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NOT APPROVED
J. Margson
JAN 8 1987

PERSONNEL COMMITTEE

January 6, 1988

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

Minutes of the December 30, 1987 Committee meeting were approved by motion from Ceylon Snider, James Gallman seconded and motion was carried.

Requests were received from Cecelia Yehl, Margaret Gordon, James Cretekos and Larry Wilson to attend an Election Commissioners Conference at Utica, New York January 19-22. Motion was made by Ceylon Snider to approve requests, seconded by Lee Frair and carried.

Discussion was held regarding what County employees are not covered by the County's Blue Cross/Blue Shield plan in light of the request of the Coroners to be allowed coverage. Motion was made by James Gallman that the Coroners be considered not eligible for the Blue Cross/Blue Shield coverage, seconded by Lee Frair and carried.

Dan Guiney reported to the Committee that the Coroners are covered by Workers' Compensation by County resolution 35-56 and are covered with liability insurance through the County.

Richard Rawleigh and Michael McPeak discussed with the Committee the availability of copying documents in the County Clerk's office.

The Committee discussed with Joseph Presutti the situation with the abstract companies represented earlier at the meeting by Richard Rawleigh and Michael McPeak.

Joseph Presutti brought a request to the Committee to buy five new typewriters and a new copier. Motion was made by Ceylon Snider to approve request, seconded by Lee Frair. Carried.

Discussion was held regarding starting hourly rate for Part-time Correction Officers for the Sheriff's Department. No decision was made.

Meeting adjourned.

J. Margeson
FEB 1 - 1988

NOT APPROVED

PERSONNEL COMMITTEE

January 29, 1988

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

A motion was made by Ceylon Snider and seconded by James Gallman to approve the bills and the Hartford audit. Discussion was held in regard to the coroner who charged two per diems on one person. It was determined a letter would be sent to the coroners requesting a note of explanation be attached to the voucher each time there are two per diems charged on one person. Motion was carried. Arnold Loucks voted no.

A motion was made by Ceylon Snider and seconded by Arnold Loucks to direct the County Attorney to prepare a resolution for the reappointment of Thomas McLaughlin as Veterans' Service Director effective January 4, 1988. Motion carried.

Frances Barnes asked the Committee to determine matters of priority to be acted on by the Committee this year to start as soon as possible. In order of priority items were health insurance alternatives, Non-Unit salary grade revisions, and increment system for Department Heads.

It was discussed that the departments under the Committee's jurisdiction would be asked to share highlights from their annual reports, discuss law changes that may pertain to their functions and projected goals.

Next meeting's agenda is to discuss the current health plan and comparable coverages.

The Committee reviewed the County Attorney's budget sheet.

A motion was made by James Gallman, seconded by Lee Frair to direct the County Attorney to prepare a resolution for the payment of increments to A.F.S.C.M.E. employees and Nurses Association members to be effective 1/1/88. Motion carried.

Jack Rosell reported that February 18th is mediation between the County and A.F.S.C.M.E.

The arbitration case from a Public Works grievance is scheduled for February 25th.

Nurse's negotiations are set for February 5th and 17th.

Tom McLaughlin requested approval to attend the International Conference in Washington, D.C. from February 28 - March 2 and receive an advance of $805 for expenses. Motion was made by James Gallman, seconded by Ceylon Snider to approve request. Motion carried.

Meeting went into executive session by motion from Lee Frair, seconded by Ceylon Snider. Carried. Motion was made by Lee Frair, seconded by Ceylon Snider to return to regular session. Motion carried.

Confirmed change of meeting from 2/24 to 2/26 at 8:30 a.m.

Meeting adjourned.

NOT APPROVED

J. Margison

FEB 8 1988

PERSONNEL COMMITEE

February 3, 1988

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

Minutes of the January 29, 1988 meeting were approved by motion from Lee Frair, seconded by James Gallman and carried.

The committee reviewed the county's current BC/BS coverage and the package presented previously for Blue Shield Whole Health. It was decided to have representatives from Blue Cross and from Blue Shield Whole Health meet with the committee on March 2nd at 1:00 PM in Room 8 to present their coverage plans and answer any questions the committee may have.

Linda Canfield reviewed with the committee the letter to be sent to the coroners in regard to the payment of 2 per diem for a case. The committee approved the letter.

Linda had also checked with the County Attorney and learned that coroners could only be paid either per diem or by a salary. The coroners have arranged through the Health Department to receive the Hepatitis B Vacine.

Meeting adjourned.

MAR 7 1988

APPROVED

PERSONNEL COMMITTEE

March 2, 1988

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

Minutes of the February 26, 1988 meeting were approved by motion from Ceylon Snider, seconded by Frances Barnes and carried.

Representatives Richard Vedder of Blue Cross and Blue Shield and Lynn Rich and Linda Kenyon of Blue Shield Whole Health discussed plan options with the Committee.

Judith Samber, Public Defender, spoke to the Committee regarding her request for a second Assistant Public Defender position. This action has the approval of the Public Safety Committee. Motion was made by Arnold Loucks to go into executive session, seconded by Ceylon Snider and carried. In regular session a motion was made by Lee Frair, seconded by Ceylon Snider to create the position of Assistant Public Defender (2) and slot the title in the Section 4 Salary Plan at $16,000. Motion carried. Committee referred the matter to Ways and Means Committee.

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solution

The Public Health Director, Andrew Lucyszyn and Director of Patient Services, Chris Johnson discussed with the Committee the creation of a Public Health Educator position and the appropriate slotting of the position in the Non-Unit Salary Grade. A motion was made by Arnold Loucks, seconded by Ceylon Snider to create the position of Public Health Educator and slot the title in Grade 16 of the Non-Unit Salary Plan. Motion carried.

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solution

Jack shared with the Committee that after discussing the matter with the County Attorney, the County does not have to accept bids from other insurance companies.

Jack reported that after much research only the employee, department head and personnel officer has access to an employee's personnel folder. Jack reminded the Committee that only those employee records in the Personnel Department were considered the official records.

The next mediation meeting between the County and A.F.S.C.M.E. is scheduled for Friday, March 4th.

A motion was made by Ceylon Snider and seconded by James Gallman to abolish the position of Administrative Officer and remove it from the Section 4 Salary Plan. Motion carried. This position is no longer required with the recent changes in the Mental Health Department.

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olution

Meeting adjourned.

J. Mangan
MAR 31 1988

NOT APPROVED

PERSONNEL COMMITTEE

March 30, 1988

Present: Frances Barnes, Alton Sylor, James Gallman, Lee Frair, Leonard Watson and Jack Rosell.

Minutes of the March 2, 1988 meeting were approved by motion from James Gallman, seconded by Lee Frair and carried.

A request was received from Margaret Gordon to attend a NYS Board of Elections Seminar at Bolton Landing, New York, May 10 - 12, 1988. The request was approved by motion from James Gallman, seconded by Lee Frair and carried.

Bill Hanson, Superintendent of Public Works discussed with the Committee the slotting of Maintenance Supervisor in the Non-Unit Salary Plan. After discussion was held regarding duties and qualifications of the position a motion was made by Alton Sylor to remove Maintenance Supervisor from the Section 4 Salary Plan and place Maintenance Supervisor in Grade 18 of the Non-Unit Salary Plan. The motion was seconded by James Gallman and carried.

Bill Hanson also discussed with the Committee the creation of an Office Manager position within Public Works. A statement of duties reviewed by the Personnel Officer was appropriately described by the existing Office Manager spec. Discussion was held regarding salary of the Office Manager and Maintenance Supervisor. Motion was made by Alton Sylor, seconded by Lee Frair to support creation of Office Manager position by the Public Works Committee. Motion carried.

Discussion was held with Andrew Lucyszyn, Public Health Director regarding the proposed specification of Micro-Computer Operator and grading of the position. It was moved by James Gallman, seconded by Lee Frair to table the matter until the next Personnel meeting. Motion carried.

Mr. Lucyszyn made the Committee aware of some employee changes due to a possible military leave and possible temporary hirings this summer due to medical and education leaves in the Environmental Health Division of the Health Department.

Joseph Presutti, County Clerk asked for the creation of one position of Index Clerk. The money has been previously approved in the 1988 budget for the County Clerk. Motion was made by Lee Frair and seconded by James Gallman to create one position of Index Clerk. Motion carried.

Motion was made by Lee Frair and seconded by Alton Sylor to approve filling the position of Index Clerk. Motion carried.

Sheriff Larry Scholes, Brian Baker and Rollin Perkins presented to the Committee a proposal for hourly rate increases for the Part-time Correction Officers. Also included in the proposal was a uniform allowance and increments. Discussion was held.

A motion was made by Lee Frair, seconded by Alton Sylor to remove Correction Officers (PT) from the Section 4 Salary Plan and to compensate them at the base rate of $7.08/hour, the rate full-time Correction Officers receive. After further discussion, a motion was made to amend the previous motion by Lee Frair, seconded by Alton Sylor to include the removal of Sheriff Deputies (PT) and Deputy Sheriff Court Attendant from the Section 4 Salary Plan. Motion carried.

Motion was made by Lee Frair and seconded by Alton Sylor to approve increment steps for 2080 hours worked by part-time personnel not to be retroactive to anniversary date of part-time employees. Motion carried.

A motion was made by James Gallman, to approve a $200 uniform allowance to part-time employees after a probationary period and current part-time employees who have met a probationary period. After discussion, Mr. Gallman withdrew his motion. It was decided that further information was needed and no resolutions would accompany these motions until the additional information was received at the next Personnel meeting.

The Hartford bill and department bills were approved for payment with the exception of one bill from the Board of Elections for Multigraphics totaling $2,559, until information regarding the offset machine in the Board of Elections was received. James Gallman moved payment of the bills, seconded by Lee Frair and carried.

Several department budget sheets were reviewed.

Motion was made by Lee Frair to go into executive session, seconded by Alton Sylor. Carried.

Motion made by Lee Frair to return to regular session, seconded by Alton Sylor. Carried.

Meeting adjourned.

J. Margeson

PERSONNEL COMMITTEE
April 6, 1988

Present: Frances Barnes, Alton Sylor, James Gallman, Lee Frair, Leonard Watson and Jack Rosell

The minutes of the March 30, 1988 meeting were approved with a correction to paragraph 4 line 6 to read "approve title and grade of..." rather than "to support creation of" by a motion from Alton Sylor, seconded by James Gallman. Motion carried.

The Committee reviewed the Personnel department budget sheet.

The requests from Cecelia Yehl and Larry Wilson to attend the New York State Board of Elections Seminar May 10-12 were approved by a motion from James Gallman, seconded by Alton Sylor and carried.

Each member of the committee was given a copy of the report from Thomas McLaughlin, Veteran's Service Director, on the International Conference Washington D.C. he attended in March.

Discussion was held regarding the grading of two temporary postions of Environmental Health Aide for the Public Health Department. A motion was made by James Gallman, seconded by Alton Sylor to place the title of Environmental Health Aide in Grade 9 of the Unit Salary Schedule. Motion carried.

Jack reported that a Labor-Management meeting was scheduled for Thursday, April 7, 1988 at 11 A.M.

Jack made the committee aware of a seminar he and Ellen Ruckle will be attending in Olean, April 14 pertaining to Fair Employment Practices. The seminar is put on by the Department of Labor and sponsored by the Olean Chamber of Commerce.

Discussion was held regarding the slotting in the Unit Salary grade Medical Records Computer Operator. A motion was made by Alton Sylor, seconded by Lee Frair to place Medical Records Computer Operator in Grade 10 of the Unit Salary Plan. Motion carried.

Leonard Watson reported on the use and maintenance of the offset machine in the Board of Elections. Routine maintenance on the stencil maker or/and off set machine involves a half day each month. The Board of Election's use of the machine is every other week. The Cooperative Extension uses the machine weekly and pays half of the cost of maintenance. The bill held back from the last meeting's audit was approved for payment. The matter of maintenance cost and usage will be referred to the Central Services Committee for review.

Discussion was held regarding civil service application review for non-competitive jobs for the Public Works Department and civil service examination procedures.

James Sikaras, County Attorney, and Larry Scholes, Sheriff, discussed with the committee the Section 4 Salary Plan and the titles of Correction Officers part-time and Deputy Sheriff part-time to be removed from Salary Resolution #297-75.

A motion was made by Alton Sylor, seconded by Lee Frair to remove from Salary Resolution #297-75 the titles of Correction
EPARE Officer part-time and Deputy Sheriff part-time effective
SOLUTION5/21/88. Motion carried. This action corrects the motion of 3/30/88 Personnel minutes ¶2, page 2 deleting Deputy Sheriff Court Attendant and replacing Section 4 Salary Plan with Salary Resolution #297-75. The committee referred the matter to the Public Safety Committee.

Discussion was held regarding increment steps for part-time Sheriff personnel. A motion was made by Lee Frair to recind his motion of March 30, 1988 (Personnel minutes ¶3, page 2] regarding increment steps, seconded by Alton Sylor and carried.

Discussion regarding uniform allowance for part-time Sheriff employees was held. No action was taken at this time.

It was determined there is need of a written policy of benefits for part-time employees not covered by any existing contracts. A committee of Alton Sylor, Frances Barnes, Jack Rosell and James Sikaras was formed to work on this mater. Alternate member is Lee Frair.

Motion was made by James Gallman and seconded by Lee Frair to go into executive session. Motion carried.

Motion was made by Alton Sylor, seconded by Lee Frair to return to regular session.

EPARE Motion was made by Alton Sylor, seconded by Lee Frair to prepare
SOLUTIONa resolution for the ratification of the agreement between the County of Allegany and the New York State Nurse's Association 1/1/88 - 1/1/90.

Meeting was adjourned by motion from James Gallman, seconded by Lee Frair and carried.

Margeson

APR 28 1988

NOT APPROVED

PERSONNEL COMMITTEE

April 27, 1988

Present: Lee Frair, Alton Sylor, James Gallman, Patrick Barry, Leonard Watson and Jack Rosell

Minutes of the April 6, 1988 committee meeting were approved by a motion from Alton Sylor, seconded by James Gallman and carried.

Transfer of funds request was received from Personnel. The transfer is for $200.00 from 1430.409 to 1430.419. Motion made by James Gallman, seconded by Patrick Barry to approve transfer. Motion carried.

A request was received from James Sikaras for Daniel Guiney to attend a County Attorney's Association Spring Meeting in Albany 5/15 - 5/17/88. Motion was made by Alton Sylor, seconded by Patrick Barry to approve request. Motion carried.

Jack reported that Carl Peterson had requested a rate increase for the JTPA Summer Counselors. Discussion was held regarding duties of a JTPA Summer Counselor. A motion was made by James Gallman to amend Section 3 of Salary Resolution 269-87 changing the hourly compensation of JTPA Summer Counselors from $4.90 to $6.50/hour, seconded by Patrick Barry. Motion carried.

Carl Peterson also requested the rate of $10.00/hour be set for Teachers to be hired for their summer program. Discussion was held with Jerry Garmong regarding the need of the positions, duties, etc.

A motion was made by Patrick Barry to set the rate of compensation for temporary Remedial English and Math teachers at $10.00/hour; qualifications to be determined by the Personnel Officer, seconded by James Gallman and carried.

James Gallman reported information was being obtained by the Central Services Committee regarding the use and need of the offset machine by the Board of Elections and Cooperative Extension. A full report would be made to the Personnel Committee at a later date.

Lee Frair questioned the savings that could be obtained by going to a different health plan i.e., Blue Cross 90/91. Jack was asked to look into this further.

Motion was made by James Gallman and seconded by Patrick Barry to go into executive session. Motion carried.

In regular session motion was made by Patrick Barry to approve the bills and Hartford audit, seconded by James Gallman and carried.

Meeting adjourned.

NOT APPROVED J. Morgan

MAY 12 1988

PERSONNEL COMMITTEE

May 10, 1988

Present: Frances Barnes, Alton Sylor, Lee Frair, James Gallman, Patrick Barry, Leonard Watson and Jack Rosell.

Minutes of the April 27, 1988 committee meeting were approved by a motion from Alton Sylor, seconded by Lee Frair and carried.

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olution

Resolution is needed to set summer hours for Non-Unit employees, department heads and those not covered by existing contract for June, July, August. The previous resolution was for three years, 1985 through 1987. Motion was made by James Gallman, seconded by Lee Frair that the County Attorney prepare the necessary resolution. Motion carried.

Discussion was held regarding the current proposed changes in the AFSCME contract. It was decided a list of changes would be prepared and presented to the Board on May 23rd by Jack Rosell.

The Personnel Department presented a request to purchase a Xerox Memorywriter. Motion was made by Alton Sylor and seconded by James Gallman to approve request and forward to Central Services Committee for approval. Motion carried.

Jack mentioned he had received a letter from Dan Gleason in regard to the Employee Assistance Program. The committee will review the matter further at the next meeting.

Discussion was held regarding the tabling of the resolution for creation of an Index Clerk position in the County Clerk's Office.

Discussion was held regarding the Special Education Program Coordinator exam and position.

Motion was made by James Gallman, seconded by Patrick Barry to go into Executive Session. Motion carried.

Meeting returned to regular session by motion from James Gallman, seconded by Patrick Barry and carried.

Meeting adjourned.

J. Margeson

MAY 25 1988

NOT APPROVED

PERSONNEL COMMITTEE

May 25, 1988

Present: Frances Barnes, James Gallman, Alton Sylor, Lee Frair, Patrick Barry and Jack Rosell.

Minutes of the May 10, 1988 Personnel Committee meeting were approved by motion from Lee Frair, seconded by James Gallman and carried.

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

Board of Elections requested a transfer of funds from accounts 1450.424 to 1450.419 of $1350 and from 1450.409 to 1450.419 of $500 for a total transfer of $1850. Motion was made by James Gallman, seconded by Lee Frair to approve the transfer. Motion carried.

Betty Wattenberg, Director of the Office for the Aging related to the Committee the upcoming resignation of Specialist, Services for the Aging, Barry Brogan and her desire to hire a temporary for approximately six weeks before Mr. Brogan leaves for training purposes. Discussion was held regarding filling the CASA Coordinator position. Health Services Committee requested Mrs. Wattenberg make the Personnel Committee aware of her plans.

The Committee reviewed several department budget sheets.

Leonard Watson and John Margeson discussed with the Committee the need to amend the original contract with Allegany County and Richard Wyssling to cover separate services rendered by Mr. Wyssling for the Board of Legislators. Motion was made by Patrick Barry, seconded by Lee Frair to refer the matter to Ways, Means and Finance Committee. Motion carried. Voting no: Alton Sylor.

James Euken, District Attorney discussed with the Committee the creation of another Assistant District Attorney position. Mr. Euken cited area county staff size including counties of similar population and the ion responsibilities of the position. A motion was made by James Gallman, seconded by Patrick Barry to title the proposed position 3rd Assistant District Attorney, slotted in Section 4 Salary Plan at a $16,000 per year salary. Motion carried.

Mr. Euken also discussed the possibility of health benefits for a Court Stenographer hired by contract. Due to current County policy, no health benefit is available, but the matter will be looked into further by Mr. Euken and the Committee.

Joe Presutti, County Clerk discussed with the Committee the background relating to the creation of an Index Clerk position in the County Clerk's Office.

Lee Frair stated that the Health Services Committee referred to the Personnel Committee the matter of increasing the compensation of Jenevieve Creighton, Part-time Special Education Program Coordinator. Jack is to look into this and discuss it at the June 10, 1988 Personnel Committee meeting.

Jack asked the Committee if they would propose a resolution to grant vacation accruals and sick leave accruals to the Non-Unit and Department Heads as increased for the A.F.S.C.M.E. union due to contract negotiations. A motion was made by Alton Sylor to amend Resolution 258-85 to approve accrued vacation at 40 days for 1988, 45 days for 1989 and 150 days accrued sick leave for the Non-Unit and Department Heads, seconded by Lee Frair and carried.

Meeting adjourned.

J. Margeson
NOT
APPROVED
JUN 20 1988

PERSONNEL COMMITTEE

June 10, 1988

Present: Frances Barnes, Alton Sylor, Lee Frair, James Gallman, Leonard Watson and Jack Rosell

Minutes of the May 25, 1988 Personnel Committee meeting were approved by a motion from Alton Sylor, seconded by James Gallman and carried.

Jack Rosell referred to Resolution 120-85 in regard to the fixed rate of pay for Jenevieve Creighton as Special Education Program Coordinator. To increase her salary a resolution should come from the Health Services Committee. Discussion was held regarding the Special Education Program Coordinator exam given in May 1988 and the Special Education Program.

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Jack presented a list of July increments to be granted by a resolution. All employees eligible to receive a July increment have their department head approval. Motion was made by James Gallman, seconded by Lee Frair to approve a resolution granting July increments for certain eligible employees. Motion carried.

Jack read the action requested to be taken by the Workers' Compensation Committee in regard to the termination of employees who have been off work for one year due to health reasons. Jack stated that Sections 71, 72, 73 of the Civil Service Law already address the issue and he would so notify the Workers' Compensation Committee.

Discussion was held regarding Blue Cross/Blue Shield coverage for retirees and potential retirees who are currently not eligible for a prescription drug rider.

The Committee reviewed the budget sheet for the Personnel Department.

Frances Barnes stated that Ways and Means wanted the Personnel Committee to consider salary increases for Department Heads and Non-Unit employees. This is to be discussed further at the next Personnel meeting.

Meeting adjourned.

J. Morgan

JUL 5 1988

NOT APPROVED

PERSONNEL COMMITTEE

June 29, 1988

Present: Frances Barnes, Alton Sylor, James Gallman, Patrick Barry, Lee Frair, Leonard Watson and Jack Rosell.

Minutes of the June 10, 1988 committee meeting were approved by a motion from Lee Frair, seconded by James Gallman. Carried.

Bills were approved for payment by a motion from James Gallman, seconded by Patrick Barry and carried.

Motion was made by Patrick Barry and seconded by Lee Frair to approve the Blue Cross/Blue Shield audit. Motion carried.

Motion was made by Lee Frair, seconded by Patrick Barry to approve the Hartford audit. Motion carried.

Request was received from Cecelia Yehl to attend an Elections Conference in Niagara Falls June 27 - 30. Motion was made Lee Frair, seconded by Patrick Barry and carried to grant the request.

Board of Elections requested a transfer of funds from 1450.421 to 1450.403 totalling $200.00. Request was moved for approval by James Gallman, seconded by Patrick Barry and carried.

John Haynes, Executive Secretary of Workers' Compensation, discussed with the committee the upcoming retirement of James Hand, Office Manager and the desire to keep him on part-time as Office Manager after his retirement at a rate no more than the New York State Retirement System allows. The recommendation of the committee, moved by Lee Frair and seconded by Alton Sylor, was to fill the existing position of Office Manager on a part-time basis rather than creating a part-time position of Office Manager. Motion carried.

Frances Barnes brought up the matter of the title of Lake Patrolman which was not removed from the Section 4 Salary Plan at the time the titles of Sheriff Deputies Part-time and Correction Officers Part-time were removed. It is the feeling of the Sheriff that Lake Patrolman is a Sheriff Deputy and should be compensated the current entry rate of the Sheriff Deputies. Discussion was held regarding the additional cost to the Sheriff's .1 account and the contract cost for use of the employee's boat. Motion was made by Patrick Barry to recommend removal of Lake Patrolman from the Section 4 Salary Plan and pay at the same rate for Sheriff Deputies and consider the reduction of the contract cost for use of the boats due to hourly rate increase. Motion seconded by Lee Frair. Motion carried. Voting no - Alton Sylor. Referred to Public Safety Committee.

James Mulholland discussed with the committee the backlog in searches because of the reduced workforce in the Tax Department. Leonard Watson

said he would contact Robert Hitchcock to set up a special meeting of the Real Property Tax Committee to try to remedy this problem.

James Sikaras discussed with the committee upcoming transfers of monies from the Health Department and Social Services accounts to his .4 account to cover certain legal services for these departments. Further discussion was held.

Jack Rosell made the committee aware that the action of the Resource and Development Committee to remove the title of Job Developer from the salary plan is the duty of the Personnel Committee, upon the recommendation of the Personnel Officer that the title is not a title that can be used elsewhere in the county. Due to other possible position creations forthcoming from the Employment and Training Office, the committee decided to wait on acting on the Job Developer title until a later date.

Jack noted that he had heard nothing more on the proposed Fiscal Manager or Office Manager position with the Public Works Department.

Jack told the committee that interviews for the position of Public Works Superintendent were scheduled for June 30, 1988.

Jack made the committee aware that the Nurses' Negotiator had called regarding the day after Thanksgiving which the nurses do not have off. The committee gave Jack approval to negotiate if possible if the nurses pushed for the day.

Jack made the committee aware of resignations in the Health Department. Discussion was held.

Leonard Watson proposed initiating Department Head evaluations. He presented the committee with a sample form. Discussion was held.

Meeting adjourned.

J. Margeson

APPROVED

JUL 8 1988

PERSONNEL COMMITTEE

July 8, 1988

Present: Frances Barnes, Alton Sylor, James Gallman, Patrick Barry, Leonard Watson and Jack Rosell

Minutes of the June 29, 1988 meeting were approved by a motion from James Gallman, seconded by Alton Sylor and carried.

Frances Barnes indicated she had received a letter and information regarding life insurance from the Lawrence Insurance Agency. A time for the representative to speak to the committee will be set when the insurance representative contacts Mrs. Barnes again.

Jack reported that the unemployment for the first quarter was $5,128 and for the second quarter $2,689. The first quarter figure Jack said was high due to seasonal laborers from 1987. Discussion was held.

Jack received a new position duties statement from Carl Peterson. It was determined that the title Employment and Training Program Coordinator covered the responsibilities of the statement best. It was recommended that the title of Employment and Training Program Coordinator be placed in Grade 15 of the Non-Unit Salary Plan. A motion was made by Alton Sylor, seconded by James Gallman to place the title of Employment and Training Program Coordinator in Grade 15 of the Non-Unit Salary Plan. Motion carried. Action for creation of the position by Resource & Development.

Andrew Lucyszyn reported to the committee his need to extend the hours worked of a part-time Public Health Nurse due to the resignation of a Supervising Public Health Nurse and medical leave of the other Supervising Public Health Nurse. It was determined after discussion that Mr. Lucyszyn should get approval from his committee to extend the Public Health Nurse hours for a temporary period of time and that no resolution for the action was necessary.

Jack reported that he has been talking to the Sheriff's Union regarding civil service status and eligibility in the Police and Fireman's Retirement System. Discussion was held.

Meeting adjourned.

J. Margeson

NOT JUL 27 1988

APPROVED

PERSONNEL COMMITTEE

July 27, 1988

Present: Frances Barnes, Alton Sylor, James Gallman, Lee Frair, Leonard Watson and Jack Rosell

Minutes of the July 8, 1988 meeting were approved by a motion from James Gallman, seconded by Alton Sylor and carried.

Bills were approved for payment by a motion from Alton Sylor, seconded by Lee Frair and carried.

The Committee reviewed the budget sheet for the departments of Personnel, County Attorney and the County Clerk.

The Personnel Department requested a transfer of funds from 1430.405 to 1430.429 of $100.00 and from 1430.409 to 1430.419 $100.00 for a total of $200.00. Motion to approve was made by James Gallman, seconded by Alton Sylor and carried.

The Personnel Committee decided to review the budgets of all of the departments under their jurisdiction at the next meeting on August 12, 1988. Jack was directed to notify the Department Heads.

The Chairperson brought up the subject of flexible starting times in the Department of Probation. Discussion was held on the advantages and disadvantages.

Jack notified the Committee that the Public Works Department did not want a position of Office Manager. A new position duty statement will be completed and delivered to the Personnel Officer in accordance with Section 22 of Civil Service Law so the proper title may be assigned.

A short discussion was held on the subject of Dispatchers.

Frances Barnes stated that the Lawrence Insurance Agent will contact her sometime in September.

Jack presented a schedule of longevity steps comparing the A.F.S.C.M.E. Unit to the Non-Unit employees. He pointed out that the Unit would be receiving more than the Non-Unit employees effective January 1, 1989. Jack was directed to calculate the fiscal impact and give a report at the next meeting.

Meeting adjourned.

J. Morgan

NOT APPROVED

AUG 31 1988

PERSONNEL COMMITTEE

August 30, 1988

Present: Frances Barnes, James Gallman, Alton Sylor, Lee Frair, Patrick Barry, Leonard Watson and Jack Rosell

Minutes of the August 12, 1988 meeting were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

Andrew Lucyszyn, Public Health Director made the committee aware of the need to hire a temporary nurse to cover medical leaves in the nursing service. Lee Frair, as Chairman of the Health Services Committee, said he would phone the Health Services members in regards to hiring a temporary nurse.

The Board of Election Commissioners presented the Board of Elections budget for review. Motion was made by Patrick Barry to approve accounts .2 and .4 as submitted, seconded by Alton Sylor and carried.

Motion was made by Alton Sylor, seconded by Patrick Barry to go into executive session. Motion carried.

James Gallman made the motion to go out of executive session, seconded by Patrick Barry and carried.

Motion was made by James Gallman to recommend to the budget officer a salary of $7,600 for the Election Commissioners for 1989 and a 6.5% increase for the Deputy Election Commissioners. Motion was seconded by Patrick Barry. Motion carried.

Motion was made by Alton Sylor to go into executive session, seconded by Lee Frair. Carried.

Motion was made by James Gallman to go out of executive session, seconded by Patrick Barry and carried.

James Gallman moved to amend the salary recommendation for the County Attorney to $65,453, seconded by Patrick Barry and carried.

James Sikaras and Jack Rosell discussed the Personnel minutes of August 12, 1988 in regard to a one year probationary period for certain department heads. Discussion was held. Jack is to present a list of titles this would affect at the next Personnel meeting.

Jack stated he is getting a copy of all of the committee minutes.

Jack, at the request of the Superintendent of Public Works, has completed a salary survey on Deputy Superintendent of Public Works from various

counties and reported those figures to the committee. The Superintendent would like to see the Deputy positions upgraded to eliminate overtime pay.

pare
olution

Motion was made by Alton Sylor, seconded by Lee Frair to upgrade Deputy Superintendent of Public Works I to grade 25 and Deputy Superintendent of Public Works II to grade 24. Motion carried.

Jack said that a New Position Duties Statement for the recycling coordinator is being prepared by the Public Works Department.

Jack reported contacting New York State Civil Service on a State list for Planner. If the State list is requested it has to be used.

Jack made the committee aware of an employee change in the PIC Office due to the recently received exam results for Senior Clerk. The temporary incumbent in the Senior Clerk position will have to be removed and an appointment made from the eligible list for Senior Clerk.

Two grievances have recently been submitted.

Jack gave the committee proposed upgradings and creation of positions by the Public Health Director in the Health Department. One position of Senior Public Health Engineer be created and placed in Non-unit Grade 25 and the incumbent of Public Health Engineer be promoted to Senior Public Health Engineer. The position of Public Health Engineer be filled and a position of Public Health Technician created. Discussion was held and it was recommended the Public Health Director discuss his proposals further with the Health Services Committee.

Transfer of funds for the Board of Elections from .421 to .405 totalling $300 was approved by motion from Alton Sylor, seconded by Patrick Barry and carried.

The committee reviewed department budget sheets.

The bills were approved for payment with the exception of one for Ted Crowell by motion from Lee Frair, seconded by Alton Sylor and carried.

The Blue Cross/Blue Shield and Hartford audits were approved for payment.

Meeting adjourned.

SEP 12 1988

L. Marcson

NOT APPROVED

PERSONNEL COMMITTEE

September 9, 1988

Present: Frances Barnes, James Gallman, Lee Frair, Patrick Barry, Alton Sylor and Jack Rosell.

The minutes of the August 30, 1988 meeting were approved by a motion from Patrick Barry, seconded by Alton Sylor and carried.

Jack presented a list of seven department head titles that can be added to the County civil service rules with a maximum 52 week probationary period specified. This addition to the County civil service rules will have to be approved by the New York State Civil Service Department. It was decided to present this list of titles to the Board Monday to make them aware of the committee's action.

Jack said there was no action on the proposed Public Health upgradings and new hires.

Motion was made to go into executive session by Alton Sylor, seconded by James Gallman and carried.

Motion to go out of executive session was made by James Gallman, seconded by Lee Frair and carried.

A meeting with the A.F.S.C.M.E. Union has been scheduled for Tuesday on a grievance in the Social Services Department regarding the appointment of a least senior Caseworker to a temporary Senior Caseworker position by the Social Services Commissioner.

The new position duty statement for the recycling position had just been received by the Personnel Department and a specification will be created soon.

Jack said he has been requested by Carl Peterson to have the Job Developer title slotted in the Unit Salary Plan downgraded. Jack will have to talk to the A.F.S.C.M.E. Union about this.

Jack also stated he has received the proposed duties of Dispatcher. Discussion was held.

Steve Rennie, A.F.S.C.M.E. President, at the request of Chairman Barnes, spoke to the committee regarding the day after Thanksgiving holiday and those offices that must remain open. Discussion was held.

James Sikaras discussed with the committee the no overtime allowance for the two Deputy Superintendents of Public Works. After much discussion it was clarified that the two Deputy Superintendents of Public Works

positions will be left in the Non-Unit Salary Plan but with the exclusion of overtime pay for such titles.

Motion was made to go into executive session by James Gallman, seconded by Alton Sylor and carried.

Moved out of executive session by motion from Lee Frair, seconded by Alton Sylor and carried.

The committee agreed that the salary of the Director of the Office for the Aging appeared to be out of line and should be reconsidered.

Jack discussed with the committee possible flex hours for the Personnel Department. No decision was made.

Meeting adjourned.

J. Morgeson
SEP 13 1988

NOT APPROVED

SPECIAL PERSONNEL COMMITTEE

September 12, 1988

Present: Frances Barnes, Patrick Barry, Alton Sylor, James Gallman, Lee Frair and Jack Rosell.

James Sikaras, County Attorney discussed with the committee and Dick Young, Superintendent of Public Works the proposed up-grade and exclusion of over-time pay for the two Deputy Superintendent of Public Works positions. Also comp time was discussed as to whether it was to be excluded.

It was the decision of the committee to continue with the prepared resolution to up-grade the two Deputy Superintendent of Public Works positions with the exclusion of over-time pay. Comp time will be granted.

J. Marquso

NOT APPROVED

OCT 5 1988

PERSONNEL COMMITTEE

September 28, 1988

Present: Frances Barnes, James Gallman, Patrick Barry, Lee Frair, Alton Sylor and Jack Rosell.

Minutes of the September 9, 1988 meeting were approved by motion from James Gallman, seconded by Lee Frair and carried.

Minutes of the September 12, 1988 special meeting were approved by motion from James Gallman, seconded by Patrick Barry and carried.

A request for a transfer of funds was received from the Veterans Agency of $150.00 from .405 and $100.00 from .419 to .402 for a total transfer of $250.00. Motion was made by Patrick Barry, seconded by Lee Frair and carried to approve transfer.

Bills, Hartford audit and Blue Cross/Blue Shield audit were approved for payment by a motion from Lee Frair, seconded by Patrick Barry and carried.

A request for a transfer of funds was received from the County Clerk's Office of $28.00 from .407 to .403. Motion was made by Alton Sylor, seconded by James Gallman and carried to approve transfer.

Personnel Department budget sheet was reviewed by the committee.

Jack distributed job specifications for Head Fire Dispatcher and Fire Dispatcher. In his meeting with the A.F.S.C.M.E. union they agreed to the specifications and the slotting of the positions in the A.F.S.C.M.E. Unit Salary Plan - Fire Dispatcher in Grade 11 and Head Fire Dispatcher in Grade 13. It was noted that should these positions be placed in the Sheriff's Department, the Sheriff Deputy's Association has the privilege of petitioning PERB to have the positions placed in their association. Having these positions in the Association's Salary Plan would be $.44 more on the hourly rate for Fire Dispatcher and $.47 more on the hourly rate for Head Fire Dispatcher. After further discussion a motion was made by Patrick Barry, seconded by Lee Frair to slot the title of Fire Dispatcher in Grade 11 of the A.F.S.C.M.E. Salary Plan and Head Fire Dispatcher in Grade 13 of the A.F.S.C.M.E. Salary Plan and a resolution be prepared. Motion carried. Voting No - Alton Sylor.

pare
olution

Public Safety Committee is to be notified that creation of the Fire Dispatcher and Head Fire Dispatcher positions by resolution must come from their committee.

Jack handed out a job specification for Recycling Coordinator in the Public Works Department. Grade 16 was agreed to be the appropriate grade for the title. A motion was made by Alton Sylor and seconded by

pare
ution

Patrick Barry to slot the title of Recycling Coordinator in Grade 16 of the A.F.S.C.M.E. Salary Plan and a resolution be prepared. Motion carried.

Public Works Committee is to be notified that creation of the position of Recycling Coordinator by resolution must come from the Public Works Committee.

Jack also discussed with the A.F.S.C.M.E. union the downgrading of Job Developer from Grade 17 to Grade 15. They did not agree to this action and would grieve it should it be done. Jack notified Carl Peterson, whose department the position is in, and he wishes to discuss the matter further with the A.F.S.C.M.E. union.

Jack informed the committee that the position for Accountant in the Public Works Department has been advertised for and an exam ordered.

A Labor-Management meeting has been scheduled for next week regarding Public Works matters.

Jack shared with the committee the request of A.F.S.C.M.E. to allow their employees to keep their $3 co-pay prescription coverage when they retire. Discussion was held.

Motion was made by Patrick Barry to adjourn the meeting, seconded by Lee Frair and carried.

Meeting adjourned.

J. Margeson

OCT 14 1988

NOT APPROVED

PERSONNEL COMMITTEE

October 14, 1988

Present: Frances Barnes, Alton Sylor, James Gallman, Lee Frair, Patrick Barry and Leonard Watson.

Minutes of the September 28, 1988 meeting were approved by motion from Alton Sylor, seconded by James Gallman and carried.

Classification reviews were completed recently by the Personnel Department on three positions. At the request of the Public Health Director, Mr. Lucyszyn, the position of Account Clerk Stenographer was reviewed and determined by the Personnel Department to be classified as Senior Account Clerk Stenographer. After discussion a motion was made by Lee Frair and seconded by Patrick Barry to approve the classification change and abolish one position of Account Clerk Stenographer and create one position of Senior Account Clerk Stenographer in the Health Department. Motion carried.

pare
olution

At the request of the Administrative Assistant, John Margeson, the duties of the position Account Clerk Stenographer were reviewed. It was determined that the position should be classified Senior Account Clerk Stenographer. A motion was made by Alton Sylor, seconded by James Gallman to approve the reclassification and abolish one position of Account Clerk Stenographer and create one position of Senior Account Clerk Stenographer in the Administrative Assistant's Office. Motion carried.

pare
olution

At the request of the Clerk of the Board, Linda Canfield, the duties of the position of Account Clerk Typist were reviewed and it was determined that the position should be classified Senior Account Clerk Typist. Motion was made by Alton Sylor and seconded by Lee Frair to approve the reclassification. A motion was made by Patrick Barry and seconded by Frances Barnes to abolish one position of Account Clerk Typist in the Clerk of the Board's Office. Motion carried. A position of Senior Account Clerk Typist currently exists in the Clerk's office.

pare
olution

Joan Sinclair, Social Services Commissioner came to the committee meeting as representing the Department Heads to discuss the matter of the day after Thanksgiving holiday. Discussion was held.

Carl Peterson, Employment and Training Program Director requested Job Developer down-grading and slotting of Senior Job Developer in Grade 17. Both titles are in the Unit A.F.S.C.M.E. Salary Plan. A motion was made by James Gallman and seconded by Alton Sylor to remove Job Developer from Grade 17 of the Salary Plan, to slot in Grade 15 of the Salary Plan and to slot Senior Job Developer in Grade 17. Motion carried.

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olution

Meeting adjourned.

J. Morgeson
OCT 26 1988

PERSONNEL COMMITTEE

NOT APPROVED

October 26, 1988

Present: Frances Barnes, Alton Sylor, Patrick Barry, Lee Frair and Jack Rosell

Minutes of the October 14, 1988 meeting were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

Bills and audits for Blue Cross/Blue Shield and Hartford Accident and Health were approved for payment by motion from Patrick Barry, seconded by Alton Sylor and carried.

Department budget sheets were reviewed.

Jack discussed with the committee the creation of positions under Section 55A for disabled persons.

A classification review was completed at the request of Joseph Presutti, County Clerk for the position of Senior Stenographer. It was determined by the Civil Service Department that the position should be classified Senior Account Clerk Typist. A motion was made by Patrick Barry and seconded by Lee Frair to approve the reclassification and abolish one position of Senior Stenographer and create one position of Senior Account Clerk Typist in the County Clerk's Office. Motion carried.

Discussion was held regarding the processing of the disability claim for J. Charles Shine.

Notification was received from Chris Johnson of the Public Health Department that the Coroners have completed the Hepatitis B vaccination authorized by the Personnel Committee. This is a lifetime vaccine and, completed through the Health Department, was an approximate $120 savings for the County.

Andrew Lucyszyn, Public Health Director discussed with the committee the meeting held yesterday with the New York State Nurses Association representative, Joann Riley and the local Association regarding proposed contract changes, i.e., reduction of 3 hour call back on weekends to 2 hours at twice the rate of pay on weekends and weekdays. Also discussed was the day after Thanksgiving holiday. The Nurses will have that day as a holiday and be scheduled by the department head as needed on that day and on Election Day. Motion was made by Patrick Barry, seconded by Lee Frair that the committee recommends the action of the Public Health Director regarding these changes. Motion carried. The changes will have to meet with the approval of the Board and County Attorney.

Discussion was held regarding hospitalization and the need to get accurate comparisons.

Meeting adjourned.

MU, J. Morgan

PERSONNEL COMMITTEE

APPROVED

November 15, 1988

NOV 16 1988

Present: Lee Frair, Alton Sylor, James Gallman and Jack Rosell.

Minutes of the October 26, 1988 meeting were approved by motion from Alton Sylor, seconded by James Gallman and carried.

epare solution

At the request of Dr. Robert Anderson, Director of Community Services a classification review was completed by the Personnel Department on a position of Account Clerk Stenographer. It was determined that the position should be classified Senior Account Clerk Stenographer. A motion was made by James Gallman, seconded by Alton Sylor to approve the reclassification and create one position of Senior Account Clerk Stenographer and abolish one position of Account Clerk Stenographer in the Department of Community Services.

The committee reviewed the Personnel Department budget sheet.

epare solution

Jack Rosell stated that a resolution was needed to establish salaries for the Section 4 Salary Plan and the Non-Unit Salary Plan for January 1, 1989. Motion was made by James Gallman, seconded by Alton Sylor to direct the County Attorney to prepare appropriate resolutions for compensation of County Officers and Non-Unit employees covered by the Section 4 Salary Plan and for employees covered by the Non-Unit Graded Salary Plan. Motion carried.

epare solution

Jack discussed with the committee the need to decide which health insurance carrier - Blue Cross or Blue Shield - to go with due to the break up of Blue Cross/Blue Shield and the increased paperwork in processing and billing procedures after January 1, 1989. Discussion was held. Motion was made by James Gallman and seconded by Alton Sylor that the Personnel Committee proposes that the County switch the present Blue Cross/Blue Shield coverage to Blue Cross for the retiree groups, department head/non-unit and legislators groups and that the three bargaining units be changed subject to the amendment of their contracts upon approval of the units. Carried.

Jack made the committee aware that the exam results of the Special Education Program Coordinator exam have been received. It was recommended that the Health Services Committee be notified of the established eligible list.

epare solution

Discussion was held regarding Fire Dispatcher positions and the designation of a handicapped position. Motion was made by Alton Sylor and seconded by James Gallman to request that the Board of Legislators consider designation of a handicapped position of Fire Dispatcher or Head Fire Dispatcher. Motion carried.

Meeting adjourned.

J. Morgan
DEC 1 1988
NOT APPROVED

PERSONNEL COMMITTEE

November 30, 1988

Present: Frances Barnes, Alton Sylor, Lee Frair, Patrick Barry, Leonard Watson and Jack Rosell.

Minutes of the November 11, 1988 meeting were amended in the last paragraph to read...Board of Legislators recommend that the Personnel Officer designate a position of Fire Dispatcher as a handicapped position... Motion made by Alton Sylor to approve the minutes as amended, seconded by Patrick Barry. Carried.

Bills and the Hartford audit were approved for payment by motion from Patrick Barry, seconded by Lee Frair and carried.

Board of Elections requested a transfer of funds within their .4 accounts totalling $917.58. Motion was made by Patrick Barry, seconded by Alton Sylor to approve transfer. Carried.

Personnel Department requested a transfer of funds from 1430.409 to 1430.429 totalling $300.00. Motion was made by Alton Sylor, seconded by Lee Frair to approve transfer. Carried.

Several department budget sheets were reviewed by the committee.

Andrew Lucyszyn, Public Health Director, James Sikaras, County Attorney and Jack Rosell discussed with the committee the letter received from A.F.S.C.M.E. regarding the slotting of the Public Health Educator title in the Non-Unit Salary Plan. Jack is to check salary comparisons for next meeting.

Mr. Lucyszyn also discussed with the committee several upgradings within his department and creation of certain positions. It was recommended that he present an organizational chart at the next meeting and salary comparisons be done. It was noted that only slotting titles in appropriate grades within a salary plan would be done by the Personnel Committee, creation of positions is to be done by the Health Services Committee.

Joan Sinclair, Commissioner of Social Services discussed with the committee the slotting of titles in the salary plans for certain positions to be created under the Child Assistance Program. Motion was made by Patrick Barry to place the title of CAP Coordinator in Grade 15 of the Non-Unit Salary Plan, CAP Case Manager in Grade 17 of the A.F.S.C.M.E. Salary Plan and CAP Specialist in Grade 15 of the A.F.S.C.M.E. Salary Plan, seconded by Lee Frair and carried.

pare
olutions

Frances Barnes read a letter from the Town of Andover regarding past Election Day voting problems. It was decided to ask the Election Commissioners to attend the December 28, 1988 meeting to discuss the matter.

Meeting adjourned.

NOT J. Margeson

PERSONNEL COMMITTEE

APPROVED

December 9, 1988

DEC 12 1988

Present: Frances Barnes, James Gallman, Patrick Barry, Alton Sylor, Lee Frair, Leonard Watson, James Raptis and Jack Rosell.

Minutes of the November 30, 1988 committee meeting were approved by a motion from Lee Frair, seconded by James Gallman and carried.

James Cretekos presented information regarding expenditures in the Board of Elections budget and the need to appropriate more money to balance at the end of the year. Motion was made by Alton Sylor, seconded by Lee Frair to refer to Ways and Means Committee for action. Motion carried.

Jack reported the disability cost for Legislators for 1988 and 1989.

Discussion was held regarding filling the positions of Fire Dispatcher.

Jack presented the committee with a salary survey of area counties for Public Health Educator. Motion was made by Lee Frair to place Public Health Educator in A.F.S.C.M.E. Salary Plan at Grade 17. After further discussion the motion was withdrawn by Lee Frair.

Jen Creighton discussed with the committee the qualifications of Special Education Program Coordinator as stated on the recent examination announcement for said position and the duties of the position. The committee requested Jen complete a duty statement and present it to the Personnel Officer upon completion.

The County Clerk's Office requested a transfer of funds within .4 accounts totalling $731.64. Motion was made by Alton Sylor, seconded by Patrick Barry to approve the transfers. Motion carried.

Jack reported to the committee two possible grievances.

The committee discussed with the Public Health Director placing the title of Public Health Educator in Grade 17 of the A.F.S.C.M.E. Salary Plan. It was determined that other salary surveys should be made before a determination is made.

Patrick Barry discussed with the committee employee drug testing.

Meeting adjourned.

J Morgan

DEC 30 1988

APPROVED

PERSONNEL COMMITTEE

December 28, 1988

Present: Frances Barnes, Alton Sylor, James Gallman, Patrick Barry, Lee Frair, James Raptis, Leonard Watson and Jack Rosell.

Minutes of the December 9, 1988 meeting were approved by motion from Patrick Barry, seconded by James Gallman and carried.

Discussion was held with Larry Wilson and James Cretekos regarding Andover's past election problems. Discussion was also held regarding the Board of Elections computer situation.

epare solution

Motion was made by Alton Sylor, seconded by James Gallman to recommend the reappointment of Larry Wilson as Election Commissioner. Motion carried.

The matter of placing Coroners under the jurisdiction of the Health Service Committee was mentioned. No recommendation by the Personnel Committee will be made until after the first of the year.

Transfer of funds within the County Attorney's .4 accounts totalling $886.12 were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

Jack reported that one of the two grievances mentioned last meeting has been resolved.

epare solution

Discussion was held regarding the placing of Public Health Educator in the A.F.S.C.M.E. Salary Plan. Motion was made by Patrick Barry, seconded by Lee Frair to place Public Health Educator in Grade 17 of the A.F.S.C.M.E. Salary Plan. Motion carried. The committee recommended step 3 for a year for the incumbent.

Thomas McLaughlin, Veterans' Service Agency Director, requested permission and money in advance to attend International Conference in Washington, D.C. February 27-March 1, 1989. Motion was made by Lee Frair, seconded by Alton Sylor and carried. The committee expressed appreciation of Mr. McLaughlin's report to the committee of the last conference he attended.

Several department budget sheets were reviewed.

Hartford audit, Blue Cross/Blue Shield audit and bills were approved by motion from Alton Sylor, seconded by James Gallman and carried.

Meeting adjourned.