for our claims.

A motion was made by N. Ungermann, seconded by D. Pullen to adjourn the meeting at 11:10 a.m.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
February 13, 2008
REVISED

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, C. Crandall

Absent: D. Russo, N. Ungermann

Others Present: J. Margeson, B. Reynolds, T. Hopkins, K. Kruger, B. Rigby Riehle, E. Ruckle, T. Ross

Media: B. Quinn – Wellsville Daily Reporter

Call to Order: The meeting was called to order by Chairman Hall at 11:05 a.m.

A motion was made by D. Fanton, seconded by D. Burdick and carried to approve the minutes of January 7th, January 14th, and January 25, 2008.

Workers Compensation:

Mr. Dillon, Executive Secretary for Workers' Compensation, distributed information for the committee to review. On the 2007 Claims Summary the significant claims have not gone up.

The controversy claims have not been included in the totals. On a normal basis the controversy claims are settled within the first 3 – 6 months of claim. Rarely do any claims go further than the Court of Appeals.

For the lost time claims for fire and ambulance there are a total of six. This is lower than in some previous years.

Mr. Dillon reported the fire fighter physical exams are 92% compliant with requirements. Mr. Dillon will be working more closely with the departments that are not in compliance. He is very pleased with the progress. The ambulance companies are 80% in compliance for physicals, and he is working with them as well.

In order to calculate the Workers Compensation premiums for each town and village they need to submit payroll information to Mr. Dillon within a certain time frame. On January 15, 2008 Mr. Dillon sent a letter requesting this information to all Supervisors and Clerks of each town and village office with a deadline of February 5, 2008. On February 6, 2008 Mr. Dillon sent a second letter with a deadline of February 15, 2008. If the information is not turned in by the February 15, 2008 deadline, each town and village that is not in compliance will automatically receive a 10% increase in their premiums. After a lengthy discussion Chairman Hall asked that Mr. Dillon call the ones that are not in compliance to give them one more chance before the deadline and the increase is implemented.

Veterans Administration, H. Scott Spillane:

Mr. Spillane thanked the committee for supporting the Cold War Veterans Exemption and asked for an update on its progress for implementation.

Employee of the Month:

After discussion a motion was made by D. Pullen, seconded by D. Burdick and carried to approve Laurie Hennessy – Nursing Division of the Health Department as employee of the month for March.

Chairman of the Board, Curt Crandall:

Members of the Board attended a NYSAC (New York State Association of Counties) conference. At the conference a Health Economics Group out of Rochester, who are working on a regional coalition, gave an overview of possible cost savings in the area of health insurance administration costs. Mr. Crandall received a letter for information that is required from each county for an evaluation of this process. Mr. Crandall requests committee to support the Human Resources Department supplying this information to the group to explore the possibility of cost savings to the County. A motion was made by D. Fanton, seconded by D. Pullen and carried to support said request.

Referral from Ways & Means Committee:

The Ways & Means Committee requests the Personnel committee to sponsor a resolution amending the Section IV Salary Plan adopted by Resolution No. 242-07 to change the salary listed for the First Assistant County Attorney from \$63,870 to \$73,000. A motion was made by D. Fanton, seconded by D. Burdick and carried to support said request. **PREPARE A RESOLUTION**

A motion was made by D. Fanton, seconded by G. Benson to adjourn the meeting at 11:37.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
MARCH 5, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, D. Fanton, D. Pullen, C. Crandall

Absent: D. Russo, G. Benson

Others Present: J. Margeson, B. Rigby Riehle, E. Ruckle, R. Christman, T. Miner, D. Dillon, J. Gallman, J. Colligan, E. Herdman

Call to Order: The meeting was called to order by Chairman Hall at 11:05 a.m.

A motion was made by D. Fanton, seconded by D. Burdick and carried to approve the minutes of February 13, 2008.

Employee of the Month:

The committee received two employee of the month nominations from the Sheriff's Department. A motion was made by D. Burdick, seconded by D. Fanton to approve Sheriff Tompkins as the April employee of the month. After a lengthy discussion on department heads receiving this recognition, a motion was made by D. Burdick, seconded by D. Fanton to withdraw the nomination. A motion was made by D. Fanton, seconded by D. Burdick and carried to approve Deputy Sheriff Daniel Hanchett as employee of the month for April. Opposed N. Ungermann

Personnel Officer, Ellen Ruckle:

Personnel Officer Ellen Ruckle request permission to fill the position of Human Resource Specialist which was recently vacated. Ms. Ruckle discussed the requirements of the job. She plans to advertise the position. The person will be hired on a provisional basis as a civil service test is required. The test will not be able to be offered for another year.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve said request.

REFERRED TO WAYS AND MEANS

The County Health Care Administrator, Manning and Napier requests permission to give an update on their services to the committee at the next meeting. The committee approved said request. The committee would like all the County Legislators to be invited to attend this meeting as well.

James Gallman, John Colligan – Board of Election Commissioners:

Mr. Gallman gave an update to the committee on the new voting machines that are required by the State and Federal Government. The Board of Elections has ordered thirty-seven (37) Sequoia voting machines for the County. The total cost of the machines along with extra equipment that is required was \$442,000. The machines themselves cost \$11,500 each. The Federal Government has designated money toward these machines. The County is required to pay 5% of the cost of the machines. They will only be used for disabled voters this year, but they are intended to be used to replace all voting machines effective next year. Some of the previously designated money went toward a ballot marking device that was purchased and used for the last two years of elections for the disabled voters in the County. There will be additional cost for software of approximately \$50,000 and work stations will have to be purchased for privacy for the voters to mark the ballots. Paper ballots will also have to be purchased. Employees of the Information Technology will have to be trained for next year's elections to help maintain the machines. The company will handle the running of the machines this year. Training for the inspectors will also have to be done. The majority of the counties in the State have opted to go with the Sequoia machines; there are only a few that have not.

The County has to take responsibility of storing and maintaining the machines. There are State requirements for the storage rooms as well as security measures that need to be addressed. The Federal ballots are required to be stored for four years. All other ballots are required to be stored for twenty-two months. It is also the County's responsibility to transport the machines to each voting place for the elections. A final decision will have to be made on where the machines will be stored, and who will handle the transportation of the machines. The New York State Board of Elections will require this information in the near future.

Ms. Herdman gave an update on the polling site improvement grants and their progress.

Administrative Services Agreement:

Personnel Officer Ellen Ruckle requests the committee to sponsor a resolution ratifying and approving the Administrative Services agreement which will be renewed on an annual basis with NOVA Healthcare Administrators, Inc., in relation to the administration of the County self-insurance medical plan. Ratifying and approving the Pharmacy Benefit Management Services Agreement with Independent Health's Pharmacy Benefit Dimensions, LLC through October 31, 2009. Some of the wording in the original agreements had to be ratified by the County Attorney before approval.

A motion was made by D. Pullen, seconded by D. Burdick and carried unanimously.

PREPARE A RESOLUTION

Attorney/Client Session:

A motion was made by D. Fanton, seconded by D. Burdick and carried to enter into attorney/client session at 11:54. A motion was made by D. Fanton, seconded by N. Ungermann to go out of attorney/client session at 12:12.

Board of Election Full Time Commissioners:

D. Pullen asked the committee to support the possibility of going with full time Board of Election Commissioners. After discussion the committee asked that the County Administrator work with the County Attorney on compiling information to present to the Personnel Committee at the next meeting.

A motion was made by D. Pullen, seconded by D. Burdick to adjourn the meeting at 12:13.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
APRIL 9, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, D. Fanton, G. Benson, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Guests: Richard Ewell, Ian Whitehouse – Richardson & Stout Insurance, Denise Northrup, Raymond DeTine – Manning & Napier

Others Present: J. Margeson, W. Dibble, K. Kruger, B. Rigby Riehle, E. Ruckle, R. Christman, T. Miner, D. Dillon

Media: Kathryn Ross – Wellsville Daily Reporter

Call to Order: The meeting was called to order by Chairman Hall at 11:05 a.m.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve the minutes of March 5, 2008.

Richard Ewell – Richardson & Stout Insurance:

Mr. Ewell discussed the possibility of providing a county-wide Firefighters insurance policy. It would be specifically for Firefighters and Ambulance Organization volunteers for accident and death benefits that are over and above Workers Compensation Benefits. If this policy is approved, a suggestion was made to have it be billed through Workers Compensation's annual billing to the municipalities. The company is Provident Agency, Inc. which has various benefit packages available. Mr. Ewell discussed the benefits of this policy noting that there is a 10% discount if it is set up as a three year plan with premiums to be paid in annual installments. After a lengthy discussion it was determined to have this issue discussed during the joint Legislator/Fire Advisory meeting that is slated for the first part of May so the committee members can determine if the fire departments are interested in pursuing this issue further. Once this has been determined, a meeting with the county municipalities will be arranged. Mr. Ewell will contact a representative from Provident Agency, Inc. to come address these issues once dates have been determined.

Denise Northrup, Ray DeTine – Manning & Napier:

Ms. Northrup distributed copies of the Allegany County 2007 Plan Review for the committee. There was a 5 year claims cost comparison through 2007, and there were various reports for health plan cost breakdown, administrative fees and stop loss premiums. The overall discount through NOVA resulted in a cost savings of \$295,000. Ms. Northrup also stated this year's renewal Stop-Loss Policy did not have a significant increase overall.

Mr. DeTine addressed the Prescription Benefits package with the committee. Mr. DeTine discussed the average plan usage, scripts per member per year, plan cost vs. member cost, plan vs. member % cost, therapeutic summary and cost saving opportunities. Mr. DeTine discussed the generic usage versus the name brand usage. After a lengthy discussion the committee agreed to have Manning & Napier set up an education program for the employees on the generic scripts versus name brand.

Employee of the Month:

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve Kim Francisco – Human Resources and Civil Services Department as May employee of the month.

County Clerk, Rob Christman:

A motion was made by N. Ungermann, seconded by D. Pullen and carried to go into executive session at 12:05 to discuss the employment history of a particular person.

A motion was made by D. Fanton, seconded by D. Pullen and carried to go out of executive session at 12:10.

Mr. Christman displayed the new census book that has been restored. He will be having 36 oil and gas survey maps restored as well. They will be bound in a hard covered book for protection. Some of these maps were made in 1938. Two other census books are slated for restoration in the near future.

New Business:

Referrals from Ways and Means Committee:

The Ways and Means Committee requests the Personnel Committee to sponsor a resolution to increase the part-time Correction Officers' hourly rate from \$9 to \$13 when hired, and upon completion of field training to raise the hourly rate to \$15. A motion was made by D. Fanton, seconded by D. Russo and carried to sponsor said request. Opposed – D. Burdick

PREPARE A RESOLUTION

The Ways and Means Committee requests the Personnel Committee to sponsor a resolution amending the Section IV Salary Plan adopted by Resolution No. 242-07 to change the salary listed for the Second Assistant County Attorney from \$57,788 to a range from \$54,000 to \$63,000. A motion was made by D. Fanton, seconded by D. Pullen and carried unanimously to support said request.

PREPARE A RESOLUTION

A motion was made by D. Fanton, seconded by N. Ungermann and carried to go into executive session at 12:19 to discuss the employment history of a particular person.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to go out of executive session at 12:59.

A motion was made by D. Fanton, seconded by D. Pullen to adjourn the meeting at 12:59.

Respectfully Submitted,
Alice Alsworth

**HUMAN SERVICES/PERSONNEL COMMITTEE
SPECIAL MEETING
APRIL 28, 2008**

**** NOT APPROVED ****

Present: R. Truax, Wm. Dibble, K. Kruger, Wm. Hall, D. Burdick, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Others: T. Hopkins, J. Margeson, B. Rigby Riehle, P. Schmelzer, Wm. Tompkins

Meeting was called to order by Chairman R. Truax at 3:04.

A motion was made by Wm. Dibble, seconded by D. Fanton and carried to go into executive session to discuss the employment history of a particular person at 3:04.

A motion was made by Wm. Hall, seconded by Wm. Dibble and carried to go out of executive session at 3:05.

A motion was made by Wm. Hall, seconded by D. Burdick and carried to approve the hiring of an Accountant in the Department of Social Services at Grade 7, Step 5. Opposed: K. Kruger, N. Ungermann

REFERRED TO WAYS AND MEANS

A motion was made by Wm. Dibble, seconded by D. Fanton and carried to go into executive session to discuss the employment history of a particular corporation at 3:07.

A motion was made by Wm. Hall, seconded by Wm. Dibble and carried to go out of executive session at 3:16.

Meeting was adjourned.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
MAY 7, 2008**

**** NOT APPROVED ****

Members Present: D. Burdick, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Absent: Wm. Hall, G. Benson, D. Russo

Others Present: J. Margeson, B. Rigby Riehle, E. Ruckle, T. Miner, T. Hopkins, Wm. Dibble, E. Herdman

Call to Order: The meeting was called to order by Vice Chairman Burdick at 11:10 a.m.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve the minutes of April 9 and April 28, 2008.

Board of Elections – Elaine Herdman:

Board of Elections Deputy Elaine Herdman distributed a list of the various voting places and the improvements that need/needed to be completed to make them HAVA compliant. It also lists the amount that has been covered under the Federal grant money allotted for these improvements.

Ms. Herman announced that on March 15, 2008 the County will be receiving (4) new voting machines which is 10% of the total amount ordered. The County is purchasing a total of thirty-seven new machines. The four new machines are now in the process of being inspected and approved by the State Board of Elections office before they will be shipped out. Each machine is 27" wide by 4' long and 51" high, they weigh approximately 150 pounds. The County Board of Elections is in the process of determining various locations to display the new machines for county voters to view before the next elections in November.

The Board of Elections requests permission to accept grant funding in the amount of \$26,408 for poll worker training and voter education. A motion was made by D. Fanton, seconded by D. Pullen and carried to support said request. Because these revenue funds are currently contained in the 2008 County Budget, it is not necessary to accept them by Resolution of the Board of Legislators.

The Board of Elections requests permission to accept grant funding in the amount of \$1,615 which is interest on the Federal Grant money which was set aside for the purchase of new voting machines and supplies. A motion was made by D. Pullen, seconded by D. Fanton and carried to support said request. Because these revenue funds are currently contained in the 2008 County Budget, it is not necessary to accept them by Resolution of the Board of Legislators.

Ms. Herdman stated the new machines will only be used for handicapped or disabled voters as needed for this year's election. It is federally mandated that after September 2008 the new voting machines are the only ones allowed to be used for any future elections.

Ms. Herdman explained that bids have gone out for the transportation of the new machines to the various voting places in the county. She went on to explain the requirements for this transportation in order for the machines to remain under warranty.

There was discussion on the new Federal regulations. As of January 1, 2009, the schools in the county will no longer be able to use the lever machines whether they are owned by the school districts or not. They will have to resort to other means.

Executive Session:

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session to discuss the employment history of a particular person at 10:27.

A motion was made by D. Fanton, seconded by D. Pullen and carried to go out of executive session at 11:46.

A motion was made by D. Fanton, seconded by D. Pullen and carried to have the County Administrator write a letter to the Commissioners of the Board of Elections stating, at this time the committee agrees to have the part-time Commissioners remain as they are, but they reserve the right to look at other options in the future. Opposed – D. Pullen

County Board of Ethics:

The committee discussed the appointment of a new member to the County Board of Ethics due to a resignation of one of the members. After a lengthy discussion, the committee made a request to have the Clerk of the Board research the regulations on the set up of the committee and to report the findings to the Personnel Committee at the next meeting.

New Business:

Referral from Public Works Committee:

The Public Works Committee requests the Personnel Committee to support having each department head select a safety officer in their department. A motion was made by D. Fanton, seconded by N. Ungermann and carried to support said request. Each department head is required to report to the Public Works Department their selection.

Referral from Ways and Means Committee:

The Ways and Means Committee requests the Personnel Committee to sponsor a resolution amending the Section IV Salary Plan adopted by Resolution No. 242-07 to change the salary listed for the Third Assistant County Attorney from \$46,395 to \$53,000. A motion was made by D. Fanton, seconded by D. Pullen and carried to support said request. Opposed – N. Ungermann

A motion was made by D. Fanton, seconded by D. Pullen to adjourn the meeting at 12:07.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
JUNE 4, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Absent: D. Russo

Others Present: J. Margeson, B. Rigby Riehle, D. Dillon, R. Christman

Call to Order: The meeting was called to order by Chairman W. Hall at 11:00 a.m.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to approve the minutes of May 7, 2008 with corrections made as follows: Second paragraph, first page, Herdman was misspelled. Second paragraph, March 15, 2008 should have been March 13, 2008. Fifth paragraph should have said beginning in 2009 instead of after September 2008.

County Clerk, Rob Christman:

Mr. Christman informed the committee on the requirements for the new enhanced driver's licenses. He stated there will be a major increase in the workload, security issues, finger printing and background checks. New York State will have an increase of \$30 per an individual transaction. New York State will reimburse the County \$9 for each transaction. Due to the increase of responsibilities, Mr. Christman is requesting an upgrade for the position of Motor Vehicle Cashier/Examiner positions from a Grade 6 to a Grade 8. He is also requesting an upgrade for the position of Senior Motor Vehicle Cashier Examiner from a Grade 8 to a Grade 10.

A motion was made by D. Fanton, seconded by D. Pullen and carried to refer this issue to the Director of Human Resources to check to see if this upgrade falls in the civil services requirements and to report back to the committee at the next meeting.

REFERRED TO HUMAN RESOURCES

Employee Increments:

The committee was presented with a list of the July Employee Increments. They have completed their probationary period and are eligible for an increment if they were hired between July 1, 2007 and December 31, 2007. A motion was made by D. Fanton, seconded by G. Benson and carried to approve said request.

PREPARE A RESOLUTION

Workers Compensation:

Mr. Dillon, Executive Secretary of Workers Compensation gave an update on his 2008 Budget. Mr. Dillon expects to be under budget by the end of the fiscal year if there are not any major claims.

Mr. Dillon discussed the necessity of hiring a replacement for his position as soon as possible so that this person would be able to be trained before his retirement on December 1, 2008. A motion was made by N. Ungermann, seconded by D. Fanton and carried to have Mr. Dillon and the County Administrator review the requirements for the position. They are to present a recommendation next month to the committee for approval to start advertising for the position.

Mr. Dillon presented his 2009 Budget and discussion followed. The committee made a request to have a report given next month on each assessment for the Towns/Villages in the County.

Mr. Dillon will present the report and present the 2009 Budget again for final approval of both documents at the next meeting.

There are eight fire departments that met the 100% physical compliance requirement with no lost time accidents in the 2007 calendar year. They will receive special recognition at the County Annual Firemen's Convention. The list is as follows:

Alfred Station
Belfast
Canaseraga
Houghton
Petrolia
Rushford
Whitesville
Wischoy/Rosburg

This year the awards will be safety cones which deflate when not in use, they also have a flashing light when they are in use. They were very much appreciated last year.

A motion was made by D. Pullen, seconded by D. Fanton and carried to approve the Safety Awards as stated.

Old Business:

The County Board of Ethics nomination was discussed. The committee agreed to explore the possibility of finding someone in District III to be on the committee so that each district will be represented. A decision will be made at the next meeting.

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session at 11:50 to discuss the employment history of a particular person. A motion was made by D. Fanton, seconded by N. Ungermann and carried to come out of executive session at 12:04.

Meeting was adjourned at 12:04.

Respectfully Submitted,
Alice Alsworth

**PERSONNEL COMMITTEE
SPECIAL MEETING
JUNE 23, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Others: J. Margeson, D. Dillon, E. Ruckle, W. Dibble, T. Hopkins, K. Kruger

Call to Order: The meeting was called to order by Chairman W. Hall at 3:02 p.m.

A motion was made by N. Ungermann, seconded by D. Burdick and carried to go into executives session at 3:02 p.m. to discuss pending litigation.

A motion was made by D. Fanton, seconded by D. Burdick and carried to go out of executive session at 3:27.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve the starting salary of the Human Resources Specialist at Grade 6 Step 9, with a starting salary of \$42,715.

Meeting was adjourned at 3:28.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
JULY 9, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Absent: G. Benson

Others Present: J. Margeson, B. Reynolds, K. Kruger, B. Rigby Riehle, D. Dillon, R. Christman, E. Ruckle, E. Herdman, C. Lorow, J. Gallman, J. Colligan, J. Garmong

Call to Order: The meeting was called to order by Chairman W. Hall at 11:00 a.m.

A motion was made by D. Fanton, seconded by D. Russo and carried to approve the minutes of June 4th, June 9th, and June 23, 2008.

Board of Elections:

Deputy Commissioner, Elaine Herdman distributed information for the committee to review in regards to the State regulations with the new voting machines. Commissioner James Gallman stated the remaining new machines will be delivered on Friday, July 11, 2008. The issues that were discussed were:

1. Custodian pay – For the elections in November there will be extra charges because the voting polls will be using the original lever machines as well as having the capability of using the new voting machines and the custodians will have to set up both machines.
2. Machine programming charges
3. Delivery and pick up of the machines
4. Custodian/technician training
5. Storage facility
6. Full document imaging
7. Election Law 6210 – Requirements for use and storage of the new machines

Mr. Gallman discussed each issue with the committee and answered any questions. The main concern was that the Board of Elections 2008 Budget does not have enough money allocated to cover the extra expenses that will occur to implement the new machines. The State Board of Elections had not made a final decision on what machines the counties were allowed to purchase until after the 2008 Budget was implemented so the expenses were only an estimated figure. Mr. Gallman requests the committee to support the allocation of an additional amount of funds to be transferred into the Board of Elections' accounts to cover the added expenses that will occur through the end of the year. A motion made by N. Ungermann, seconded by D. Fanton and carried to support the transferring of funds not to exceed \$10,000 to the Board of Elections' accounts to cover the extra expenses. The requests will be referred to Ways and Means Committee for their approval and allocation of said funds.

REFERRED TO WAYS AND MEANS

C. Crandall, Chairman of the Board asked the Board of Elections to submit a total breakdown of all expenses that occurred with the new machines after the November elections.

Workers Compensation:

Mr. Dillon, Executive Secretary of Workers Compensation, distributed a comparison budget chart from 2007 – 2009 Budget. The total 2009 Budget has a total decrease of 9% compared to the 2008 Budget. The 2009 Budgeted Participant Assessments have a total decrease of 3% compared to the 2008 Budget.

Mr. Dillon distributed a comparison chart on how the amount is figured per town and village for their individual assessments. After discussion the committee asked that a yearly audit be done to check on documentation by Workers Compensation. This will be an individual audit company chosen by Workers Compensation.

At a previous meeting the committee discussed the advantages and disadvantages of being self insured. Mr. Dillon was asked to do a cost savings comparison and report back to the committee. Mr. Dillon stated there is a cost savings of \$600,000.

Mr. Dillon presented the 2009 Budget for Allegany County Mutual Self-Insurance Plan and the 2009 Budgeted Participant Assessments Plan to the committee. A motion was made by D. Fanton, seconded by D. Burdick and carried to approve both plans.

PREPARE A RESOLUTION

REFERRED TO WAYS AND MEANS

County Clerk, Rob Christman:

At the last committee meeting, Mr. Christman informed the committee on the requirements for the new enhanced driver's licenses. He stated there will be a major increase in the workload, security issues, finger printing and background checks. Due to the increase of responsibilities, Mr. Christman is requesting an upgrade for the position of Motor Vehicle Cashier/Examiner positions from a Grade 6 to a Grade 8. He is also requesting an upgrade for the position of Senior Motor Vehicle Cashier Examiner from a Grade 8 to a Grade 10. The committee referred this issue to the Director of Human Resources to check to see if this upgrade falls in the civil services requirements and to report back to the committee. Ms. Ruckle reported that a reevaluation of the positions has been completed and she approves these requests.

A motion was made by D. Russo, seconded by D. Fanton and carried to support both requests.

PREPARE A RESOLUTION

Mr. Christman went on to explain the annual increase for the new Enhanced Drivers Licenses and the effect it will have on the County. All of the Motor Vehicle Department employees have been finger printed and all the requirements have been met to begin the process of issuing the Enhanced Drivers Licenses starting January 1, 2009.

Mr. Christman requests the committee to approve filling the position of Index Clerk due to the legal absence of a Senior Recording Clerk and the filling of vacancies that occurred to fill this position. The Index Clerk position will be temporary until September when the Civil Service exam will be given then the position will become open for permanent appointment.

A motion was made by N. Ungermann, seconded by D. Fanton and carried to approve the request to fill the position of Index Clerk.

REFERRED TO WAYS AND MEANS COMMITTEE

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requests the committee to sponsor a resolution for the removal of the Title Supervisor Public Health Education in the Non-unit Salary Plan to the P.E.F. Union Salary Plan. It will remain the same Grade 6 level.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve said request.

PREPARE A RESOLUTION

Old Business:

The County Board of Ethics nomination was discussed. D. Fanton is waiting to hear on a possible nominee from District III to fill this position on the board. This would make it possible to

have a member from each district represented on the board. He will confirm their commitment and report back to the committee at the next scheduled meeting.

New Business:

Mr. Russo presented a report on the job specifications from three area counties for Deputy County Administrator. After discussion Chairman W. Hall appointed D. Russo to Chair a newly created Ad Hoc Committee to examine the feasibility of creating and filling this position. The committee will consist of Mr. Russo, and Legislators D. Pullen, N. Ungermann, and K. Kruger. The current County Administrator will be retiring in a few years and there is concern should he ever have to be off work for an extended time there is no one appointed to take his place in his absence.

D. Burdick discussed his concern with the possibility of a deficit in the 2008 Budget by the end of the budget year. The committee discussed that the item of biggest concern would be the medical expenses the County will incur in a budget year. It is hard to estimate what the total cost will be. There was discussion on the retiree eligibility for Medicare Part D Health Insurance that could help lower the cost to the County.

Committee members reviewed a referral from the Ways and Means Committee requesting the committee to sponsor a resolution to reclassify/upgrade (4) Employment and Training Counselors (Unit Grade 15) to Senior Employment Counselor status (Unit Grade 17) effective June 30, 2008.

This request is in response to the resignation/retirement of a Senior Counselor effective June 27, 2008. This action is necessary as an appropriate option to distribute the workload among this group given the ongoing decline in Federal/State funding to support Center staff. If approved, this would also give the Department needed flexibility and a more consistent level of decision making responsibility among the counseling staff.

All Counselors in this request have passed the Civil Service exam for Senior Counselor.

The proposal also includes abolishing (4) Employment and Training Counselors and creating (1) Senior Counselor listed on the Employment and Training roster.

There will be an estimated savings of \$39,800.

A motion was made by N. Ungermann, seconded by D. Pullen and carried to approve said request.

PREPARE A RESOLUTION

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session to discuss labor negotiations at 12:10.

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session to discuss the medical history of a particular person at 12:10.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to go out of executive session at 12:32.

A motion was made by N. Ungermann, seconded by D. Fanton and carried the meeting was adjourned at 12:32.

Respectfully Submitted:
Alice Alsworth

**DEPUTY COUNTY ADMINISTRATOR
AD HOC COMMITTEE
JULY 14, 2008**

**** NOT APPROVED ****

Present: D. Russo, D. Pullen, N. Ungermann, K. Kruger, C. Crandall

Others Present: W. Dibble

Call of Order: The meeting was called to order by Chairman D. Russo at 12:30 p.m.

This committee was created by Personnel Committee Chairman W. Hall to examine the feasibility of creating and filling a position of Deputy County Administrator. The current County Administrator will be retiring in a few years and there is concern should he ever have to be off work for an extended time, that there is no one appointed to take his place in his absence.

A motion was made by N. Ungermann, seconded by K. Kruger and carried to go into executive session to discuss employment history of a particular person at 12:30. A motion was made by K. Kruger, seconded by N. Ungermann and carried to go out of executive session at 12:45.

A motion was made by D. Pullen, seconded by N. Ungermann and carried the meeting was adjourned at 12:45.

**PERSONNEL COMMITTEE
AUGUST 6, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Absent: D. Fanton

Others Present: J. Margeson, K. Kruger, B. Rigby Riehle, D. Dillon, E. Ruckle, Bob Budinger

Call to Order: The meeting was called to order by Chairman W. Hall at 11:07 a.m.

A motion was made by D. Russo, seconded by G. Benson and carried to approve the minutes of July 9, 2008 with an amendment to the minutes of page 3 under New Business paragraph six. It stated creating (1) Senior Counselor and it should have stated abolishing the position.

Personnel Officer, Ellen Ruckle:

Ms. Ruckle introduced her new Human Resource Specialist, Harold (Bob) Budinger, and gave an update on his progress.

Workers Compensation:

Mr. Dillon, Executive Secretary of Workers Compensation asked for executive session to discuss the employment history of a particular person. A motion was made by D. Burdick, seconded by N. Ungermann and carried to go into executive session at 11:08. A motion was made by D. Burdick, seconded by N. Ungermann and carried to go out of executive session at 11:30.

Old Business:

At the last meeting Legislator D. Fanton stated he would check to see if he could find someone from his district that would be interested in being on the County Ethics Board. Mr. Fanton was absent from this meeting. A motion was made by N. Ungermann, seconded by D. Burdick and carried to table the appointment of someone on the County Ethics Board until D. Fanton would be present for the discussion.

A motion was made by D. Russo, seconded by D. Pullen and carried to adjourn the meeting at 11:32 a.m.

Respectfully Submitted:
Alice Alsworth

**DEPUTY COUNTY ADMINISTRATOR
AD HOC COMMITTEE
AUGUST 6, 2008**

**** NOT APPROVED ****

Present: D. Russo, D. Pullen, K. Kruger, C. Crandall

Absent: N. Ungermann

Others Present: J. Margeson, W. Hall

Call of Order: The meeting was called to order by Chairman D. Russo at 10:04 a.m.

A motion was made by D. Pullen, seconded by K. Kruger and carried to approve the minutes of July 14, 2008.

There was discussion on the possibilities of finding a candidate for a position of Deputy County Administrator. Some suggestions were discussed on the possibilities of recruiting for this position.

Chairman Russo stated he has received job descriptions for Deputy County Administrator from other counties and he was told the County Administrator drafted the job description for Legislative approval.

County Administrator, John Margeson was asked to attend the meeting to be a part of the discussion and for his recommendations. Mr. Margeson stated if a Deputy County Administrator was appointed that person would be authorized to act as County Administrator if the County Administrator is absent for any reason. There was discussion on the various job descriptions for this position. After discussion Mr. Margeson was asked to draft a job description for the Deputy County Administrator and to present it to the committee for their review at the next scheduled meeting.

There was discussion on the County Administrators duties and the advantages of the deputy being assigned some of these duties to relieve the County Administrator. There was further discussion on how this position will be created.

The next scheduled meeting will be September 3, 2008, at 10:00.

A motion was made by D. Pullen, seconded by K. Kruger to adjourn the meeting at 11:03 a.m.

Respectfully Submitted,
Alice Alsworth

**PERSONNEL COMMITTEE
SPECIAL MEETING
AUGUST 11, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Guest

Others Present: J. Margeson, T. Hopkins, B. Reynolds, K. Kruger, W. Dibble, B. Rigby Riehle, E. Ruckle

Call to Order: The meeting was called to order by Chairman W. Hall at 3:07 p.m.

Referral:

The committee received a referral from the Public Safety Committee requesting the committee to sponsor a resolution in support of a request to create two Enumerator positions in the Emergency 911 center. These positions will be part-time limited to 17.5 hours per week. The salaries will be \$10 per hour and to be placed in the Section 4 salary plan. These two positions will be assigning the rural numbering addresses required for the County's 911 data base.

After discussion a motion was made by D. Fanton, seconded by D. Burdick and carried to amend the resolution to create only one part-time all year long Enumerator position, and to have a seasonal laborer for the summer months to cover the extra work as needed.

PREPARE A RESOLUTION

A motion was made by D. Fanton, seconded by D. Burdick and carried to adjourn the meeting at 3:22 p.m.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
SEPTEMBER 3, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Others Present: J. Margeson, K. Kruger, B. Rigby Riehle, E. Ruckle, Bobby Budinger

Media: B. Quinn – Wellsville Daily Reporter

Call to Order: The meeting was called to order by Chairman W. Hall at 11:00 a.m.

A motion was made by D. Russo, seconded by D. Pullen and carried to approve the minutes of August 6, 2008. A motion was made by D. Russo, seconded by D. Fanton and carried to approve the minutes of August 11, 2008.

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requests the committee to sponsor a resolution for the July Increments that were inadvertently missed on five employees in the Sheriff's Department. They are eligible for an increment if they were hired between July 1, 2007 and December 31, 2007. A motion was made by D. Russo, seconded by G. Benson and carried to support said request.

PREPARE A RESOLUTION

Employee Recognition:

Ms. Ruckle requests approval for thirteen employees with 30 years of service to be recognized and honored at the Legislative Board meeting on October 27, 2008. A motion was made by D. Fanton, seconded by D. Pullen and carried to approve said request.

Human Resource Specialist, Bobby Budinger:

Mr. Budinger distributed information to the committee on the New York State Workplace Violence Prevention Law. The County is required to implement a Workplace Violence Program and to implement this policy on a yearly basis. Mr. Budinger contacted various consultants who perform the necessary services and invited them to submit quotes. The lowest quote was \$1,000 per day with an estimated time of approximately three days to complete the physical hazardous assessment of twenty-seven work sites for the County, plus one day to complete the required paper work. This consultant will then compile a written workplace violence manual at a cost of \$4,000 plus expenses. It will include policy statement, reporting, investigating procedures and record keeping.

The County is required to have training and education for all employees on workplace violence. This will be performed by Employee Services, Inc. at a cost of \$850 per day for a total of three days to complete the training of all employees. Employee Services, Inc. has agreed to train a person from within our County employee roster to perform these yearly requirements. After discussion a motion was made by D. Fanton, seconded by D. Russo and carried to approve said request. Opposed N. Ungermann, D. Pullen

REFERRED TO WAYS AND MEANS

County Clerk, Rob Christman:

Due to the retirement of a cashier, Mr. Christman requests the committee to sponsor a resolution to create a position of Senior Recording Clerk.

A motion was made by D. Fanton, seconded by D. Russo and carried to go into executive session to discuss the employment history of a particular person at 11:20.

A motion was made by D. Fanton, seconded by D. Burdick and carried to go out of executive session at 11:34.

A motion was made by D. Fanton, seconded by D. Pullen and carried to support said request.

PREPARE A RESOLUTION

News Announcement:

As of September 16, 2008 the Department of Motor Vehicles will begin issuing the new Enhanced Drivers License. This License will be used both as a driver license and a travel identification document for land and sea border crossing between the United States and Canada, Mexico, Bermuda and the Caribbean without a United States passport. It will not be acceptable for air travel between these countries. The Enhanced Driver License will cost an additional \$30 above the cost of an original driver's license.

Old Business:

The County Board of Ethics nomination was discussed. There is still not a person to nominate at this time. The committee was requested to look into the matter further and report back to the committee at the next scheduled meeting.

Meeting Adjourned:

A motion was made by D. Russo, seconded by N. Ungermann and carried to adjourn the meeting at 11:37.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL/AD HOC COMMITTEE
SEPTEMBER 3, 2008**

**** NOT APPROVED ****

Members Present: D. Russo, D. Pullen, K. Kruger

Others Present: J. Margeson, W. Hall

Media: B. Quinn – Wellsville Daily Reporter

Call to Order: The meeting was called to order by Chairman D. Russo at 10:05 a.m.

A motion was made by K. Kruger, seconded by D. Pullen and carried to approve the minutes of July 14th, and August 6, 2008.

John Margeson – County Administrator:

Mr. Margeson distributed a draft Deputy County Administrator job description for the committee to review. Mr. Margeson explained the draft for the Deputy County Administrator has similar language used from the local law for the County Administrator's position.

There was discussion on the typical work activities expected with this job. The salary for the job was discussed and it was suggested for it to be in a range of \$50,000 - \$60,000.

Mr. Margeson was asked in his opinion how long it would take to train a person as a Deputy County Administrator to take over the position of County Administrator if the position was needed. Mr. Margeson suggested it would take approximately 3 years for training, which excluded the responsibilities of the Budget Officer position.

There was lengthy discussions on what the committee felt was requirements for this position. After reviewing the draft and discussion it was determined that under the typical work activities grant writing needed to be included and to perform County Planner job description duties as needed. Mr. Margeson was asked to include these requirements into the job description and present a final draft for committee approval to the next scheduled meeting.

Next Scheduled Meeting:

The next scheduled meeting will be September 22, 2008, at 11:00 a.m. in the Legislative Chambers.

The meeting was adjourned at 10:39.

Respectfully Submitted:
Alice Alsworth

PERSONNEL/AD HOC COMMITTEE
SEPTEMBER 22, 2008
**** NOT APPROVED ****

Members Present: D. Russo, D. Pullen, N. Ungermann

Others Present: J. Margeson, W. Hall

Call to Order: The meeting was called to order by Chairman D. Russo at 11:07 a.m.

A motion was made by D. Pullen, seconded by N. Ungermann and carried to approve the minutes of September 3, 2008.

John Margeson – County Administrator:

Mr. Margeson distributed the revised draft for Deputy County Administrator. Mr. Margeson stated the additional duties were added to the draft as directed by the committee at the last meeting. They included planning related tasks that will be directed by the County Administrator, along with the researching of the availability of State and Federal grant-in-aid opportunities and author applications for grant funding. These were additions directed by the committee at the last meeting.

There was discussion on having this position be able to be included into the 2009 budget. There was also discussion on the salary and time frame for the position.

Mr. Margeson made a recommendation to the committee to have the Personnel Officer research other Counties on the salary for the Deputy Administrator's position.

There was discussion on the process of the hiring of this position.

A motion was made by D. Pullen, seconded by N. Ungermann and carried to refer the draft for the position of Deputy County Administrator to the Personnel Committee for their review and approval at their next scheduled meeting in October. It was also approved to have the Personnel Officer research other counties on the salary for the Deputy Administrator's position.

A motion was made by D. Pullen, seconded by N. Ungermann and carried to adjourn the meeting at 11:16.

Respectfully Submitted,
Alice Alsworth

**PERSONNEL COMMITTEE
OCTOBER 1, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, D. Fanton, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Absent: G. Benson

Others Present: J. Margeson, B. Rigby Riehle, E. Ruckle, D. Dillon, R. Christman

Call to Order: The meeting was called to order by Chairman W. Hall at 11:00 a.m.

A motion was made by D. Russo, seconded by D. Fanton and carried to approve the minutes of September 3, 2008.

Workers Compensation:

At the July 9, 2008 committee meeting Douglas Dillon, Executive Secretary of Workers Compensation distributed the 2009 Budgeted Participant Assessments. Mr. Dillon distributed a comparison chart on how the amount is figured per town, village and County for their individual assessments. After discussion the committee asked Mr. Dillon to make arrangements for a yearly audit to be done to check on documentation by Workers Compensation. Mr. Dillon has made arrangements to meet with a Self Insurance Company Auditor. The cost will be \$105 an hour which includes travel. There are 29 towns, 11 villages and the County for a total estimated cost of \$18,000 to \$19,000. If any errors exist, this auditing firm will help to establish better methods of classifying the employees for the work that is being completed.

A motion was made by D. Fanton, seconded by N. Ungermann and unanimously approved to give permission for Mr. Dillon to go forward with the audit.

County Clerk, Rob Christman:

Mr. Christman requests the committee to sponsor a resolution for the transfer of funds from A1410.401 – County Clerk Postage account to A1410.201 – County Clerk Equipment account in the amount of \$250 for computer equipment.

A motion was made by D. Russo, seconded by D. Fanton and carried to approve said request.

PREPARE A RESOLUTION

Thomas Miner, County Attorney:

Mr. Miner discussed with the committee his concerns on issues with employee auto accidents either while driving a county vehicle or their own vehicles on County business. There was discussion on setting a fixed amount for the deductible that the County will pay toward the claim. Mr. Miner was asked to prepare a draft policy to the existing vehicle usage policy. The committee requested the deductible be set for an amount not to exceed \$500. The amendment should include a statement that prior to receiving reimbursement, the employee must assign Allegany County a right of subrogation to the extent of any money paid by the County. Mr. Miner will bring copies of the amended draft policy for approval at the next scheduled meeting.

Old Business:

The County Board of Ethics nomination was discussed. D. Pullen discussed the NYSAC Conference he attended noting that one of the programs dealt with County Board of Ethics and the importance of an active committee. Due to the unavailability of a nominee from District III, a motion was made by D. Russo, seconded by D. Fanton and carried to approve Thomas

Hennessy, District IV to the committee. There was discussion on the need for training of members on the County Board of Ethics Committee. **PREPARE A RESOLUTION**

Referral from Personnel/Ad Hoc Committee:

The Personnel/Ad Hoc Committee was established by the committee Chairman W. Hall to examine the feasibility of creating and filling a position of Deputy County Administrator. Mr. Margeson, County Administrator, and Ellen Ruckle, Personnel Officer, compiled a draft job description and presented it to the Ad Hoc Committee for them to critique. The Ad Hoc Committee made changes to the draft and has now referred the amended draft to the Personnel Committee for their approval and creation of the position.

John Margeson, County Administrator:

Mr. Margeson along with Ellen Ruckle researched other counties on the salaries for the Deputy Administrator position. Mr. Margeson presented their findings. A motion was made by D. Russo, seconded by D. Pullen and carried to create the position of Deputy County Administrator. **PREPARE A RESOLUTION**

A motion was made by D. Fanton, seconded by D. Burdick and carried to adjourn the meeting at 11:42.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
Special Meeting - October 14, 2008
**** NOT APPROVED ****

Committee Members Present

W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, D. Russo, C. Crandall
(Absent: N. Ungermann)

Others Present

K. Kruger, J. Margeson, B. Riehle

Executive Session

A motion was made by Legislator Pullen, seconded by Legislator Benson and carried to enter into executive session to discuss the employment history of a particular individual. Immediately following discussion, a motion was made by Legislator Burdick, seconded by Legislator Russo and carried to end the executive session and return to the regular meeting.

Adjournment

There being no further business to come before the committee, a motion was made by Legislator Fanton, seconded by Legislator Benson and carried to adjourn the meeting.

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board

**PERSONNEL COMMITTEE
NOVEMBER 5, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, D. Fanton, G. Benson, D. Pullen, D. Russo, C. Crandall

Absent: N. Ungermann

Guests: Brian Baty, BMA Consulting Services, Inc., Ian Whitehouse and Richard Ewell, Richardson & Stout Insurance

Others Present: J. Margeson, T. Hopkins, B. Reynolds, B. Rigby Riehle, E. Ruckle, T. Ross

Call to Order: The meeting was called to order by Chairman W. Hall at 11:10 a.m.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve the minutes of October 1, 2008.

County Attorney, Tom Miner:

Mr. Miner discussed the amendment of the Allegany County Vehicle Usage Policy that was presented to the committee for approval. This amendment was made to better clarify the procedures regarding coverage claims. A motion was made by D. Pullen, seconded by D. Russo and carried to support the amendment to the policy. **PREPARE A RESOLUTION**

Clerk of the Board, Brenda Rigby Riehle:

Ms. Riehle introduced representatives Brian Baty, BMA Consulting Services, Inc., Ian Whitehouse and Richard Ewell, Richardson & Stout Insurance. Ms. Riehle distributed information regarding the deductible insurance option and the Self Insured Retention (SIR) option.

Mr. Baty discussed the current Self Insured Retention (SIR) policy and the pros and cons with this policy compared to the deductible option for the committee to consider. They anticipate a reduction of the premium cost this year. Mr. Baty will distribute a cost comparison of both options at the next scheduled meeting.

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requests the committee to sponsor a resolution supporting compensation of employee salaries for 2009. A motion was made by D. Fanton, seconded by D. Burdick and carried to support said request. **PREPARE A RESOLUTION**

Ms. Ruckle requests the committee to support an invoice of \$47.76 for the reception in honor of the employees that received recognition for their 30 years of service to the County. A motion was made by D. Fanton, seconded by D. Burdick and carried to support said request.

Old Business:

New York State Workplace Violence Prevention Law:

On September 3, 2008 the committee approved a referral to the Ways and Means Committee to support a resolution to transfer \$11,550 from account A1990.4 (Contingency) to A14430.4 (Human Resources – Contractual) to finance the cost of services to establish a Workplace Violence Prevention Program that is required by the New York State Labor Law. The consultant would complete the physical hazardous assessment of twenty-seven work sites for the County

which is estimated to take approximately three days and an extra day to complete their required paper work for the County. This policy will be implemented on a yearly basis. This resolution was denied by the Legislative Board to give the committee more time to check out the feasibility of this issue being handled in-house instead of a consultant. Mr. Hall asked the Personnel Committee to discuss this issue further and to make a decision today to resubmit the resolution to the Ways and Means Committee for their approval. There was discussion on this issue and the importance of getting this program implemented. After discussion the majority of the committee felt the requirements to complete this policy would be too time consuming and more costly to try and do in house than to have a professional complete the task. This is a state requirement that needs to be implemented as soon as possible. A motion was made by D. Russo, seconded by D. Fanton and carried to refer the issue to the Ways and Means Committee for their approval. Opposed D. Pullen **REFERRED TO WAYS AND MEANS**

New Business:

Referral:

The committee received a referral from the Public Safety Committee requesting the committee to sponsor a resolution in support of moving the Undersheriff position from Grade 10 to Grade 11 (Step 8) on the non-unit pay scale. After a lengthy discussion a motion was made by D. Pullen, seconded by D. Fanton and carried to support said request. Opposed D. Burdick.

After further discussion, motion was made by D. Pullen seconded by D. Fanton and carried to amend the motion to include on condition that the increase will be approved as long as there is no over time allotted. Opposed D. Burdick **PREPARE A RESOLUTION**

Appointment of Commissioner of Elections:

At a meeting of the Republican Committee on September 25, 2008, Elaine Herdman of Belmont was recommended by majority of said committee as a suitable and qualified person for reappointment to the office of Commissioner of Elections for a four-year term commencing January 1, 2009 and expiring December 31, 2012. A motion was made by D. Russo, seconded by G. Benson and carried unanimously to sponsor a resolution appointing Ms. Herdman as Election Commissioner. **PREPARE A RESOLUTION**

County Negotiator:

D. Pullen mentioned the need to hire a County Negotiator as soon as possible. Mr. Hall called a special meeting on Monday, November 10, 2008 after the Committee of the Whole to discuss the issue and make a decision.

Meeting Adjourned:

A motion was made by D. Pullen, seconded by D. Fanton and carried to adjourn the meeting at 12:00 p.m.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
NOVEMBER 10, 2008**

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, D. Fanton, G. Benson, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Others Present: J. Margeson, E. Ruckle

Call to Order: The meeting was called to order by Chairman W. Hall at 3:15 p.m.

On motion of D. Fanton, seconded by D. Russo and carried, the committee went into executive session for the purpose of discussing contract negotiations.

On motion of D. Fanton, seconded by D. Pullen the committee vacated executive session.

A motion was made by D. Fanton, seconded by D. Burdick to retain the firm of Bond, Schoeneck and King for the purpose of providing Collective Bargaining Agreement negotiation services, motion carried by a vote of 5 aye, 3 nay. Voting no: D. Pullen, G. Benson, N. Ungermann, Jr.

The matter will be referred to the Ways and Means Committee for funding considerations. **REFERRED TO WAYS AND MEANS**

Meeting adjourned at 3:35 p.m.

PERSONNEL COMMITTEE
December 10, 2008

**** NOT APPROVED ****

Members Present: W. Hall, D. Burdick, D. Pullen, D. Russo, N. Ungermann, C. Crandall

Absent: G. Benson, D. Fanton

Others Present: J. Margeson, E. Ruckle, T. Miner, B. Rigby Riehle, T. Ross, L. Ballengee

Call to Order: The meeting was called to order by Chairman W. Hall at 11:00 a.m.

A motion was made by D. Burdick, seconded by D. Russo and carried, the minutes of October 14 and November 5, 2008 were approved.

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requests the committee to sponsor a resolution to amend the Section 4 Salary Plan to remove the title of Crime Victims Coordinator which should be listed on the PEF Plan. A motion was made by D. Burdick, seconded by D. Russo and carried to support said request. **PREPARE A RESOLUTION**

Brenda Rigby Riehle, Terri Ross, Ellen Ruckle:

The new New York State and Local Retirement System regulations require employers participating in the Retirement System to pass a resolution establishing a standard work day for each elected or appointed official for adoption at the organization meeting every year or whenever a new County official is elected or appointed. The State offered a Webinar explaining these new requirements which Terri Ross and Brenda Rigby Riehle participated in. Beginning January 1, 2009 everyone that is enrolled in the retirement system will be required to complete a log or a time sheet documenting the hours worked. A motion was made by N. Ungermann, seconded by D. Pullen and carried to support said resolution establishing a standard work day for elected and appointed officers. There was discussion on setting up a work shop to explain the procedure to the employees who will be affected by this new regulation.

Clerk of the Board, Brenda Rigby Riehle:

Ms. Riehle introduced representatives Brian Baty, BMA Consulting Services, Inc.; Ian Whitehouse and Richard Ewell, Richardson & Stout Insurance. Ms. Riehle distributed information regarding the deductible insurance option and the Self Insured Retention (SIR) option for insurance renewal on 02/01/09. We are currently insured under the Self Insured Retention Plan. Mr. Baty was very pleased with the quotes for this year compared to last year at a cost savings of approximately \$70,000 if we stay with the Self Insured Retention Plan. There was a lengthy discussion on the pros and cons of each proposal. A motion was made by D. Russo to approve the Self Insured Plan for a total of \$266,306.59; there was not a second to the motion. A motion was made by D. Pullen, seconded by N. Ungermann to amend the liability limit from \$250,000 to \$100,000. Discussion followed and N. Ungermann rescinded his second. A motion was made by D. Russo, seconded by N. Ungermann and carried to support the Self Insured Plan with a \$250,000 SIR at an annual cost of \$266,306.59. Opposed D. Pullen

PREPARE A RESOLUTION

C. Crandall stated there is money in the 2009 Budget for insurance which is more than the quote. After discussion the committee asked County Attorney, T. Miner and County Treasurer T. Ross to check into the possibility of setting up a special reserve account for the excess funding. They will report to the committee at the next meeting.

Ms. Riehle made a request to have Mr. Baty further explain to the committee each individual coverage on the Self Insured Retention Plan.

Our agents from Richardson-Stout confirmed that the County will receive a pro-rated reimbursement for the Health Care/Professional Liability portion of the insurance premium, once Willcare takes ownership of the Home Care Program.

Contract Renewal:

Ms. Riehle requests the committee to sponsor a resolution for the renewal proposal/contract to perform consulting services for Allegany County with BMA Consulting Services, Inc. (Brian Baty, President) for the period of 01/01/09-12/31/09. A motion was made by D. Burdick, seconded by D. Pullen and carried to approve said request with the advanced payment in full, for a ten percent cost savings. **PREPARE A RESOLUTION**

New Business:

Transfer Request:

D. Dillon requests a resolution to cover insufficient funds in accounts S1710.419 and S1710.806 in the amount of \$15,950. Mr. Dillon was out of town so Ms. Riehle presented the request. A motion was made by N. Ungermann, seconded by D. Russo and carried to support said request. **REFERRED TO WAYS/MEANS PREPARE A RESOLUTION** (Previously approved by Ways and Means)

Appointment:

A motion was made by D. Russo, seconded by D. Burdick and carried unanimously to approve the reappointment of Mr. Harvey Scott Spillane as Veterans Service Agency Director, effective January 1, 2009.

Meeting Adjourned:

A motion was made by N. Ungermann, seconded by D. Russo and carried to adjourn the meeting at 12:12 p.m.

Respectfully Submitted:
Alice Alsworth