Click to Search
or push Ctrl F

APPROVED

SPECIAL PERSONNEL COMMITTEE

1/26/87

JAN 26 1987

Present: Frances Barnes, James Gallman, Ceylon Snider, Jack Rosell

The Committee met for the purpose of approving Res Intro 32-87 appointing Larry Wilson as Commissioner of Elections. Qualifications as set forth in the Election Law SS 3-202; 3-204, have been met.

A motion was made by James Gallman, seconded by Ceylon Snider and carried to approve appointment.

J. Margison

PERSONNEL COMMITTEE

January 28, 1987

JAN 29 1987

Present: Frances Barnes, Arnold Loucks, Lee Frair, Ceylon Snider, James Gallman, and Jack Rosell

Minutes of the December 18, 1986 personnel committee meeting were approved by a motion from Arnold Loucks, seconded by James Gallman and carried.

Minutes of the January 26, 1987 special personnel committee meeting were approved by a motion from Ceylon Snider, seconded by James Gallman and carried.

Leonard Watson discussed with the committee certain filling of positions that department heads could make without going to the Board for approval. ie. positions in need of filling because of maternity disability, disability, leaves of absence, workers compensation. After discussion it was decided that Leonard would present in writing to the Board a list, compiled with Jack Rosell's assistance. It was also recommended that this be reviewed by the committee first before going to the Board.

James Mulholland made the committee aware that all departments had been notified to report compensatory absences monthly. Discussion was held.

Betty Embser discussed the need to create the position of Account Clerk Typist for the incumbent in the position of Nutrition Service Aide. She also requested a part-time clerical position be created which is needed to help with the clerical work of the Nutrition Service Aide and is a requirement of the SNAP grant.

Jack discussed with the committee the computer needs of the Office and that Frank Duserick has been in to assess our needs. He also shared with the committee the need to fill the vacant Personnel Clerk position when the exam results return.

James Gallman requested from Jack an Organizational Chart of the Personnel Department and a discription of the duties of each position.

The meeting went into executive session to discuss personnel matters.

In regular session duties of a proposed position in the Social Services Department were discussed. The title determined appropriate by the Personnel Department is that of Typist. It will be the responsibility of the Social Services committee to prepare a resolution creating the position.

Jack disbributed to committee members copies of the Allegany County Civil Service Rules, the Non-Unit Handbook, the AFSCME contract and the Nurse's contract.

Prepare Resolution

A motion was made by Arnold Loucks and seconded by James Gallman to approve Chairman Watson's appointment of Thomas McLaughlin as Veteran's Service Agency Director from 1/5/87 - 12/31/87. Motion carried. County Attorney is to prepare resolution.

Committee reviewed several department budget sheets.

Approval was given by the committee to maintain two notary publics in the County Attorney's Office.

Bills and the Hartford audit were approved by motion from James Gallman, seconded by Lee Frair and carried.

Meeting adjourned.

NOT APPROVED

J. Morgan

FEB 10 1987

PERSONNEL COMMITTEE SPECIAL MEETING

February 9, 1987

Present: Frances Barnes, Arnold Loucks, Lee Frair, Ceylon Snider, James Gallman and Jack Rosell

Prepare esolution

Betty Embser, Director of Aging Office requested that a position of Clerk (P.T.) be abolished and a position of Typist (P.T.) be created. A motion was made by James Gallman seconded by Lee Frair to approve action. Motion carried.

Prepare solution

Due to a job classification review Betty also requested a position of Nutrition Service Aide be abolished and a position of Accounty Clerk Typist created. Motion was made by James Gallman, seconded by Lee Frair to approve action. Carried.

Meeting adjourned.

J Margeson
MAR 2 1987

NOT APPROVED

PERSONNEL COMMITTEE

February 25, 1987

Present: Frances Barnes, Arnold Loucks, Ceylon Snyder, James Gallman, Lee Frair, Leonard Watson Jack Rosell and John Margeson

From the Press: Jim Hopkins

Minutes of the January 28, 1987 regular meeting and minutes of the special meeting, February 9, 1987 were approved, by motion from Ceylon Snyder, seconded by James Gallman. Motion carried.

Discussion was held with Social Services Commissioner Joan Habberfield about the proposed position of Sr. Social Services Investigator, which has been approved by the Social Services Committee. Discussion was held to determine a proper grade and it was recommended to place the title in Grade 13 of the Non-unit Salary Plan. A motion was made by James Gallman and seconded by Lee Frair to create one position of Sr. Social Services Investigator for the Social Services Department to be placed in Grade 13 of the Non-unit Salary Plan. Motion carried. Voting NO Arnold Loucks.

Referred to the Personnel Committee was the subject of department heads filling vacancies upon approval of the Board. It has been recommended that specific filling of vacancies due to absences caused by maternity, disability, worker's compensation, military leaves and temporary openings not require Board approval. After much discussion James Gallman made the motion to table the matter, the motion was seconded by Arnold Loucks and carried. Voting NO Frances Barnes and Lee Frair.

Meeting went into executive session.

Motion was made by James Gallman, seconded by Ceylon Snyder to open the meeting again to regular session.

It was discussed to have special meetings for the contract review but no definite dates were set.

Frances Barnes told the committee that Thomas McLaughlin, Veteran's Director would be attending the next meeting at her request to meet the new committee members and discuss any pertinent issues.

The Committee reviewed the budget sheet from the County Clerk's Office.

Bills were approved for payment by a motion from Lee Frair, seconded by James Gallman. Carried.

Meeting adjourned.

J. Margeson

MAR 2 1987

NOT APPROVED

PERSONNEL COMMITTEE

March 25, 1987

Present: Frances Barnes, Ceylon Snider, Arnold Loucks, James Gallman, Lee Frair and Jack Rosell

Minutes of the February 25, 1987 meeting were amended to read, "A motion was made by James Gallman and seconded by Lee Frair to create the title of Sr. Social Services Investigator for the Social Services Department to be placed in Grade 13 of the Non-unit Salary Plan." Motion was made by Ceylon Snider, seconded by James Gallman to approve minutes as amended. Carried.

Request was received from Margaret Gordon and Larry Wilson to attend the State Board of Elections Commissioners Conference May 4-6 in Binghamton, New York. Motion was made by James Gallman seconded by Ceylon Snider to approve request. Motion carried.

Thomas McLaughlin, Veteran's Agency Director discussed personnel matters of the agency with the committee. A motion was made by Arnold Loucks that the committee support Mr. McLaughlin's request to ask the Board to appoint a Typist full-time on a contingent permanent basis. After further discussion Mr. Loucks withdrew his motion and at the recommendation of the committee Jack Rosell and Tom McLaughlin are to contact the County Attorney regarding legalities of the matter. Jack is to report back at the next meeting of the Personnel Committee.

Jack reported a proposed rate increase for Blue Cross/Blue Shield effective 7/1/87. Discussion was also held regarding Blue Shield Whole Health representative who has been in contact with us to discuss their coverage.

Jack told the Committee that he ordered information regarding Immigration Reform and Control Act.

Motion was made by Arnold Loucks and seconded by Lee Frair to go into executive session. Carried.

James Gallman moved the meeting return to regular session, seconded by Arnold Loucks and carried.

Bill Hanson, Superintendent of Public Works has requested the Seasonal Laborer title be added to the Section 4 Salary Plan at $4.50/hour. A motion was made by Arnold Loucks, seconded by James Gallman to amend Res 276-86 by adding the title of Seasonal Laborer at $4.50/hour to Section 4 Salary Plan. Motion carried.

epare
olution

Jack reported that Larry Scholes has requested the title Deputy Sheriff/Court Attendant at $45 per diem be added to the Section 4 Salary Plan. After discussion a motion was made by James Gallman, seconded by Lee Frair to add the title of Deputy Sheriff/Court Attendant at $45 per diem. Motion Carried.

epare
lution

A request was received from Larry Wilson of the Board of Elections to have a fourth phone installed in the office. A motion was made by Lee Frair, seconded by James Gallmen to refer the matter to Central Services Committee for further study. Motion carried.

Bill were approved for payment by a motion from James Gallman, seconded by Ceylon Snider. Motion carried.

A letter was read by Frances Barnes from the Jones Memorial Hospital that the morgue charge was to be increased from $25 to $137.50.

Meeting adjourned.

J. Margeson

NOT APPROVED

APR 14 1987

SPECIAL PERSONNEL MEETING

April 13, 1987

Present: Franes Barnes, Arnold Loucks, Lee Frair, James Gallman, Ceylon Snider and Jack Rosell

Jack requested committee support to ask the Committee of the Whole to fill the Typist vacancy in the Veteran's Service Agency. Thomas McLaughlin, Director was not available to come to the Committee. Committee approved request.

Jack also requested committee support to ask the Committee of the Whole to fill the Personnel Clerk vacancy due to a retirement. Committee approved request.

Frances Barnes suggested the next meeting of the Personnel Committee start at 8:30AM. The committee agreed.

Meeting adjourned.

J. Margeson

NOT APPROVED

MAY 1 1987

PERSONNEL COMMITTEE

April 29, 1987

Present: Frances Barnes, James Gallman, Ceylon Snyder, Arnold Loucks, Leonard Watson and Jack Rosell

Mintues of the March 25, 1987 regular meeting and minutes of the April 13, 1987 Special Meeting were approved by a motion from Ceylon Snyder, seconded by James Gallman and carried.

Discussion was held regarding changing the next meeting date and also setting another meeting. The committee rescheduled the May 27th meeting to May 19, 1987 at 8:30 a.m. A second meeting was scheduled for Monday, May 4, 1987 at 7:00 p.m.

Bills and the Hartford Audit were approved for payment by a motion from Ceylon Snyder and seconded by Arnold Loucks. Motion carried.

Committee reviewed the Personnel Department's account sheet.

Request was received from Cecelia Yehl and Larry Wilson to attend an Election Association Conference at Lake George, June 22-25. Motion was made by James Gallman seconded by Arnold Loucks to approve request. Motion carried.

Letters were read by Chairman Barnes from the Democratic Committee who recommended Joseph G. Schaffner to fill the vacancy of Coroner and the Republican Committee who recommended Richard Treusdell to fill the vacancy of Coroner. The Coroner vacancy is due to the resignation of Thomas Nicholson of Cuba, New York effective May 1, 1987. After discussion a motion was made by Ceylon Snyder to table the matter until the next Personnel meeting, seconded by James Gallman. Motion carried. Voting No - Arnold Loucks.

Discussion was held regarding action taken by the Worker's Compensation Committee to pay expenses up to $200 incurred by an employee of the Self-Insurance Office.

James Mulholland discussed with the committee the establishing
pare of Deferred Compensation for Non-Unit County employees with the
ol. New York State Deferred Compensation Plan. A motion was made by James Gallman, seconded by Ceylon Snyder for a resolution to be prepared to establish the New York State Deferred Compensation Plan for Non-Unit employees and officers of Allegany County. Motion carried.

The County Attorney, James Sikaras and Personnel Officer, Jack Rosell discussed with the committee negotiations and who was to negotiate. In discussion it was recommended an outside firm be used this year. It was also noted that Jack was the only Personnel Officer in the State doing negotiations for their County. Jack was

directed by the committee to contact negotiators to review their credentials as soon as possible.

Jack presented a specification for Employment and Training Assistant which was created by a Civil Service review. It was recommended that the title be slotted in grade 12 of the Unit Salary Plan. A motion was made by James Gallman, seconded by Arnold Loucks to place the title of Employment and Training Assistant in Grade 12 of the Unit Salary Plan. Motion carried.

epare
sol.

Discussion was also held regarding the slotting of Youth Bureau Program Coordinator title. It was recommended to place the title in Grade 14 of the Unit Salary Plan. A motion was made by James Gallman, seconded by Ceylon Snyder to place the title of Youth Bureau Program Coordinator in Grade 14 of the Unit Salary plan. Motion was carried. Voting No - Arnold Loucks.

epare
sol.

Jack gave the committee a letter to read from Edward Doyle, of the New York State Department of Civil Service in regard to a civil service matter.

James Cretekos discussed with the committee the purchase of a B25 Computer. After discussion more information was requested from Mr. Cretekos by the Committee in regard to this matter. Mr. Cretekos was to come again to the May 19, 1987 meeting.

Meeting adjourned.

T. Margeson
MAY 5 1987

NOT APPROVED

SPECIAL PERSONNEL COMMITTEE

May 4, 1987

PRESENT: Frances Barnes, James Gallman, Ceylon Snyder, Arnold Loucks, Leonard Watson and Jack Rosell

The Committee reviewed the monthly financial reports of the County Attorney and the County Clerk.

The Committee spent the rest of the meeting in a work session in regard to salary administration.

Meeting adjourned at 10:30 P.M.

MAY 19 1987

J. Morgan

NOT APPROVED

PERSONNEL COMMITTEE

May 19, 1987

Present: Frances Barnes, Ceylon Snider, Arnold Loucks, Leonard Watson, Lee Frair and Jack Rosell

Minutes of the April 29, 1987 regular meeting and minutes of May 4, 1987 Special Meeting were approved by a motion from Arnold Loucks, seconded by Ceylon Snider and carried.

Request was received from Margaret Gordon to attend an Election Association Conference at Lake George, June 22 - 25. Motion was made by Arnold Loucks, seconded by Ceylon Snider to approve request. Motion carried.

Committee reviewed the Personnel Department's account sheet.

Jack informed the Committee that he had received official notice from the N.Y.S. Nurses' Association and A.F.S.C.M.E. to amend and negotiate new contracts.

Jack explained that the Sheriff's Association had filed a petition of decertification and certification with P.E.R.B. A hearing will be held in Buffalo on May 27, 1987. Jack, Dan Guiney and Bill Timberlake will represent Allegany County.

Two letters of endorsement for the position of Allegany County Coroner were read by the Committee. The Republican Committee endorsed Mr. LaVerne Hadaway of Rushford, New York. The Democratic Committee endorsed Mr. Joseph G. Schaffner of Bolivar, New York. A motion was made by Ceylon Snider and seconded by Arnold Loucks for the County Attorney to prepare a resolution to fill the coroner vacancy for each candidate. Motion carried. (letters attached)

Bills were approved for payment by a motion from Lee Frair, seconded by Ceylon Snider. Motion carried.

Meeting adjourned.

Allegany County is the Birthplace of the Republican Party

ALLEGANY COUNTY REPUBLICAN COMMITTEE

WILLIAM J. HEANEY, *Chairman*
6 Pike Street, Belfast, New York 14711
Telephone 716 365-2998

HELEN ACKERMAN
Vice Chairman
21 Willard Street
Belmont, New York 14813

GEORGE DERX
Secretary
130 Olean Street
Angelica, New York 14709

GENE GARDNER
Treasurer
Bolivar Road
Wellsville, New York 14895

May 11, 1987

Mrs. Frances Barnes
Chairperson
Personnel Committee
Allegany County Board of Legislators
Belmont, NY 14813

Dear Mrs. Barnes:

On Tuesday, May 5th, 1987, the Executive Committee of the Allegany County Republican Committee endorsed LaVerne Hadaway of Rushford, NY as the Party's candidate for Allegany County coroner to fill out the vacancy created by the resignation of Thomas Nicholson of Cuba, NY. Mr. Hadaway is sincerely interested in the position and seems capable and qualified. We wish then, for your committee to consider Mr. Hadaway as your appointee.

Yours truly,

William J. Heaney

William J. Heaney
Chairman
Allegany County Republican Committee

ALLEGANY COUNTY DEMOCRATIC COMMITTEE

Joseph Schaffner
Vice-Chairman
51 Olean St.
Bolivar, NY 14715

John Melaro, Jr.
Chairman
53 Park Lane
Wellsville, NY 14895

Margaret Peck
Secretary-Treasurer
Fords Brook
Wellsville, NY 14895

April 21, 1987

Arnold Loucks, Member
Allegany County Legislature

Dear Skip:

On behalf of the Allegany County Democratic Committee, I do herewith recommend Mr. Joseph G. Schaffner, 51 Olean St., Bolivar, NY, as a candidate to fill the vacancy in the office of County Coroner caused by the recent resignation of Thomas Nicholson.

I respectfully request that you present Mr. Schaffner's name to the Allegany County Legislature in order that he be considered for the aforementioned vacancy.

Sincerely,

John Melaro, Jr.

John Melaro, Jr.
Chairman

NOT APPROVED J. Morgan

JUN 3 1987

PERSONNEL COMMITTEE

June 3, 1987

Present: Frances Barnes, Lee Frair, Ceylon Snider, Leonard Watson and Jack Rosell

Minutes of the May 19, 1987 meeting were approved by a motion from Ceylon Snider, seconded by Lee Frair and carried.

Jack reported that the computer training is going very well. The instructor is doing a very good job.

Discussion was held regarding negotiations for the County.

Jack reported that one Public Works grievance is going to arbitration concerning Joanne Hoagland.

The Veterans' Agency is still looking for a Typist.

Review and discussion of the A.F.S.C.M.E. contract was held.

Jack told the committee that he will be meeting with the A.F.S.C.M.E. representative.

Meeting adjourned.

NOT APPROVED

J. Marquis

JUN 24 1987

PERSONNEL COMMITTEE
June 24, 1987

Present: Frances Barnes, Ceylon Snider, James Gallman, Arnold Loucks, Lee Frair, Leonard Watson and Jack Rosell

Minutes of the June 3, 1987 meeting were approved by motion from Ceylon Snider, seconded by James Gallman and carried.

The Committee reviewed several department account sheets.

epare solution

Dr. Robert Anderson discussed with the Committee the up-grading of Senior Staff Psychologist from Grade 31 of the Non-Unit Salary Plan to Grade 40 due to recruitment difficulties. Motion was made by James Gallman to place the title of Senior Staff Psychologist in Grade 40 of the Non-Unit Salary Schedule, seconded by Arnold Loucks. Motion carried.

epare solution

Jack presented the Committee the list of certain employees who are eligible for July increments. These employees have been recommended for an increment by their Department Head. Motion was made by Arnold Loucks, seconded by James Gallman and carried.

Discussion was held regarding the position of Planning Director. The Planning & Historical Committee had requested that the position be slotted in the appropriate salary schedule. After discussion a motion was made by James Gallman to table the request of the Planning & Historical Committee until more information could be obtained, seconded by Ceylon Snider. Motion carried.

epare solution

Due to a review of duties of an Employment and Training Counselor by Jack Rosell, he requested that one position of Employment and Training Counselor be abolished and one position of Job Developer be created. The title Job Developer to be placed in Grade 17 of the Unit Salary Schedule. A motion was made by James Gallman to abolish one position of Employment and Training Counselor and create one position of Job Developer, the title Job Developer to be placed in Grade 17 of the Unit Salary Schedule, seconded by Lee Frair and carried.

Discussion was held regarding the proposed title change of the Employment and Training Director III.

Jack reported information received from two negotiators. Jack is to arrange to have them meet with the Committee in July.

Discussion was held regarding employees arriving late to work. Jack is to mention the matter to Leonard Watson.

The Hartford audit and bills were approved for payment by Arnold

Loucks, seconded by Lee Frair.

Motion was made to adjourn by Arnold Loucks, seconded by James Gallman and carried.

J. Morgan
JUL 8 1987

PERSONNEL COMMITTEE

NOT APPROVED

July 6, 1987

Present: Frances Barnes, Ceylon Snider, Arnold Loucks, James Gallman and Jack Rosell

Minutes of the June 24, 1987 meeting were approved by a motion from Ceylon Snider; seconded by James Gallman and carried.

It was discussed that work on salaries for department heads must be completed soon for the Budget Officer.

Jack Rosell read a letter from Steve Rennie, Union President, in regard to Deferred Compensation for Union employees to be made available at this time. It was the opinion of the Committee that Deferred Compensation for Union employees is a negotiable item and would be discussed further at the bargaining table. Mr. Rennie was to be so notified.

Delores Cross discussed with the Committee the position of Planning Director. It was proposed that should the position be created, the title should be placed in Grade 20 of the Non-Unit Salary Plan according to a salary review completed by Jack Rosell. A motion was made by James Gallman to place the title of Planning Director in Grade 20 of the Non-Unit Salary Plan. After further discussion there was no second to the motion. Motion was lost. It was suggested that a letter be written from the Committee to the Planning and Historical Committee stating the proposed slotting of the title in Grade 20 of the Non-Unit Salary Plan.

The Committee met with Richard Wyssling of the law office of Wyssling, Schwan and Montgomery in regard to negotiator for the County.

The Committee met with Norman Stocker, President of Associated Labor Consultants and Joseph Randazzo of Flaherty, Cohen, Grande, Randazzo, Coren, Counselors and Attorneys at Law, in regard to negotiator for the County.

Veterans' Service Agency requested a transfer of funds from Account A6510.105 to A6510.103 totaling $11,608.01 and from Account A6510.101 to A6510.103 - $597.87. Motion was made by James Gallman to approve transfers, seconded by Ceylon Snider and carried.

Meeting adjourned.

J. Margeson

JUL 14 1987

NOT APPROVED

SPECIAL PERSONNEL COMMITTEE
July 13, 1987

PRESENT: Frances Barnes, James Gallman, Ceylon Snyder, Arnold Loucks, Lee Frair, Leonard Watson and Jack Rosell

A lengthy discussion was held regarding the slotting and title of Planning Director. A motion was made by James Gallman to place the title of Planning Director in Grade 20 of the Non-Unit Salary Plan and seconded by Frances Barnes. Voting No - Arnold Loucks, Ceylon Snyder and Lee Frair. Motion Defeated.

A motion was made by Ceylon Snyder and seconded by Arnold Loucks to send a New Position Duty Statement to the Planning and Historical Committee to be completed in accordance with Section 22 of the Civil Service Law and returned to the Personnel Department.

Discussion was held regarding negotiations for the County.

Meeting adjourned.

J. Marquson
JUL 31 1987

NOT APPROVED

PERSONNEL COMMITTEE

July 29, 1987

Present: Frances Barnes, Lee Frair, Ceylon Snider, James Gallman, Leonard Watson and Jack Rosell

Minutes of the July 6th meeting and special meeting of July 13th were approved by a motion from Ceylon Snider, seconded by Lee Frair. Carried.

Discussion was held regarding transfer of funds from contingency to Retiree Trust Fund for $61.88 to cover cost of a monthly premium. Motion was made by James Gallman, seconded by Ceylon Snider to approve transfer and refer to Ways and Means Committee for action. Carried.

Mr. Richard Wyssling has been contacted by Jack as to the Board's action to retain Mr. Wyssling as negotiator for the County. Motion was made by James Gallman to direct the Ways and Means Committee to transfer the necessary funds to the Personnel budget as per the terms of the contract with Mr. Wyssling, $9,900 or $825/month for three contracts as he proposed. Motion was seconded by Lee Frair and carried.

Jack Rosell reported that one grievance in the Public Works Department may not go to arbitration.

Discussion was held regarding budget reviews to be held August 19. Department heads will be notified by Personnel. Salary reviews would be done at the August 26 meeting for Department Heads.

The Committee reviewed several department budget sheets.

Transfer of funds was requested by the Board of Elections from Acct. No. 1450.424 to Acct. No. 1450.409 totaling $500 and from Acct. No. 1450.401 to Acct. No. 1450.409 totaling $500. Motion was made by Lee Frair, seconded by James Gallman to approve transfer of funds. Motion carried.

Bills were reviewed and Hartford audit approved for payment by motion from James Gallman, seconded by Ceylon Snider and carried.

pare
olution

Transfer of funds requested by the Board of Elections from Acct. No. 1450.424 to Acct. No. 1450.201 of $800 was approved by a motion from Lee Frair, seconded by Ceylon Snider and carried.

Meeting adjourned.

AUG 20 1987

J. Morgan

NOT APPROVED

PERSONNEL COMMITTEE

August 19, 1987

Present: Frances Barnes, Lee Frair, James Gallman, Ceylon Snider, Leonard Watson and Jack Rosell

The 1988 budget for the Board of Elections was reviewed. After discussion of $900 increase in .409 account, a motion was made to approve the budget, as amended, by James Gallman, seconded by Ceylon Snider and carried. Discussion was held regarding the upgrading of the Deputy Election Commissioner.

Veterans' Agency budget for 1988 was approved including the conference increase, since the Director has not attended in six (6) years. Motion was made by Lee Frair, seconded by James Gallman to approve budget as submitted. Carried.

Personnel Department budget for 1988 was approved for .2 account by motion of Lee Frair and seconded by Frances Barnes. Carried. Motion was made by James Gallman to approve the .4 accounts, seconded by Lee Frair and carried.

Linda Canfield presented the 1988 Coroner's budget. Motion was made by James Gallman, seconded by Lee Frair to approve proposed budget. Carried.

Committee reviewed 1988 budget for the County Attorney. Motion was made by Ceylon Snider and seconded by Lee Frair to approve as amended to purchase printer cover out of this year's budget. Carried.

pare
olution

Information received on the proposed Planner position. Discussion was held. Motion was made by Lee Frair to place the title of Planner in Grade 15 of the Non-Unit Salary Plan. Seconded by James Gallman. Carried.

The 1988 budget for the County Clerk's office was reviewed. Motion was made by James Gallman, seconded by Lee Frair to approve .2 and .4 accounts as submitted.

Meeting adjourned.

NOT J. Margeson
APPROVED
AUG 27 1987

PERSONNEL COMMITTEE

August 26, 1987

Present: Frances Barnes, Ceylon Snider, Lee Frair, Arnold Loucks, Leonard Watson and Jack Rosell

Bills were reviewed and approved for payment by motion from Ceylon Snider, seconded by Lee Frair and carried.

Committee reviewed the County Attorney's budget sheets.

Motion was made by Lee Frair, seconded by Ceylon Snider to approve the equipment request of a printer cover totaling $399.90 for the County Attorney. Request has been referred to Central Services Committee.

Jack discussed status of several grievances. Two grievances in the Public Works department will not be going to arbitration.

Minutes of the Personnel meetings of July 29, 1987 and August 19, 1987 were approved by motion from Lee Frair, seconded by Ceylon Snider. Carried.

Discussion was held regarding certain department heads.

Joe Presutti discussed with the Committee the hiring of a temporary Index Clerk due to increase in work for the present Index Clerks. Discussion was held regarding the creation of a full-time Index Clerk position as of January 1, 1988. Motion was made by Arnold Loucks, seconded by Lee Frair to support the hiring of a temporary Index Clerk. Motion carried.

Meeting adjourned.

SEP 2 1987 J. Margeson

NOT APPROVED

PERSONNEL COMMITTEE

September 1, 1987

Present: Frances Barnes, Ceylon Snider, James Gallman, Lee Frair, Arnold Loucks, Leonard Watson and Jack Rosell

The Workers' Compensation Committee minutes were read in reference to the findings of a law firm, pertaining to the status of Linda Brown as Typist in the Veterans' Agency. Motion was made by James Gallman, seconded by Ceylon Snider for Jack to take the necessary action as directed by the County Attorney. Motion carried.

Discussion was held regarding the Public Defender's request for a part-time Typist contained in the recent Public Safety minutes.

Motion was made by Lee Frair, seconded by Ceylon Snider to approve the minutes of the August 26th Personnel Committee meeting. Motion carried.

Discussion was held regarding salaries.

Motion was made by James Gallman, seconded by Ceylon Snider to approve a transfer of funds in the Veterans' Service Agency accounts of $100.00 from A6510.401 to A6510.405 and $100.00 from A6510.407 to A6510.405, for a total transfer of $200.00. Motion carried.

Meeting adjourned.

SEP 24 1987 J. Margeson

NOT APPROVED

PERSONNEL COMMITTEE

September 23, 1987

Present: Frances Barnes, James Gallman, Lee Frair, Ceylon Snider, Leonard Watson and Jack Rosell

Minutes of the September 1, 1987 meeting were approved by a motion from James Gallman, seconded by Lee Frair. Motion carried.

The Committee was notified that the certification of the Allegany County Deputy Sheriffs Association Bargaining Unit was received September 21, 1987.

The Committee reviewed the budget sheet for the Personnel Department.

Jack informed the Committee that Linda Brown was notified of her termination of employment with the County.

Position review completed by the Personnel Department has found the position of Typist in the Veteran's Service Agency to actually be that of Account Clerk Typist. A motion was made by Lee Frair and seconded by Ceylon Snider to abolish one position of Typist and create one position of Account Clerk Typist in the Veteran's Service Agency. Motion carried.

repare
esolution

Jack reported to the Committee that the vacant Account Clerk Typist position in the Workers' Compensation Office has been filled, by a transfer from the Social Services Department.

Discussion was held regarding status of grievances in the Public Works Department.

Jack had nothing new to report from the negotiator, Richard Wyssling.

Discussion was held regarding rate of pay for part-time Drivers and Site Managers in the Office for the Aging.

Jack made the Committee aware of possible position changes in the Employment and Training Office.

Several civil service matters were discussed.

Reference was made to the Public Safety minutes regarding the position of the Director of Weights and Measures.

John Margeson presented to the Committee the space problem in the County Clerk's Office. Discussion was held.

Meeting adjourned.

J. Morgan

NOT APPROVED

OCT 1 1987

PERSONNEL COMMITTEE

September 30, 1987

Present: Frances Barnes, Ceylon Snider, James Gallman, Lee Frair, Leonard Watson and Jack Rosell

Bills and Hartford audit were approved for payment by motion from James Gallman, seconded by Lee Frair and carried.

A request was received from the Personnel Department to transfer funds from account no. 1430.405 to account no. 1430.429 in the amount of $98.00. Motion was made by James Gallman, seconded by Ceylon Snider to approve request. Motion carried.

The Committee reviewed the department budget sheet for the County Attorney.

Minutes of the September 23, 1987 meeting were approved by a motion from Ceylon Snider, seconded by Lee Frair and carried.

Mr. Dan Gleason, representative of the Employee Assistance Program gave a presentation to the Committee. Discussion was held.

The Committee reviewed contract proposals with Richard Wyssling, negotiator for the County. After discussion, a motion was made by Lee Frair, seconded by Ceylon Snider that no legislators were to attend negotiations. Motion carried.

Meeting adjourned.

NOT APPROVED

J. Margeson
OCT 8 1987

PERSONNEL COMMITTEE

October 7, 1987

Present: Frances Barnes, Lee Frair, Ceylon Snider and James Gallman

Minutes of the September 30, 1987 Committee meeting were approved by a motion from Lee Frair, seconded by Ceylon Snider. Motion carried.

The Committee was informed of the termination of Linda Brown.

Meetings have been set for Richard Wyssling, Negotiator to meet with the Board and unions October 13th and 23rd.

It was reported to the Personnel Department that a Site Manager position needed to be filled temporarily to cover a medical leave. The Committee recommended the Director go to the Committee of the Whole for filling the vacancy.

James Gallman discussed with the Committee the space needs in the County Clerk's Office.

The Committee reviewed the duty statement received from Alan Chamberlain, Director of Weights and Measures. After discussion, it was decided that more information was needed before action was taken.

Meeting adjourned.

J. Morgan
OCT 29 1987

NOT APPROVED

PERSONNEL COMMITTEE

October 28, 1987

Present: Lee Frair, Arnold Loucks, Ceylon Snider and Leonard Watson

Minutes of the October 7, 1987 meeting were approved by a motion from Ceylon Snider, seconded by Arnold Loucks and carried.

Request was received for Dan Guiney to attend a seminar on Management of Public Sector Law Office, October 29-30 in New York City. Motion was made by Arnold Loucks and seconded by Ceylon Snider to approve the request. Motion carried.

Request from the County Attorney for transfer of funds from the following accounts 1420.406 to 1420.401 of $42.32, 1420.409 to 1420.405 of $198.30 and 1420.403 to 1420.405 of $60.00. Total transfer of $300.62 approved by motion from Arnold Loucks, seconded by Ceylon Snider and carried.

Discussion was held regarding request of former employee Florence Bulle to maintain medical coverage with the County. Motion was made by Ceylon Snider and seconded by Arnold Loucks to maintain the current County policy that as a resigned employee she cannot maintain coverage with the County. Motion carried.

Discussion was held regarding flex hours instituted by some County Departments without union or Board approval, other than those granted permission by the Board of Legislators. Motion was made by Arnold Loucks and seconded by Ceylon Snider that all County Departments that maintain hours from 9-5 are to continue those hours, with the exception of those departments already approved by the union and the Board of Legislators. Motion carried. Notice is to be sent to departments.

Linda Canfield discussed with the Committee concerns of County Coroners regarding fees, etc. Linda is to contact and invite coronors to the November 25th Personnel Committee meeting to discuss these matters.

Committee reviewed the monthly financial report for the County Attorney.

Bills and the Hartford audit were approved for payment by motion from Ceylon Snider, seconded by Arnold Loucks and carried.

Meeting adjourned.

NOV 5 1987

J. Margeson

NOT APPROVED

PERSONNEL COMMITTEE

November 4, 1987

Present: Frances Barnes, James Gallman, Ceylon Snider, Lee Frair, Arnold Loucks, Leonard Watson and Jack Rosell

Minutes of the October 28, 1987 meeting were approved by motion from Lee Frair, seconded by Ceylon Snider. Carried.

Discussion was held regarding flex hours.

Coroners will meet with the Committee at the next meeting. James Euken has asked to be present as well.

Ellen Ruckle reported two clerical positions reviewed in the PIC Office for reclassification.

The Committee directed that Alan Chamberlain be notified in regard to the duty statement he submitted to the Personnel Department. The Committee discussed reviewing the Non-Unit Salary Schedule in January for possible changes.

The Committee reviewed the cost breakdown of the County's current Blue Cross/Blue Shield coverage. Lynn Rich, Director of Marketing from Blue Shield Whole Health gave a presentation of Blue Shield Whole Health Program. Discussion was held.

Meeting adjourned.

NOV 30 1987

PERSONNEL COMMITTEE

November 25, 1987

NOT APPROVED

Present: Frances Barnes, Ceylon Snider, James Gallman, Lee Frair, Leonard Watson and Jack Rosell

Herbert Williams and David Schwert, Coroners, discussed with the Committee concerns regarding their duties as Coroners. Also a concern voiced was the absence of a pathologist in the county. The Coroners are to return on December 30th after conferring with other coroners on matters regarding suggestions, changes and clarification in policy.

Carl Peterson discussed with the Committee the PIC Office's work schedule which has been changed from 9-5 due to the number of programs operating. A statement will be provided for the Board to clarify the PIC Office's hours. The Committee approved his office's work schedule change by a motion from Lee Frair, seconded by James Gallman. Carried.

pare
olution

A motion was made by Lee Frair, seconded by Ceylon Snider and carried to have the County Attorney prepare a resolution for compensation of County Officers and Non-Unit employees covered by Section 4.

Discussion was held regarding the Non-Unit Salary Schedule.

No action was taken on the creation or slotting in the proper Unit and Grade of the proposed Public Health Educator position.

Discussion was held regarding Blue Shield Whole Health but no action will be taken until January.

pare
olution

Discussion was held regarding the classification review of the Account Clerk Typist position in the PIC Office. A motion was made by James Gallman, seconded by Ceylon Snider to abolish one position of Account Clerk Typist and create one position of Senior Account Clerk Typist. Motion carried.

Motion was made by James Gallman to approve transfer of funds in the Personnel 1430.1 accounts - $8,251.00 from .105 to .102, seconded by Lee Frair. Carried.

Request was received from the County Clerk to transfer from 1410.407 to 1410.403 $58.00. Motion was made by James Gallman, seconded by Lee Frair to approve request. Carried.

Request was received from the County Attorney to transfer $100.00 from Account No. 1420.403 to 1420.401. Motion was made by James Gallman, seconded by Ceylon Snider to approve request. Motion carried.

Request was received from the Veterans' Service Agency to transfer $778.21 from Account No. 6510.103 to 6510.105. Motion made by Lee Frair, seconded by Ceylon Snider to approve transfer. Carried.

Request was received from the County Clerk to transfer $1,000.00 from Account No. 1410.103 to 1410.102 and $4,000.00 from 1410.103 to 1410.105. Motion was made by James Gallman, seconded by Ceylon Snider to approve request. Carried.

Various department budget sheets were reviewed.

Bills and Hartford audit were approved for payment.

Meeting adjourned.

J. Margeson

NOT APPROVED

DEC 7 1987

PERSONNEL COMMITTEE

December 3, 1987

Present: Frances Barnes, James Gallman, Arnold Loucks, Ceylon Snider, Lee Frair, Leonard Watson and Jack Rosell

Minutes of the November 4, 1987 meeting and November 25, 1987 meeting were approved by a motion from Ceylon Snider, seconded by James Gallman. Carried.

Leonard Watson discussed with the Committee the matter of employee time sheets.

Daniel McLaughlin, Director of Economic Development discussed his employee's hours. It was the determination of the Committee that his employee maintain 9-5 working hours.

pare
olution

Motion was made by James Gallman, seconded by Lee Frair to approve the reappointment of Jack Rosell, Personnel Officer for a six year term commencing 1/5/88. Motion carried.

pare
olution

Motion was made by James Gallman and seconded by Arnold Loucks to grant a 3.5% increase for the 1988 Non-Unit Salary Plan effective 1/1/88. Motion carried.

Jack reported several personnel matters to the Committee.

Discussion was held regarding the progress of negotiations with AFSCME.

Meeting adjourned.

JAN 6 1987

J. Morgan

NOT APPROVED

PERSONNEL COMMITTEE

December 30, 1987

Present: Frances Barnes, Ceylon Snider, James Gallman, Lee Frair, Leonard Watson and Jack Rosell.

The Committee met with the Coroners to discuss several items relating to the needs and concerns of the Coroners. Discussed was the lack of a pathologist in the County, benefits the Coroners would be covered by, purchase of supplies and equipment and precautions to be taken against infectious diseases, especially Hepatitis B. It was determined that any needed supplies and equipment pertaining to the Office of Coroner would be paid by the County. The Committee informed the three coroners present, Williams, Schwert, Crowell that should they receive the vaccine for Hepatitis B, the County would pay the cost from the Coroners budget. Further discussion in regard to benefits of the Coroners will be held at the Committee of the Whole January 11th.

District Attorney James Euken discussed with the Committee the possibility of extending health insurance to a Court Stenographer whose services the District Attorney and the Assistant County Attorney use several times a year. Personnel Department is to look into the number of employees, elected or appointed, not covered by health insurance.

Discussion was held regarding the proper account monies should be taken from to pay for autopsies that the District Attorney asks the Coroners to have done. In the past this money has come from the District Attorney's budget. It was determined that this would come from the Coroners budget effective January 1, 1988. Any possible transfer of funds from the District Attorney's budget to the Coroners budget would be made as soon as possible.

A motion was made by James Gallman, seconded by Lee Frair to transfer funds within the Personnel Department's .4 account, from .409 to .429 $194.50. Motion carried.

Minutes of the December 3, 1987 meeting were approved by a motion from Lee Frair, seconded by James Gallman and carried.

The Committee went into Executive Session to discuss with negotiator Richard Wyssling the progress of negotiations.

In regular session several department budget sheets were reviewed.

Bills and the Hartford audit were approved for payment by a motion from Lee Frair, seconded by James Gallman and carried.

The Committee approved the action of Chairman Barnes to approve transfers in the County Clerk's accounts by a motion from Lee Frair, seconded by James Gallman and carried.

Meeting adjourned.