

**PERSONNEL COMMITTEE
JANUARY 4, 2012**

**** NOT APPROVED ****

Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Guests: James Rooney, Bond Schoeneck & King, PLLC, Ian Whitehouse, Rich Ewell – Richardson & Stout

Others: J. Margeson, M. Alger, T. Miner, T. Hopkins, M. Healy, F. Sinclair, P. Curran, A. McGraw, K. Graves, B. Rigby Riehle, E. Ruckle, S. Keib, E. Herdman, C. Lorow, L. Ballengee, L. Edwards

Call to Order: The meeting was called to order by Chairman O'Grady at 1:00 p.m.

A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to approve the December 7, 2011 minutes.

Brenda Rigby Riehle Clerk of the Board:

Ms. Riehle presented a spreadsheet comparing our expiring policy with a renewal quote from the New York Municipal Insurance Reciprocal. (NYMIR) The current plan will remain the same, at a cost of \$235,196.80 for premiums. There was discussion on public official's liability and how coverage is determined. The Clerk of the Board requests a resolution approving the insurance proposal by Richardson & Stout from NYMIR for the period February 1, 2012, through February 1, 2013. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried unanimously to support said request. **PREPARE A RESOLUTION**

Sharon Keib Workers' Compensation:

Ms. Keib distributed a spread sheet comparing the cost of the safety awards dinner and asked the committees approval on the limit of the total cost per person. After discussion the committee agreed to limit the cost from \$17 - \$18.00 per person.

A motion was made by Legislator Fanton, seconded by Chairman O'Grady and carried to go into attorney client to discuss a Worker's Compensation issue at 1:17 p.m. A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to go out of attorney client at 1:32 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to have Sharon Keib send out a letter notifying the Town of Birdsall that they are responsible for the Workers' Compensation insurance for the Birdsall Fire Department in their area. She was also requested to send notification to the Birdsall Fire Department as well.

James Rooney Bond Schoeneck & King, PLLC:

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to go into executive session at 1:35 p.m. to discuss collective bargaining negotiations per Article 14 of Civil Service Law. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to go out of executive session at 1:42 p.m.

A motion was made by Legislator Cady, seconded by Legislator Pullen and carried unanimously to sponsor a resolution in support of ratifying the County Nurses contract. **PREPARE A RESOLUTION**

Elaine Herdman/Cass Lorow Board of Elections:

Ms. Herdman distributed a break down time/cost for an election so the committee would be able to make a final decision on a charge back fee to the towns that want to keep their extra voting districts. State Law requires 2,500 voter turn out per voting district. After discussion a motion was made by Legislator Fanton, seconded by Legislator Cady and carried to have a minimum charge back cost of \$800 not to exceed \$1,500. This cost included a test deck, an extra polling book, extra ballots, cost of 4 additional inspectors and any additional expenses for voting in the extra district per election.

Ms. Herdman stated the Federal Government has recently set a law for the military to have 45 days notice prior to an election for absentee ballots. It is in the Federal Courts on when a Federal primary will be held, sometime between the last Tuesday in June and August 19, 2012. The State Legislature has not decided when the State primary will be held.

New Business:

The committee received a referral from the Ways and Means Committee requesting to sponsor a resolution to create the position of Secretary to the Clerk of the Board. This position is a part-time position of seventeen and a half hours per week. This person will be responsible to take the minutes at all committee meetings and then transcribe, distribute and file them. After discussion a motion was made by Legislator Fanton, seconded by Legislator Cady and carried unanimously to support said request and to have this position be in the Grade 2 Non-Unit Salary plan. **PREPARE A RESOLUTION**

Adjournment:

A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to adjourn the meeting at 2:17 p.m.

Respectfully Submitted:
Alice Alsworth
Confidential Secretary
County Administrator

**PERSONNEL COMMITTEE
FEBRUARY 2, 2012**

**** NOT APPROVED ****

Members Present: T. O'Grady, D. Burdick, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall

Absent: G. Benson

Guests: Joseph Peckham, William DePersis – EBS - RMSCO

Others: J. Margeson, M. Alger, T. Miner, T. Hopkins, M. Healy, F. Sinclair, A. McGraw, B. Rigby Riehle, E. Ruckle, S. Keib, L. Ballengee, J. Luckey, B. Budinger, Dean Scholes

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

A motion was made by Legislator Fanton, seconded by Legislator Graves and carried to approve the January 4, 2012 minutes.

Joseph Peckham, William DePersis – EBS – RMSCO:

Mr. DePersis distributed a report of the Workers' Compensation Claim Review for Allegany County Mutual Self-Insurance Plan. This is a year-end summary of the plan. During 2011 they received 59 new claims and closed out 82 claims. Mr. DePersis stated this was a closing ratio of 138% which is an outstanding result. EBS-RMSCO generated \$66,998 in savings through medical bill review off of presented charges of \$289,500. The pharmacy network partner saved the plan 63.53% off of presented charges for pharmacy bills. At the end of 2011, the plan had 44 open and reopened cases. The report gave a breakdown of the claims, open claims, breakdown of cause for new claims, and claims by job title. There was discussion on the Workers' Compensation Reform changes in Legislation. There was discussion on the open cases and how long these cases could remain open. Mr. DePersis stated that once the claim has been classified the amount is set and there will not be any cost of living adjustments made. The case remains open until there is a final agreed upon settlement of the claim or the claimant passes away.

A breakdown of the bids was presented. The recommendation to the committee was to remain with Safety National Casualty Corporation and to approve Option A. After discussion a motion was made by Legislator Fanton, seconded by Legislator Pullen and carried unanimously to remain with Safety National Casualty Corporation with the Option A plan in the amount of \$72,514. **PREPARE A RESOLUTION**

Ellen Ruckle Personnel Director:

Mr. Harold Budinger Human Resources Specialist presented a job specification for a Safety Officer position for the committee to approve the creation of that position. Mr. Budinger went on to explain the need for this position. He has been in contact with eleven surrounding counties to see if they have a Safety Officer or similar title, there are seven that do. The counties were Cattaraugus, Steuben, Tompkins, Chemung, Monroe, Chautauqua, Livingston, Genesee, Wayne, Erie and Cayuga. The specifications Mr. Budinger distributed are in unison with other counties. Due to all the State regulations for safety inspections/trainings throughout the county departments it is recommended that a Safety Officer position be approved. Dean Scholes – Deputy Supt. II – Department of Public Work stated their department/towns alone have twelve

separate requirements and trainings that need to be completed. There was discussion that the Safety Officer would check with department heads on their individual department requirements and then submitting a plan for the committee to approve. It would be up to the Safety Officer to make sure the trainings are being kept up to date. This will reduce the liability exposure once this plan is implemented. There was discussion on the possibility of it being more feasible to contract with an outside source for these requirements. It was stated that in the long term, this position will save money and liability claims. There was discussion that various businesses throughout the county and how they administer their safety rules.

After discussion further on how to address the creation of a Safety Officer the committee requested Mr. Budinger to meet with Department Heads to compile a list of safety regulations in each department and to investigate contracting services from an outside source, the costs, and what services they will provide. The committee would like Mr. Budinger to come to the next scheduled meeting to explain what is required for this position.

Adjournment:

A motion was made by Legislator Cady, seconded by Legislator Graves and carried to adjourn the meeting at 2:28 p.m.

Respectfully Submitted:
Alice Alsworth
Confidential Secretary
County Administrator

PERSONNEL COMMITTEE

March 7, 2012

AMENDED

** APPROVED **

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, K. Graves, D. Pullen, C. Crandall (Absent: G. Benson, D. Fanton)

Others Present: M. Alger, E. Herdman, S. Keib, C. Lorow, J. Margeson, T. Miner, B. Riehle, T. Ross, E. Ruckle, C. Santora, F. Sinclair, N. Ungermann

Media Present: B. Clark, Olean Times Herald

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Timothy O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Pullen and carried to approve the Personnel Committee minutes of February 2, 2012.

Transfer within Mutual Self-Insurance Plan Accounts

Sharon Keib, Office Manager for the Allegany County Mutual Self-Insurance Plan, requested a resolution transferring \$15,014 from S1720.430 (Self-Insurance Plan Benefits and Awards – Contractual) to S1710.406 (Self-Insurance Plan Administration – Contractual) to cover the cost of the excess insurance not included in that line item. The request was approved on a motion by Legislator Burdick, seconded by Legislator Pullen and carried. Refer to Ways & Means

Board of Elections Update

Elections Commissioners Elaine Herdman and Cass Lorow informed committee members that there was approximately \$80,000 left from the HAVA Grant, and they briefly explained how the County's 5 percent share is paid. The Commissioners distributed copies of an invoice for equipment from Dominion Voting totaling \$39,190 that will be used as spare equipment. The Commissioners originally thought they would have two spare machines, but then two of the voting districts didn't merge. They were also able to use \$1,600 for training purposes. It was noted that Dominion Voting is the only approved supplier for voting machine equipment.

Commissioners Herdman and Lorow had hoped to apply for grant funding to purchase equipment for full document imaging, but the submission deadlines were missed. Until they are able to move over all of their records to an electronic medium, they are going to need more fireproof filing cabinets to store the registration cards and other permanent records. Four cabinets would cost approximately \$13,000, and they weigh approximately 1,000 pounds each empty. Legislator Norman Ungermann mentioned a company that sells used filing cabinets at a fraction of the cost, and he will plan to share that contact information so it can be looked into. Ms. Herdman stated that she believes the building they are in would require some work in order to support the

extra weight associated with putting in more of the fireproof cabinets. If they were able to go with the full document imaging, all of the voter registration cards could be kept on disk, and all of the cards could be shredded, and the new cabinets would not be necessary. Ms. Herdman noted that she received a quote from NTS, and the installation, configuration, and training for the document imaging system would be about \$7,100, plus almost \$35,000 for licensing along with an annual maintenance charge estimated at \$5,229 for 2012.

Ms. Herdman informed committee members that they have had inquiries from villages and schools about the possibility of using the County's machines for their elections. Ms. Herdman noted that if they use the County's equipment, they would also have to use our inspectors. Legislator David Pullen commented that if the machines were loaned out that it would have to be done on a charge back basis. Ms. Herdman indicated that she would prefer not to get involved with the village and school elections. Legislator Karl Graves stated that Senator Catharine Young's representative Deb Aumick announced at the Women's Republican Luncheon on Saturday that the NYS Senate passed a mandate relief bill that would allow school districts, special districts, and villages to permanently continue using lever voting machines in their respective local elections. The bill has been forwarded to the Assembly.

Committee members discussed the election machine storage and security issues. The new record storage building by the Landfill has been completed; however, the layout for shelving and security fencing has not been determined. Legislator David Pullen remarked that he understands the building will have full climate control which will be a very good thing for sensitive equipment. County Administrator John Margeson stated that they will keep the needs of the Elections Board in mind when those designs are being worked on. The Commissioners indicated that they would like to be involved in that process and that in addition to storing the voting machines, they need to have room to work on the machines. A motion was made by Legislator Graves, seconded by Legislator O'Grady and carried to make a referral to the Facilities and Communications Committee to secure a minimum of 900 square feet for storage of the Board of Elections voting machines at the new record storage facility. Refer to Facilities and Communications

Early Retirement Incentive

County Administrator John Margeson stated that he sent a memo to committee members last week regarding a local early retirement option, and he is present at the meeting today to talk about and answer any questions so the committee can determine what they would like to do.

Mr. Margeson stated that Chairman Crandall, Legislator Hopkins, County Treasurer Ross and he have been meeting with department heads in advance of preparation of the 2013 Budget. They believe that extraordinary measures must occur in order to craft a 2013 Budget that complies with the 2 percent cap on the tax rate and minimize the need to rely on the fund balance to balance the budget. Department Heads have been asked to identify measures they can take which will create cost savings and/or reduce expenditures. Personnel Officer Ellen Ruckle proposed an early

retirement incentive which may induce long-term employees to retire by requiring them to contribute less toward the cost of maintaining health insurance coverage for their dependents. Mr. Margeson stated that the field representative from the NYS Local Retirement System has informed Personnel Officer Ruckle that we have several employees who meet the minimum qualifications to retire, express a desire to retire, but voice a financial inability to do so because of the County's policy which would require them to pay 50 percent of the cost of family coverage. Presently that contributory amount is \$607 per month, and the retiree must pay that amount until either the retiree or spouse reaches age 62. The proposal would allow employees who are 55 or older with 30 or more years of **retirement system** service to retain family health insurance coverage upon retirement at the reduced contributory amount of \$200 per month. Mr. Margeson noted that employees who are enrollees of Plan 89P like the Deputy Sheriffs and Correction Officers would be permitted to participate in this incentive after 25 years of service regardless of age. Except for Department Heads, the window period to take advantage of the incentive will be from July 1, 2012, through September 30, 2012, and employees who wish to participate must retire prior to September 30, 2012. Department Heads would be required to notify the County Administrator by July 31, 2012, of their intent to retire and shall not retire prior to October 31, 2012, to allow ample time to retain a replacement. Legislator Karl Graves asked if a COLA would apply. Mr. Margeson indicated that the current proposal indicates that the employee would continue to pay \$200 until age 62, but the committee could make changes to that if they wanted to. Legislator David Pullen asked what happens when the employee reaches age 62. Mr. Margeson stated that it depends on the individual contract; however, they would be required to enroll in Medicare Parts A and B **when Medicare-eligible**. This incentive would save employees \$400 per month from the age of 55 until they reach 62, and many employees stay until they are 62 so they don't have to pay that extra amount to keep their spouse insured. Personnel Committee Chairman Timothy O'Grady stated that he would like to know what the potential savings would be before he would feel comfortable making any decisions. Mr. Margeson indicated that he plans to create a spreadsheet showing the potential savings and hopes to have it to committee members by next week.

Benefit Package for Part-Time Positions

Resolution Intro. No. 29-12 – Resolution Establishing New Benefits Package for Allegany County Positions Designated as Part-Time - was withdrawn from consideration and referred back to the Personnel Committee at the Board meeting on February 13, 2012. Committee members agreed to hold discussion and put this on the agenda for the next regular Personnel Committee meeting.

Non-Resident Fire Investigators

Emergency Management and Fire Director Jeff Luckey distributed copies of the Fire Service Organizational Chart. Mr. Luckey stated that under the Public Officers Law, Deputy Coordinators must live in the County. County Attorney Thomas Miner stated that although the Fire Coordinator is a public officer, technically Fire Investigators are not, but he believes that Mr. Luckey should request special permission to use out-

of-County Fire Investigators for Workers' Compensation reasons. Mr. Luckey indicated that two of his certified Senior Fire Investigators that have been a part of the team for a number of years recently moved out of the County, and he is asking permission to allow them to continue to be used as Fire Investigators when a resident Investigator is not available. Legislator Karl Graves asked if there was anyone living in the County that might want to replace them, and Legislator Timothy O'Grady also expressed concern that there might be residents that would be interested. Mr. Luckey indicated that the two gentlemen have been a part of a team and covered a primary response area, and people in those Districts have requested that they be allowed to continue serving in that capacity. A motion was made by Legislator Burdick, seconded by Legislator Cady and carried to allow Mr. Luckey to utilize a non-resident Fire Investigator when a resident Fire Investigator is not available. (This action will not require a resolution.)

Support Counsel

County Attorney Thomas Miner presented a referral from the Ways & Means Committee to create three positions of Support Counsel in the Section IV Salary Plan at an annual salary of \$10,000 each. The Support Counsel would provide legal services to the Support Collection Unit (SCU), and must be an attorney licensed to practice law in New York State. Attorney Miner indicated that he plans to use the services of the three Assistant County Attorneys to take on these additional responsibilities. Since 1988, the County has contracted out the legal representation of the SCU at an annual cost of \$70,000.

Attorney Miner believes the attorneys in his office can do a better job representing the SCU at less cost to the County; however, they should be compensated in some way. In addition, this extra compensation will bring the Assistant County Attorneys a little closer to the \$70,000 that was offered to the new Assistant Public Defender. Attorney Miner also mentioned that his office currently brings in more revenue than the annual salaries of the attorneys in his office by billing back the work they do for the Social Services Department. Legislator Karl Graves asked if we could just assign the work with no additional compensation. Attorney Miner stated that he believes that would be very demoralizing and frustrating, and certainly not fair in light of the current pay scale. Chairman Crandall asserted that this is actually a cost saving measure and should not be looked at as increasing compensation, but rather as saving \$40,000. The County Attorney's Office will bill the Social Services Department for time spent in representing the Child Support Unit at a rate of \$75 per hour. Currently, approximately 83 percent of that amount is recouped by the Social Services Department from state and federal funds. Therefore, in addition to the reduction in the budgeted cost of representing the CSU by using an "in house" attorney, the County should be able to recoup the actual cost of the services. A motion was made by Legislator O'Grady, seconded by Legislator Pullen to create three Support Counsel positions in the Section IV Salary Plan at an annual salary/stipend of \$10,000, and to transfer \$30,000 from A1420.432 (County Attorney – Contractual) to A1420.101 (County Attorney – Personnel). Prepare Resolution

Adjournment

There being no further business to come before the committee, the meeting was adjourned at approximately 2 p.m. following a motion made by Legislator LaForge, seconded by Legislator Burdick and carried.

Respectfully submitted,
Brenda Rigby Riehle, CMC, Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE MINUTES
APRIL 4, 2012**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: G. Benson)

Others Present: M. Alger, B. Budinger, R. Christman, P. Curran, D. Healy, E. Herdman, T. Hopkins, , C. Lorow, J. Luckey, J. Margeson, T. Miner, D. Northrop, B. Riehle , T. Ross, E. Ruckle, F. Sinclair, N. Ungermann

Media Present: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order at 1:02 p.m. by Committee Chairman Timothy O'Grady.

Approval of Minutes

A motion was made by Legislator O'Grady, seconded by Legislator Graves , and carried to amend the March 7, 2012, Personnel Committee minutes to read (underlined words added to original): "... The proposal would allow employees who are 55 or older with 30 or more years of retirement system service to retain family health insurance coverage upon retirement at the reduced contributory amount of \$200 per month." And "...Mr. Margeson stated that it depends on the individual contract; however, they would be required to enroll in Medicare Parts A and B when Medicare-eligible. ..." A motion was made by Legislator Burdick, seconded by Legislator Graves, and carried to approve the Personnel Committee minutes of March 7, 2012, as amended.

Request to Fill Senior Account Clerk Typist Position in County Clerk's Office

Allegany County Clerk Robert Christman requested approval to fill a Senior Account Clerk Typist position (AFSCME, Grade 10) in his office which is currently filled with a temporary worker. A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to approve the request. **Refer to Ways & Means**

Board of Elections

Board of Election Commissioners Elaine Herdman and Cass Lorow updated the Committee on the potential for a fourth election in September (2012), at an estimated cost of \$25,000-35,000 which has not been budgeted. Other issues brought to the Committee's attention included the potential for a duplicate mailing to the Military and absentee ballot reprints (at an additional cost of \$2,000-3,000). Ms. Herdman also noted that the cost of NTS (National Time Sharing) poll books has risen from \$250 to \$500 per election. It was later noted that Ms. Lorow would include a notation on the end-of-the-year bills regarding the change in the cost of the poll books. Legislator O'Grady asked Ms. Herdman if a decision had yet been made regarding the purchase of fireproof filing cabinets for storing their records. She responded that Legislator Pullen had invited

her and Ms. Lorow to attend the Facilities and Communications Committee meeting at 3 p.m., but she also indicated that the “best bet” was to go to the vendor, determine if it offered what the Office needed, and get current pricing.

Local Early Retirement Incentive

County Administrator John Margeson presented an update on the Local Early Retirement Incentive to the Committee. Mr. Margeson indicated that there are about 47 employees eligible for the incentive, meaning they were at least 50 years of age and had at least 30 years of service in the system.

Mr. Margeson noted that he had sent a memo to Committee members on March 29, 2012, identifying a specific position as an example of the process that might be followed as a result of the early retirement incentive. The topic was opened for discussion, with Legislator O’Grady indicating his concern is that 50 may be too early to offer the incentive, resulting in dwindling returns. Legislator Fanton suggested a cutoff age of 55 (which, it was noted, would bring the number of eligible employees to 27). Although Legislator O’Grady noted he would be most comfortable with 60 being the retirement age, he also indicated he didn’t feel he had enough information to make a decision and wondered how to obtain more. Legislator O’Grady remarked that he had been under the impression that once the retiree became Medicare-eligible, the County obligation for his/her healthcare was complete. Personnel Officer E. Ruckle indicated that that was not the case. Chairman Crandall noted that the biggest factor needing to be looked at seemed to be identifying those positions which wouldn’t be filled following a retirement. An incentive to reduce the workforce would be where the real savings would be realized. Mr. Margeson indicated that there is currently no deadline on making this decision, whereupon Legislator O’Grady asked if the committee could schedule an executive session for next month or if a special meeting should be called. Mr. Margeson suggested an informal, non-binding poll might be made to those employees age 50 and over with 30 years in the retirement system to discover where there might be some interest. Legislator O’Grady would like to identify who is interested in the incentive for a more accurate estimate of eligible people.

Benefits Package for Part-time Employees

Deputy County Administrator Mitch Alger presented an update and clarification to Resolution Intro. No. 29-12 “Resolution Establishing New Benefits Package for Allegany County Positions Designated as Part-Time” which had previously been withdrawn/tabled and referred back to the Personnel Committee. Some discussion followed regarding any wording changes that should be made to the policy, particularly as delineates “part-time.” Human Resource Specialist Harold Budinger III noted that permanent part-time designation applies to “other than temporary, seasonal, or on-call” personnel, working 17.5 hours per week. Legislator O’Grady requested that the policy not be taken off the table, and be brought back to next month’s Committee meeting with the changed language and vote on it then.

Personnel Officer Ruckle Announces Retirement

Personnel Officer Ellen Ruckle announced that she will retire effective June 30, 2012. She indicated that the position she is vacating is a non-competitive position with a six-year appointment established by law and that the County has 60 days to make a decision on her replacement or NYS Civil Service will make the decision. Legislator O'Grady noted that procedures to fill the position will be discussed in upcoming meetings.

Executive Session

A motion was made by Legislator Fanton, seconded by Legislator Graves, and carried to move into Executive Session at 2:02 p.m. regarding matters associated with collective negotiations. Immediately following discussion, a motion was made by Legislator Fanton, seconded by Legislator Graves, and carried to move out of Executive Session and return to the regular meeting at 2:29 p.m.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:30 p.m., following a motion was made by Legislator Cady, seconded by Legislator Burdick, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE

MAY 2, 2012

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Fanton, D. Healy, T. Hopkins, J. Margeson, A. McGraw, T. Miner, B. Riehle, E. Ruckle, C. Santora, F. Sinclair, J. Tomasi, N. Ungermann

Media Present: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order at 1:04 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of April 4, 2012.

County Administrator

Local Early Retirement Incentive

County Administrator John Margeson reported that all potential retirees meeting the age (55+) and service (30 years +) criteria were polled. Twenty-six employees received the inquiry; 13 responded in the affirmative: 6 from Public Works; 5 from the Sheriff's Office; and 2 from the Department of Social Services. Mr. Margeson also indicated that, in his opinion, some of those positions would not need to be back filled. He also indicated that at some point the Committee will need to decide if it wants to move forward with this incentive and request a resolution. It was determined that further discussion would be held in executive session at the end of the meeting.

Part-time Correction Officer Hourly Rates

County Administrator John Margeson stated that he discovered, in consultation with County Treasurer Terri Ross and Personnel Officer Ellen Ruckle, that we are compensating our Correction Officers in a way that is all over the board. Mr. Margeson noted that some are receiving \$13, \$15, \$15.98, and \$18.70 per hour. Correction Officers were originally compensated an hourly rate based on the union contract. In 2008, we passed Resolution No. 71-08 increasing the Correction Officers' pay from \$9 to \$13 per hour when hired which increased to \$15 per hour upon completion of field training. The previous Sheriff hired some long-tenured Deputies that had retired, and agreed to pay them \$18.70 due to their long years of service and the experience they had; however, the Board never adopted a resolution approving this action. Mr. Margeson stated these differing pay rates have created quite a problem for record keeping, and he has been working with Ms. Ross, Ms. Ruckle, and Sheriff Whitney to bring uniformity to this issue.

Administrator Margeson brought forth a proposal to the committee wherein Correction Officers will receive \$13/hour at the time of hire, \$15/hour after satisfactory completion of field training and basic Correction Officer Academy, \$16/hour after serving five consecutive years as an officer in the Sheriff's Office, and \$17/hour after serving ten consecutive years as a Correction Officer in the Sheriff's Office. A condition of employment is that the Correction Officer should maintain an average minimum of 20 hours per month at the discretion of the Sheriff. After a brief discussion regarding the proposal, a motion was made by Legislator

Fanton, seconded by Legislator Graves, and carried to sponsor a resolution in support of the proposal. (One opposing vote: Legislator Cady) **Prepare Resolution**

Part-time Benefits Resolution

Deputy County Administrator Mitch Alger requested a resolution to approve the benefits package for part-time County employees, effective January 1, 2012, per the document distributed at the meeting, explaining that this, too, is a way to make these benefits uniform throughout the County. County Attorney Tom Miner explained that the document could have been written more generically, but it was decided that by addressing the categories of part-time employees individually, it is easier to understand; i.e., if it's not in the policy, the employee is ineligible for that benefit. Mr. Miner did note, however, that the law is in flux, and the resolution may need to be revisited in the future. The request for a resolution was approved on a motion by Legislator Graves, seconded by Legislator O'Grady, and carried. **Prepare Resolution**

Old Business

Legislator O'Grady inquired of the group for an update on contracting for a Safety Officer, noting that there had been a meeting with Ed Briscoe. Legislator Fanton noted that Dean Scholes has engaged a person from PESH (Public Employee Safety and Health) to come in and conduct free instruction, beginning at the landfill. County Administrator John Margeson noted that upon learning that there are other companies providing risk management services (a different, more inclusive type than PESH), he has been reaching out to numerous companies to submit proposals for risk management evaluation for all County government. He noted that he expects some responses within the next few weeks and he anticipates bringing that information to the Committee's next meeting.

Executive Session

The Committee entered executive session at 1:25 p.m. on a motion by Legislator Graves, seconded by Legislator Cady, and carried, to discuss the employment history of a particular employee. The Committee exited executive session at 2:06 p.m., following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Approval of Job Description for Personnel Officer

County Administrator John Margeson distributed copies of a revised job description of the Personnel Officer which was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:07 p.m. following a motion by Legislator Cady, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE

May 29, 2012

**** NOT APPROVED ****

Committee Members Present: D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: T. O'Grady)

Others Present: M. Alger, J. Margeson, T. Miner, B. Riehle, T. Ross, E. Ruckle, F. Sinclair, N. Ungermann

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:27 p.m. by Personnel Committee Vice Chairman Douglas Burdick.

Executive Session

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to enter into executive session at 2:27 p.m. to discuss the employment history of particular employees. Immediately following discussion at 2:45 p.m., a motion was made by Legislator Cady, seconded by Legislator Fanton, and carried to end the executive session and return to the regular meeting.

Early Retirement Incentive

A motion was made by Legislator Fanton, seconded by Legislator Graves, and carried directing the County Attorney to prepare a resolution approving a Local Early Retirement Incentive, the terms, conditions, and parameters of which will be set forth in the resolution.

Prepare Resolution

Adjournment:

There being no further business to come before the committee, the meeting was adjourned at approximately 2:46 p.m. following a motion made by Legislator Fanton, seconded by Legislator Graves and carried.

Respectfully submitted,
Brenda Rigby Riehle, CMC, Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
JUNE 6, 2012**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall

Others Present: M. Alger, L. Ballengee, V. Grant, M. Healy, T. Hopkins, S. Keib, K. LaForge, J. Margeson, T. Miner, B. Riehle, E. Ruckle, C. Santora, F. Sinclair, J. Tomasi, N. Ungermann,

Media Present: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order at 1:01 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes:

A motion was made by Legislator Burdick, seconded by Legislator Benson, and carried to approve the Personnel Committee minutes of May 2, and 29, 2012.

Human Resources—Ellen Ruckle
July Increment

Personnel Officer Ellen Ruckle requested a resolution to approve July increments for employees hired between July 1, 2011, and December 31, 2011, as follows: Nathan Broughton, Correction Officer; Tyler Taylor, Correction Officer; Crystal Chambers, Registered Professional Nurse; Susan Day, Social Welfare Examiner; and Sarah Perkins, Motor Vehicles Cashier Examiner. Approval was granted on a motion by Legislator Burdick, seconded by Legislator Benson, and carried. **Prepare Resolution**

Allegheny County Mutual Self-Insurance Plan—Sharon Keib
Budget Transfer

Workers' Compensation Office Manager Sharon Keib requested a resolution transferring \$10,328 from S1720.430 (Self-Insurance Plan—Benefits & Awards—Claimant Medical) to S1710.406 (Self-Insurance Plan—Administration—Employers' Excess Liability). Ms. Keib indicated that this will cover an additional premium from Safety National Casualty Insurance Company for Excess Workers' Compensation. The additional premium is for the 2011 payroll audit, which resulted in the additional premium of \$9,528 for the policy period February 15, 2011, through February 15, 2012, and payment will be made to EBS-RMSCO, Inc. Ms. Keib is also requesting \$800 to cover the 2012 pro-rated departmental share of the County insurance package. The request was approved on a motion by Legislator Graves, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Update on Physicals

Ms. Keib also distributed a listing of fire and ambulance companies whose members have undergone the required physicals. It was noted that not all companies were in 100 percent compliance. Ms. Keib was directed by the Committee to notify those companies not in 100 percent compliance letting them know the Committee will re-examine the list periodically, and if the company is still not in at least 90 percent compliance, a fine may be levied. The directive to send this notification, with these parameters, was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Safety Awards

Ms. Keib noted that she was investigating appropriate items for Safety Awards for fire and ambulance companies. She noted that 10 fire companies and one ambulance corps would receive safety awards for having 100 percent of their members in compliance with the physical requirement and no lost time. Originally seeking approval to award a Survivor LED alkaline Flashlight (value \$60) to each awardee (company), it was decided, on a motion by Legislator Graves, seconded by Legislator Cady, and carried, to award the companies a \$50 check so they might use the money at their discretion.

Budget

Ms. Keib also distributed a proposed budget for 2013, already reviewed by County Administrator John Margeson along with the assessments to participants. The budget and assessments were approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

A resolution levying the towns' share of the 2013 Allegany County Mutual Self-Insurance Plan will be requested by the Ways & Means Committee along with the year-end resolution at a later date.

Pension Reporting Resolution—Brenda Rigby Riehle

Clerk of the Board Brenda Rigby Riehle requested a resolution establishing standard work days and days worked for elected and appointed officials for reporting to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Board. Mrs. Riehle will correct Attorney Reisner's information to reflect his date of resignation. The request was approved on a motion by Legislator Graves, seconded by Legislator Pullen, and carried. Mrs. Riehle will update the MOE (regarding any names on the list who are no longer employed by the County) for resolution. **Prepare Resolution**

Proposal for County Safety Officer--County Administrator John Margeson

County Administrator John Margeson distributed two proposals regarding risk management and safety/loss control services he had received from two vendors: EBS-RMSCO, Inc., Liverpool, NY, and Aldrich & Cox, Inc., Orchard Park, NY. He explained that previously, it had been suggested that the County have a Safety Officer in some form. The Personnel Committee, however, decided before the County goes that route, that perhaps an evaluation on workplace safety to see where our weaknesses may be would be in order. As a result of that, Mr. Margeson solicited proposals from two companies. He noted that he had selected these two proposals because the companies are not affiliated with insurance consultants and do not, themselves, sell insurance. He asked the Committee to review the documents in order to discuss the issue at next month's meeting.

Executive Session —Deputy DSS Commissioner Julie Tomasi

The Committee entered executive session regarding the employment history of a particular employee, at 1:40 p.m. on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. The Committee exited executive session at 2:02 p.m., following a motion by Legislator Fanton, seconded by Legislator Pullen, and carried.

Following the executive session, it was resolved, on a motion by Legislator Cady, seconded by Legislator Fanton, and carried, that it is the opinion of the Personnel Committee that the employment of Valerie Smith on a temporary and potentially permanent basis is in the best interest of Allegany County.

Candidates for Personnel Officer—County Administrator John Margeson

County Administrator John Margeson updated the Committee on the search for a new Personnel Officer, noting that of 17 applications received by the June 1, 2012, deadline, three met the qualifications listed in the posting (minimum Bachelor's Degree; three years' experience, two of those in the public sector). Mr. Margeson sought, and received, consensus from the Committee to begin the interview process with the three candidates and, should none of them be considered viable, to return to the candidate pool and interview those who met all the requirements except public-sector experience. Mr. Margeson and Personnel Officer Ellen Ruckle will call a special meeting to conduct the interviews. A tentative date of June 25 was mentioned. It was also noted that if no new hire was in place when Ms. Ruckle retires, Mr. Margeson fills in as Personnel Officer until such time as the new Officer is on board.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:08 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Respectfully submitted,

Cynthia Santora
Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
JULY 5, 2012**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall

Others Present: M. Alger, P. Curran, D. Healy, E. Herdman, T. Hopkins, C. Lorow, T. Miner, K. Monroe, B. Riehle, C. Santora, D. Scholes, F. Sinclair, R. Whitney

Media Present: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Benson, and carried to approve the Human Services Committee minutes of June 6, 2012.

Financial Disclosure Statements-Employees Who Must File

All changes (as required by Resolution No. 91-10, establishing form and place of filing of annual financial disclosure statement by certain county officers and employees' notification to covered officers, employees and state comptroller) requested by Clerk of the Board Brenda Rigby Riehle were approved on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Sheriff and Undersheriff Salary Adjustments

The Personnel Committee reviewed a referral from the Committee of the Whole to move the position of Undersheriff from the Non-Unit Graded Section of the County Non Unit Salary Plan to the Section 4 of the Non-Unit Salary Plan and increase the Undersheriff's salary to \$61,000. The request was approved on a motion by Legislator Graves, seconded by Legislator Pullen, and carried. **Prepare Resolution**

The Personnel Committee also reviewed a referral from the Committee of the Whole to increase the Sheriff's salary to \$67,000 and to begin the necessary local law process which is required to increase a public official's salary during a term of office. A motion was made by Legislator Graves, seconded by Legislator Pullen, and carried to set the date for a public hearing on a local law to increase the salary of the Sheriff to an annual amount of \$67,000 commencing September 1, 2012, for Monday, August 13, 2012, at 2 p.m. in the County Legislative Chamber. **Prepare Resolution**

Board of Elections Update

Elaine Herdman and Cass Lorow addressed the Committee to apprise it of certain glitches they encountered during the most recent election. Some of these included that despite having been advised that it needed to be in ADA (Americans with Disabilities Act) compliance in order to continue as a polling site, the Alfred Fire Station did not look as if it had been brought into compliance by the time of the recent elections. Ms. Herdman and Ms. Lorow subsequently made the decision to move the polling site to the Alfred Town Hall, notifying voters via a sign at the fire station. Additional problems they cited included a lack of trained inspectors, noting that each polling site needs to be staffed equally by Democratic and Republican inspectors. They indicated that there are 71 Republican inspectors, 65 Democratic inspectors, and 7 from other parties. However, according to regulations, there needs to be 132 inspectors, divided evenly between the two major parties. Often, they said, it is necessary to pull inspectors from other

towns to staff those sites which cannot meet minimum requirements. They both stated they had been under the impression that the towns were going to seek additional inspectors where there was a shortage. They also indicated they didn't think it was fair to pull inspectors from a well-staffed polling site to staff other sites at the minimum (four inspectors is the minimum) levels. On a related issue, Chairman Crandall requested more timely preliminary results during local elections. The discussion moved into the promising potential of the County-owned Tronetti garage as the new storage area for voting machines, based on certain adjustments and modifications that will need to be made.

Old Business

Mr. O'Grady inquired if there were any updates on the safety officer issue discussed at the previous meeting. As County Administrator John Margeson was not present at the meeting, there was no update.

Executive Session

The Committee entered executive session at 1:33 p.m. on a motion by Legislator Fanton, seconded by Legislator Graves, and carried, to discuss the employment history of a particular employee. The Committee exited executive session at 2:00 p.m., following a motion by Legislator Graves, seconded by Legislator Benson and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:01 p.m. following a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
Special meeting
JULY 18, 2012

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: G. Benson)

Others Present: M. Alger, D. Healy, T. Hopkins, J. Margeson, T. Miner, B. Riehle, T. Ross, C. Santora, F. Sinclair

Media Present: No media present

Call to Order: The meeting was called to order at 2:29 p.m. by Personnel Committee Chairman Tim O'Grady.

Appointment of Richard G. Hollis as Commissioner of Elections

Clerk of the Board Brenda Rigby Riehle reported that she received correspondence from the Republican County Committee indicating that as a result of its July 17, 2012, meeting, the members would like to recommend Richard G. Hollis of 10987 Old State Road, Dalton, New York, as a suitable and qualified person for appointment to the Office of Commissioner of Elections to fill the unexpired four-year term of Elaine Herdman, who is retiring, commencing August 4, 2012, and expiring December 31, 2012. The appointment was approved on a motion by Legislator Graves, seconded by Legislator Pullen, and carried. **Prepare Resolution to come off the floor at the July 18, 2012 Board Meeting**

Executive Session

The Committee entered executive session at 2:31 p.m. on a motion by Legislator Fanton, seconded by Legislator O'Grady, and carried, to discuss the employment history of a particular employee. The Committee exited executive session at 2:45 p.m., following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:48 p.m. following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
AUGUST 1, 2012**

**** NOT APPROVED ****

Committee Members Present: D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: T. O'Grady)

Others Present: M. Alger, L. Ballengee, H. Budinger, L. Haggstrom, M. Healy, T. Hopkins, J. Margeson, B. Riehle, C. Santora, D. Scholes

Media Present: B. Clark, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 1:05 p.m. by Personnel Committee Vice Chairman Douglas Burdick.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Pullen, and carried to approve the Personnel minutes of July 5, 2012. It was noted that Board of Elections Commissioner Elaine Herdman commented, after the July 5, 2012, meeting that the *Alfred Sun* and the *Hornell Evening Tribune* had also been used to notify voters of a change in polling location.

Human Resources

Appointment of Personnel Officer-County Administrator John Margeson

County Administrator John Margeson, acting on behalf of the County, noted that Harold (Bobby) Budinger had accepted the position of Personnel Officer at an annual salary of \$65,000. The appointment was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. **Prepare Resolution**

Request to Fill Human Resources Specialist Position (Grade 7, Step 6)

Mr. Budinger requested permission to fill the Human Resources Specialist position (Grade 7, Step 6) which will become vacant due to his promotion. The position is the primary point of contact in the County for health insurance issues for both active and retired employees. It is also responsible for Civil Service examination ordering, application review, and examination administration. The request was approved on a motion by Legislator Graves, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

County Clerk (John Margeson on Behalf of Rob Christman)

Request to Transfer Funds

County Clerk Rob Christman forwarded a request to transfer funds of \$7,400 from Account A1410.201 (County Clerk-Office Equipment) to Account A1410.411 (County Clerk-Repairs). This transfer of funds will assist with the County Clerk's ongoing project of scanning and storing of vital real property documentation. The Office's ultimate goal is to have all real property documents back-scanned, tagged, and indexed. This will aid the general public, professional abstractors, and land surveyors access real property records. The request was approved on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Request to Fill Senior Recording Clerk (Grade 10, Base 0) Position

Mr. Christman also forwarded a request to fill a Senior Recording Clerk position (Grade 10, Base 0) with a current employee who would then need to score among the top three on the appropriate Civil Service exam. The position is responsible for maintaining the minimum required services provided to the general public and professional users. The request was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Executive Session

The Committee entered executive session at 1:15 p.m. on a motion by Legislator Graves, seconded by Legislator Benson, and carried, to discuss the employment history of a particular corporation. The Committee exited executive session at 1:35 p.m. following a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Following executive session, the Committee, on a motion by Legislator Fanton, seconded by Legislator Graves, and carried, agreed to enter into an agreement with Aldrich and Cox, Inc., for the provision of risk management evaluation services on behalf of the County, provided that the County Administrator is satisfied with reference checks as submitted by Aldrich and Cox, Inc. **Prepare Resolution**

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:40 p.m. following a motion by Legislator Graves, seconded by Legislator Benson, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
SEPTEMBER 5, 2012**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: G. Benson)

Others Present: M. Alger, H. Budinger, R. Christman, D. Healy, R. Hollis, C. Lorow, J. Margeson, A. McGraw, T. Miner, B. Riehle, T. Ross, C. Santora, N. Ungermann

Media Present: B. Clark, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves seconded by Legislator Burdick, and carried to approve the Personnel Committee minutes of August 1, 2012.

County Clerk-Rob Christman

Proposal to Increase Cover Page Fees

County Clerk Rob Christman requested a resolution to increase the cover page cost to help cover expenses in his Office. He noted that in 2005, the cover page cost had been raised to seven dollars to help cover the costs of automating the office. In the ensuing years, his Office had made additional technological upgrades, requiring programming software and hardware, but the current fee does not cover those costs. Mr. Christman believes that it is time to make an adjustment. Additionally, he noted, Allegany County is the lowest cost recording facility in New York State. Every three-dollar increase, he said, would result in a \$15,000 increase in revenues. Mr. Christman's recommendation would be a \$20 fee per recording which would bring in close to \$75,000 in revenues. Mr. Christman further noted that the "burden" of the increase would fall on those who use the service as opposed to a tax increase which would affect all citizens in Allegany County. The request was approved on a motion by Legislator Graves, seconded by Legislator Pullen, and carried. The fees were previously established by Local Law No. 5 of 2005 adopted by Resolution No. 270-05 on December 27, 2005. The Board will need to adopt another Local Law to amend the fees as requested, and the first step is to set the date of the public hearing. **Prepare Resolution**

Board of Elections

Village of Wellsville Election Request

Board of Elections Commissioner Cass Lorow informed the Committee that the Village of Wellsville would like the Board of Elections to take over the Village elections. The Commissioners have done some looking into it and decided that If the Village changes its election date to coincide with the November general election, there would be no additional cost to Allegany County for those elections. The Village candidate(s) can be added onto the town ballot. But if the Village prefers not to change its election date, it would become costly to the Board of Elections in view of transporting the machines, and printing ballots and poll books. Additionally, the BoE workload would increase because the BoE would then become responsible for the Village's caucuses, petitions, and notices. Also, if the combined ballot becomes too long, a decision would have to be made whether to use an extremely long ballot or two ballots. Legislator O'Grady asked if a policy should be created prior to agreeing to this change so that the Village would be cognizant of possible costs that would be incurred. Also,

would the Town of Wellsville be willing to have the village piggyback on its election? If there is a second ballot, there would be an additional cost. The Town and Village would need to come to a decision whether the Village votes for free or if the Town would bill the Village for the additional expense. It would be up to the Town to pass that extra cost onto the Village. Currently, the Villages in the County do not use the Board of Election voting machines for local elections. Additionally, the BoE clerks would be utilized more than they are now which might add to costs. Legislator O'Grady suggested that for the next Committee meeting the Board of Elections Commissioners determine a fee which would include the cost of transporting the machines to the polling sites, the additional printing costs, and any other additional possible costs to have the Committee review and approve. Having such a policy in place would alert the Villages that if they hold a March election, there would be a distinct possibility that there would be additional costs incurred. Legislator O'Grady also suggested that the Commissioners create a policy that would stand when/if other villages in the County determined it would be right for them to turn their elections over to the Board of Elections.

Ms. Lorow also noted that Howard Cornwall has been engaged to inspect all polling sites in Allegany County which will take a total of two-three days.

New Business

Executive Session

The Committee entered executive session at 1:20 p.m. on a motion by Legislator Fanton, seconded by Legislator Graves, and carried, to discuss collective negotiations. The Committee exited executive session at 1:29 p.m., following a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:30 p.m. following a motion by Legislator Graves, seconded by Legislator O'Grady, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
OCTOBER 3, 2012**

**** NOT APPROVED ****

Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, K. Graves, D. Pullen, C. Crandall

Absent: D. Fanton

Others: J. Margeson, T. Miner, T. Hopkins, M. Healy, F. Sinclair, N. Ungermann, A. McGraw, P. Curran, B. Rigby Riehle, T. Ross, B. Budinger

Media: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order by Chairman O'Grady at 1:02 p.m.

A motion was made by Legislator Graves, seconded by Legislator Benson and carried to approve the September 5, 2012 minutes.

Appointment of Republic Elections Commissioner:

A motion was made by Legislator Pullen, seconded by Legislator Graves and carried unanimously to approve the recommendation from the Republican County Committee of the County of Allegany to appoint Richard G. Hollis to the Office of Commissioner of the Allegany County Board of Elections. This appointment is a four year term beginning January 1, 2013 ending on December 31, 2016. **PREPARE A RESOLUTION**

John Margeson County Administrator:

Mr. Margeson County Administrator presented a copy to the committee of a potential agreement with Walsh Duffield Companies, Inc. Mr. Margeson went on to discuss his recommendations and why he felt this agreement would be very beneficial and cost effective to retain the services of Walsh Duffield Companies, Inc. Mr. Margeson stated he is very confident in the consultant Karen Mooradian that Walsh Duffield has recently hired due to the resignation of Denise Northrup our previous consultant that we have had for many years. Both woman have worked together in previous employment, Denise Northrup is now working for Blue Cross/Blue Shield so this would be beneficial to the County as well. There was also more discussion on all the services that Walsh Duffield provides for the County. A motion was made by Legislator Graves, seconded by Legislator Pullen and carried unanimously to approve the agreement with Walsh Duffield Companies, Inc as requested. **PREPARE A RESOLUTION**

Mr. Margeson requests permission to go into executive session to discuss collective bargaining negotiations. A motion was made by Legislator Graves, seconded by Legislator Pullen to go into executive session at 1:24 p.m. A motion was made by Legislator Graves, seconded by Legislator Pullen and carried to go out of executive session at 1:47.

Adjournment:

A motion was made by Legislator Graves, seconded by Legislator Pullen and carried to adjourn the meeting at 1:47 p.m.

Respectfully Submitted:
Alice Alsworth
Confidential Secretary
County Administrator

**PERSONNEL COMMITTEE
OCTOBER 3, 2012**

**** NOT APPROVED ****

Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, K. Graves, D. Pullen, C. Crandall

Absent: D. Fanton

Others: J. Margeson, T. Miner, T. Hopkins, M. Healy, F. Sinclair, N. Ungermann, A. McGraw, P. Curran, B. Rigby Riehle, T. Ross, B. Budinger

Media: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order by Chairman O'Grady at 1:02 p.m.

A motion was made by Legislator Graves, seconded by Legislator Benson and carried to approve the September 5, 2012 minutes.

Appointment of Republic Elections Commissioner:

A motion was made by Legislator Pullen, seconded by Legislator Graves and carried unanimously to approve the recommendation from the Republican County Committee of the County of Allegany to appoint Richard G. Hollis to the Office of Commissioner of the Allegany County Board of Elections. This appointment is a four year term beginning January 1, 2013 ending on December 31, 2016. **PREPARE A RESOLUTION**

John Margeson County Administrator:

Mr. Margeson County Administrator presented a copy to the committee of a potential agreement with Walsh Duffield Companies, Inc. Mr. Margeson went on to discuss his recommendations and why he felt this agreement would be very beneficial and cost effective to retain the services of Walsh Duffield Companies, Inc. Mr. Margeson stated he is very confident in the consultant Karen Mooradian that Walsh Duffield has recently hired due to the resignation of Denise Northrup our previous consultant that we have had for many years. Both woman have worked together in previous employment, Denise Northrup is now working for Blue Cross/Blue Shield so this would be beneficial to the County as well. There was also more discussion on all the services that Walsh Duffield provides for the County. A motion was made by Legislator Graves, seconded by Legislator Pullen and carried unanimously to approve the agreement with Walsh Duffield Companies, Inc as requested. **PREPARE A RESOLUTION**

Mr. Margeson requests permission to go into executive session to discuss collective bargaining negotiations. A motion was made by Legislator Graves, seconded by Legislator Pullen to go into executive session at 1:24 p.m. A motion was made by Legislator Graves, seconded by Legislator Pullen and carried to go out of executive session at 1:47.

Adjournment:

A motion was made by Legislator Graves, seconded by Legislator Pullen and carried to adjourn the meeting at 1:47 p.m.

Respectfully Submitted:
Alice Alsworth
Confidential Secretary
County Administrator

**PERSONNEL COMMITTEE
NOVEMBER 7, 2012**

**** NOT APPROVED ****

Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall

Guests: Judith Lynch –Wellsville Village Mayor, Dawn Ketchner – Wellsville Village Deputy Mayor

Others: J. Margeson, M. Alger, T. Miner, T. Hopkins, M. Healy, F. Sinclair, N. Ungermann, K. LaForge, B. Rigby Riehle, T. Ross, R. Hollis, C. Lorow

Media: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order by Chairman O'Grady at 1:00 p.m.

A motion was made by Legislator Graves, seconded by Legislator Burdick and carried to approve the October 3, 2012 minutes.

Brenda Rigby Riehle – Clerk of the Board of Legislators:

Ms. Riehle requests the committee to sponsor a resolution establishing the following list that she distributed as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement system based on the record of activities maintained and submitted by these officials to the Clerk of the Board. Ms. Rigby stated these are either new employees or employees that have been appointed to a new position. A motion was made by Legislator Fanton, seconded by Legislator Graves and carried unanimously to support said request. **PREPARE A RESOLUTION**

Committee Chairman Timothy O'Grady:

Chairman O'Grady stated, due to the absence of the Board of Election Commissioners he would like to go ahead and approve their request to fill a part-time position Republican Elections Clerk due to a resignation. Chairman O'Grady stated it is State Law that this position be filled so that there is equal representation of both political parties. A motion was made by Legislator Graves, seconded by Legislator Pullen and carried unanimously to approve said request. **REFERRED TO WAYS/MEANS COMMITTEE PREPARE A RESOLUTION**

Judith Lynch – Wellsville Village Mayor:

Mayor Lynch addressed the committee on concerns with the recent Presidential election held at the Wellsville fire hall polling site. Ms. Lynch stated it was a complete disaster from the beginning to end. She went on to explain the concerns and they are attached to the original minutes. Mayor Lynch stated the proposition on the election ballot was approved to have the Board of Elections conduct the Village elections starting in March, 1213.

Richard Hollis/Cass Lorow Commissioners, of the Board of Elections:

Chairman O'Grady addressed his concerns with the parking and accessibility. Legislator Graves addressed his concerns and stated the issues need to be addressed before the next election. Legislator Fanton asked for an explanation on why the polling place property needs to be owned by the Village. Legislator LaForge addressed the issue of having enough inspectors for the election. After discussion the committee made a request to have the Board of Elections draft a plan on how the polling site issues will be addressed before the next up coming elections. **REFERRED TO BOARD OF ELECTIONS**

In September the Commissioners reported to the committee that the Village of Wellsville sent a written request to have the Board of Elections take over the Village elections. After discussion the committee requested the Commissioners to do up a report listing all the costs that would be

associated with this request and report back to the committee. Today Mr. Hollis distributed the draft report to the committee. After a lengthy discussion the committee requests Thomas Miner County Attorney to investigate the legality of the Villages Election Laws and to work with the Commissioners on an agreement between the County Board of Elections and the Village(s) stating the County is only in charge of County registered voters. **REFERRED TO COUNTY ATTORNEY/BOARD OF ELECTIONS**

Legislator Pullen stated the Commissioners had concerns with the security in the new storage facility for the polling machines. Legislator Pullen stated that Steve Brown – Maintenance Supervisor received a quote from Austin Locksmithing & Security Inc. on the installation of an alarm system for the storage building which was distributed to the committee for their review. After discussion a motion was made by Legislator Graves, seconded by Legislator Fanton and carried to have Legislator Pullen contact Austin Locksmithing & Security Inc. to obtain a quote on the cost of an audible alarm system, and the feasibility if the system could be installed immediately. The committee approved the installation if the cost is \$1,000 or less.

John Margeson County Administrator:

Mr. Margeson requests the committee to go into executive session at 2:00 p.m. to discuss contract negotiations. A motion was made by Legislator Graves seconded by Legislator Fanton and carried to approve said request. A motion was made by Legislator Graves seconded by Legislator Fanton and carried to go out of executive session at 2:12 p.m.

Adjournment:

A motion was made by Legislator Graves, seconded by Legislator Fanton and carried to adjourn the meeting at 2:12 p.m.

Respectfully Submitted:
Alice Alsworth
Confidential Secretary
County Administrator

PERSONNEL COMMITTEE
November 13, 2012

**** NOT APPROVED ****

COMMITTEE MEMBERS PRESENT: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall

OTHERS PRESENT: P. Curran, M. Healy, T. Hopkins, K. LaForge, J. Margeson, A. McGraw, B. Riehle, F. Sinclair

CALL TO ORDER: Personnel Committee Chairman Timothy O'Grady called the meeting to order at 3:47 p.m.

2013 Salaries for Section IV, Non-Graded Positions:

A motion was made by Legislator Pullen, seconded by Legislator Graves, and carried to sponsor a resolution establishing the 2013 compensation for County employees whose titles are in the Section IV Salary Plan as listed below (Voting No: D. Cady). (It should be noted that the positions of Public Defender, County Treasurer, Real Property Tax Agency Director, County Clerk, County Attorney, Public Health Director, Social Services Commissioner, and Employment & Training Director were addressed separately by Local Law No. 4-2012 adopted by Resolution No. 145-12. The position of Sheriff was addressed by Local Law No. 1-2012 adopted by Resolution No. 109-12. The position of Undersheriff was addressed by Resolution No. 100-12. The position of Personnel Officer was addressed by Resolution No. 110-12, and the position of Public Works Superintendent was addressed by Resolution No. 148-12.) **Prepare Resolution for December 10, 2012**

SECTION IV (NON-GRADED) POSITIONS - 2013 SALARIES

<u>TITLE</u>	<u>BASE SALARY</u>
County Legislators (15)	8,500
Chairman of the Board	8,500
Majority Leader	300
Minority Leader	300
Budget Officer	2,500
Deputy Budget Officer	2,500
County Administrator	97,999
Deputy County Administrator	65,087
Clerk of the Board	60,079
District Attorney	144,875
Assistant District Attorney (1st)	37,662
Assistant District Attorney (2nd)	34,950
Assistant District Attorney (3rd)	35,000
Assistant District Attorney (4th)	35,000
Assistant District Attorney (5th) RTR	27,383
Assistant District Attorney (6th) Welfare	24,720
District Attorney Investigator (PT)	13,343
Assistant Public Defender (1st)	77,461
Assistant Public Defender (2nd)	70,000
Coroners	150 p/d
Coroners' Physician	50 p/d
Deputy County Auditor	1,200
Assistant County Attorney (1st)	82,158
Assistant County Attorney (2nd)	61,132
Assistant County Attorney (3rd)	60,031

Assistant Co. Attny.-Support Counsel	10,000
Election Commissioners (2)	14,071
Election Technicians	\$17.50/hr.
Election Inspectors	\$100/day primary
Election Inspectors	\$160/day general
Seasonal Laborers (Public Works)	8.00/hr.
Laborers (Gatekeepers) Part-time	\$12.45/hr.
Information Technology Director	67,833
Probation Director II	62,412
STOP DWI Coordinator	15,784
Youth Director	32,178
Emergency Management and Fire Director	50,307
E911 Enumerator	\$10/hr.
Medical Director	20,000
Physical Therapist (EI Part-time)	\$10/hr.
Occupational Therapist (EI Part-time)	\$10/hr.
Speech-Language Pathologist (EI Part-time)	\$10/hr.
Special Education Teacher (EI Part-time)	\$10/hr.
Community Services Director	39,612
Development Director	82,970
Office for the Aging Director	60,815
Office for the Aging:	
Site Managers	7.50-9.50/hr.
Drivers, Aides	7.50-9.50/hr.
Rushford Lake:	
Youth Agencies Director	510/wk.
Lifeguards	9.90/hr.

2013 Salaries for Non-Unit Employees:

A motion was made by Legislator Pullen, seconded by Legislator Graves, and carried to sponsor a resolution establishing a 3 percent salary increase for 2013 for County employees whose titles are in the Non-Unit Salary Plan (Voting No: D. Cady). **Prepare Resolution for December 10, 2012**

Compensation of County Officers and Employees

A motion was made by Legislator Pullen, seconded by Legislator Graves, and carried to sponsor our annual "master" resolution authorizing the payment of salary increases under the "County Unit Salary Plans" pursuant to contractual agreements in the AFSCME, NYS Nurses' Association, Allegany County Deputy Sheriff's Association, and the New York State Public Employees Federation unions, as well as the "County Non-Unit Salary Plan" for the non-unit and Section IV employees. **Prepare Resolution for December 10, 2012**

ADJOURNMENT:

There being no further business to come before the committee, the meeting was adjourned at 3:50 p.m. following a motion made by Legislator Graves, seconded by Legislator O'Grady, and carried.

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board

**PERSONNEL COMMITTEE
DECEMBER 5, 2012**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: G. Benson)

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Healy, R. Hollis, T. Hopkins, S. Keib, A. McGraw, T. Miner, B. Riehle, C. Santora, F. Sinclair, N. Ungermann,

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Amendment & Approval of Minutes:

A motion was made by Legislator Graves, seconded by Legislator Burdick, and carried to amend the November 7, 2012, Personnel Committee meeting minutes to read "March 2013" rather than "March 1213" in the section pertaining to Wellsville Village elections. A motion was then made by Legislator Graves, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of November 7 and November 13, 2012.

Old Business

Legislator O'Grady indicated he had received a letter from Kelly Dickerson of Wellsville regarding her displeasure with her recent voting experience. Legislator O'Grady requested that the letter be duplicated and distributed to Committee members.

New Business

Re-appointment of Michael Hennessey as Veterans' Service Agency Director

A resolution was approved to re-appoint Michael D. Hennessey of Wellsville to the position of Veterans' Service Agency Director, effective January 1, 2013, on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Discussion re: a Third-party Administrator for Worker's Comp

It was brought to the attention of the group that the County's current Worker's Comp Administrator, EBS-RMSCO, will no longer be serving in a Worker's Comp administration capacity as of April 1, 2013. The company has offered to draft an RFP for Allegany County, spelling out the services it currently provides so that the County might contract with a new company that would provide the same services, such as administering the claims, writing the checks, etc. It was noted that the County paid \$22,000 for these services in 2012, and that the fee was scheduled to increase to \$23,000 next year. The County Administrator's Office was directed to go forward with the RFP offer from RMSCO on a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Executive Session

The Committee entered executive session at the request of Deputy County Administrator Mitchell Alger at 1:10 p.m. on a motion by Legislator Fanton, seconded by Legislator Graves, and carried to discuss the employment history of a particular employee. The Committee exited executive session at 1:25 p.m., following a motion by Legislator Cady, seconded by Legislator Graves, and carried.

Vacation Time Accrual Bank for Matt Tronetti

Following the executive session, a motion was made by Legislator Pullen, seconded by Legislator Graves, and carried to approve a Memorandum of Agreement between the County of Allegany; the Allegany County Sheriff; and AFSCME Council 82, Local 3989, establishing a vacation time accrual bank provided solely and exclusively to Matt Tronetti for the purpose of providing an undetermined amount of paid leave while he recovers from an Achilles tendon injury. **Prepare Resolution**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:27 p.m., following a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
SPECIAL MEETING
DECEMBER 21, 2012**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, C. Crandall (Absent: D. Pullen)

Others Present: M. Alger, L. Gridley, D. Healy, R. Hollis, T. Hopkins, J. Margeson, M. McCormick, T. Miner, B. Riehle, T. Ross, C. Santora, F. Sinclair, N. Ungermann

Media Present: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order at 12:50 p.m. by Personnel Committee Chairman Tim O'Grady.

Board of Elections

The Allegany County Democratic Committee recommends Michael McCormick, Andover, to fill the unexpired four-year term in the Office of Commissioner of Elections, commencing January 1, 2013, and expiring December 31, 2014. The appointment was approved on a motion by Legislator Fanton, seconded by Legislator Benson, and carried.

Prepare Resolution

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 12:55 p.m. following a motion by Legislator Burdick, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators