Click to Search
o push Ctrl F

NOT APPROVED

JAN 25 1989

PERSONNEL COMMITTEE

January 11, 1989

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

Minutes of the December 28, 1988 committee meeting were approved by a motion from Patrick Barry, seconded by Frances Barnes and carried.

Motion was made to go into executive session by Patrick Barry, seconded by Frances Barnes and carried.

Motion made by Patrick Barry, seconded by Frances Barnes to go back into regular session. Carried.

James Cretekos discussed computer updating needs the Board of Elections has and requested permission to go to the Central Services Committee with proposed computer system needs. Motion was made by Lee Frair, seconded by Patrick Barry for James Cretekos to go to the Central Services Committee. Carried.

The County Attorney requested the committee's approval to purchase a five drawer lateral file at $671.00. Motion was made by Patrick Barry and seconded by Lee Frair to approve request. Carried.

epare
esolution

Motion was made by Patrick Barry, seconded by Frances Barnes to approve the appointment of Thomas McLaughlin as Director of the County Veterans' Service Agency and that the County Attorney prepare the appropriate resolution. Motion carried.

Jack reported that Blue Cross rates will be dropping and the County will receive an adjustment.

Jack stated that the grievance in the Sheriff's Department will more than likely go to arbitration.

Motion was made by Lee Frair to go into executive session, seconded by Max Allen and carried.

Motion to go back into regular session was made by Patrick Barry and seconded by Lee Frair. Motion carried.

Motion was made by Patrick Barry and seconded by Max Allen that on the advice of the County Attorneys there was no legal reason to adjust the retirement membership date of Cecelia Yehl and no action be taken. Motion carried.

Jack made the committee aware that the proposed pay change for Jenevieve Creighton must be made by resolution offered by the Health Services Committee.

Meeting adjourned.

J. Margeson
JAN 25 1989

PERSONNEL COMMITTEE

January 25, 1989

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

Minutes of January 11, 1989 committee meeting were approved by a motion from Patrick Barry, seconded by Lee Frair. Motion carried.

Alton Sylor read from a letter received from Steve Rennie, A.F.S.C.M.E. President regarding negotiating the trade of the day after Thanksgiving for prescription card for A.F.S.C.M.E. retirees. Jack reported the cost of the day after Thanksgiving as $1,666. Discussion was held regarding prescription cost for A.F.S.C.M.E. retirees. More information was requested on the matter for the next meeting.

Discussion was held regarding moving Coroners to the jurisdiction of the Health Services Committee. Motion was made by Patrick Barry to recommend the move of Coroners to Health Services Committee and refer the action to the Rules and Legislation and Health Services Committees, seconded by Frances Barnes. Motion carried.

Discussion was held regarding acquiring an outside consultant or establishing an ad hoc committee made up of personnel from private industry to review department head ranking and salaries.

Metropolitan representatives Raymond DeTine and Kevin Gildner discussed with the committee the availability of life insurance and IRA's through group plans.

Hartford audit and bills were approved for payment by motion from Lee Frair, seconded by Frances Barnes. Carried.

Meeting adjourned.

NOT APPROVED

PERSONNEL COMMITTEE J. Morgan

NOT APPROVED FEB 10 1989

February 10, 1989

PRESENT: Alton Sylor, Frances Barnes, Patrick Barry, Max Allen, Lee Frair, Board Chairman and Jack Rosell

Minutes of the January 25th meeting were approved by motion from Frances Barnes, seconded by Lee Friar and carried.

Several employees of the Social Service Department approached the Personnel Committee in regard to A.F.S.C.M.E. employees keeping the $3.00 Co-Pay prescription plan upon retirement. After much discussion Chairman Sylor told Mr. Steve Rennie, Local President, that he would have an answer after further research. (Social Service employees were June Foreman, Marian Clark, Grace Asselin, Dolores Roeske, Eleanor Gosper and Jerry Jones from the Tax Department).

REPARE ESOLU-ION

John Mancuso, Deputy Superintendent of Public Works II appeared before the Committee in regard to the position of Landfill Supervisor. Because the duties have changed since the creation of the Landfill and are very similar to the Transfer System Supervisor a motion was made by Lee Friar, seconded by Max Allen to remove the title of Landfill Supervisor from Grade 11 and place it in Grade 12 of the Non-Unit Graded Salary Plan. Motion carried.

Discussion was also held on the position of Landfill Operator. A motion to abolish this position from the Unit Salary Plan was made by Pat Barry, seconded by Max Allen and carried. Later the same day both Deputies of Public Works met with the Personnel Officer and have decided on another course of action to be discussed with the next Personnel Comittee meeting. **(County Attorney, please take no action.)**

Mr. Kenneth Hutchings of the Lawrence Agency Corp. discussed with the Committee their plan for group life insurance. It was a good presentation.

Board Chairman Raptis requested that the County Attorney and the Personnel Officer attend the Health Services Committee on the 21st of February to address the question of salary increase for Jenevieve Creighton.

Meeting Adjourned.

FEB 23 1989 J Mangan

PERSONNEL COMMITTEE

February 22, 1989

Present: Alton Sylor, Frances Barnes, Max Allen, Lee Frair, James Raptis and Jack Rosell.

Minutes of the February 10, 1989 meeting were approved by a motion from Max Allen, seconded by Lee Frair and carried.

Jack reported that a resolution for Jenevieve Creighton's salary increase has been prepared and will go before the Board on February 27, 1989.

Jack stated that he talked with David Roeske and John Mancuso since the last Personnel Committee meeting and it was determined that Landfill Operator was a needed position but the duties needed to be revised. It was also proposed to upgrade the title from Grade 12 to Grade 13 of the A.F.S.C.M.E. Salary Plan. A motion was made by Lee Frair to rescind the motion to abolish the position of Landfill Operator which was made at the February 10, 1989 Personnel meeting, seconded by Max Allen and carried. Due to a review of the duties of the Landfill Operator position by the Personnel Officer and the Public Works Deputies it was moved by Frances Barnes to remove Landfill Operator from Grade 12 and place it in Grade 13 of the A.F.S.C.M.E. Salary Plan, seconded by Max Allen and carried.

epare
solution

Discussion was held regarding the current title of Probation Officer Assistant and the request of the Probation Director and Personnel to change the title to Probation Assistant. The title of Probation Assistant better describes the position and coincides with NYS Local Exams title. Motion was made by Max Allen, seconded by Lee Frair to change the title of Probation Officer Assistant in Grade 13 of the A.F.S.C.M.E. Salary Plan to Probation Assistant. Carried.

re
solution

A letter was read by Alton Sylor from the Metropolitan Insurance Representatives, Raymond DeTine and Kevin Gildner, thanking the committee for allowing them to make their insurance presentation at the January 25, 1989 meeting.

Request was received from the Board of Elections to transfer funds from Account 1450.424 to 1450.403 totalling $500 due to miscalculated dollar amount required to cover maintenance costs plus increase in Multigraphics billing. Motion was made by Lee Frair, seconded by Frances Barnes to approve transfer. Motion carried.

Discussion was held regarding sending a survey letter to Non-Unit employees, Department Heads and Legislators as to their interest in a Group Insurance Plan.

Discussion was held regarding rates and cost of Blue Cross premium for A.F.S.C.M.E. Retirees with a $3 Prescription Drug Rider. Motion was

made by Max Allen and seconded by Lee Frair to have Jack compile further projected cost information, to have Jack contact the Union and the employees present at the February 10, 1989 meeting who discussed the matter of $3 Prescription Drug Rider for A.F.S.C.M.E. Retirees and explain the costs, and so notify the Union that this is an item subject to negotiation. Motion carried.

Jack reported he has a labor-management meeting February 23rd with Public Works employees.

The County and the Deputy Sheriff's Association are going to Arbitration on growing beards in the Sheriff's Department. No date has been set. No arbitrator has been assigned.

Frances Barnes moved to go into attorney-client session, seconded by Max Allen and carried.

Max Allen moved to return to regular session, seconded by Lee Frair and carried.

Motion was made by Max Allen, seconded by Lee Frair that upon review of the facts as determined by the committee and in light of the legal principles stated by the County Attorney's Office it is hereby decided that the request of Cecelia Yehl, for special state legislation to receive Tier 2 instead of Tier 3 benefits and which would indicate, in effect, that the County was at fault, is hereby denied. Motion carried. Letter is to be sent to Cecelia Yehl notifying her of committee action.

Hartford and Blue Cross audit and bills were approved for payment by motion from Lee Frair, seconded by Frances Barnes and carried.

Department budget sheets were reviewed.

Meeting adjourned.

MAR 9 1989

NOT APPROVED

PERSONNEL COMMITTEE

March 8, 1989

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

Minutes of the February 22, 1989 meeting were approved by a motion from Max Allen, seconded by Frances Barnes. Carried.

Jack reported to the Committee that he sent a letter to the Union as directed by the Committee at the February 22, 1989 meeting regarding a Prescription Drug Rider for A.F.S.C.M.E. retirees.

The Committee directed that a letter be sent to the Chairman of the Board and to the members of the Real Property Tax Service Committee referring that committee to action taken in the Legislators' Proceedings of 1984, Resolution 18-84 and recommending this action by the Real Property Tax Service Committee. Resolution to come from Real Property Tax Service Committee. Motion was made by Frances Barnes to support this action, seconded by Max Allen and carried.

Jack reported that a representative from New York Life wanted to speak to the Committee at the next meeting regarding group life insurance. The Committee decided to wait to talk to any more insurance representatives until the survey results were in.

The Arbitrator for the beards in the Sheriff's Department has been appointed. No date has be set.

Jack gave to the Committee for review a policy on sexual harrassment. The County should adopt a policy and the County Attorney is prepared to develop this upon the direction of the Personnel Committee.

Each member received a copy of the Veterans Service Agency Director's report on his trip to Washington, D.C.

Alton Sylor read a letter from Thomas McLaughlin making the Committee aware of his resignation effective August 31, 1989.

Motion was made by Max Allen to adjourn the meeting, seconded by Patrick Barry and carried.

NOT APPROVED
J. Marquesa
MAR 30 1989

PERSONNEL COMMITTEE

March 29, 1989

Present: Alton Sylor, Lee Frair, Frances Barnes, Max Allen, James Raptis and Jack Rosell.

Minutes of the March 8, 1989 meeting were approved by motion from Lee Frair, seconded by Max Allen and carried.

James Cretekos came to the committee to ask that no action be taken on requests that may come from the Board of Elections to attend a May seminar. He wishes to discuss the matter with Larry Wilson first. Jim also asked the policy for payment when attending a conference with your spouse. Discussion was held.

The survey sent Non-Unit employees and Department Heads regarding group life insurance showed 37 responded in favor of group life insurance. Committee feels to go ahead and look into this further. It was decided to have the Personnel Officer contact area insurance companies to submit in writing a proposal for group life insurance for the Non-Unit employees and Department Heads. Those interested companies must submit their proposal by May 10, 1989.

The arbitration on beards in the Sheriff's Department is scheduled for May 15th.

Discussion was held regarding Blue Cross coverage costs.

Andrew Lucyszyn and Beverly Lewis from the Health Department discussed with the committee the proposal to create a position of Nurse Practitioner and the fiscal impact of having this position filled with a county employee rather than having it contracted.

Jack reported that there is legislation to reinstate the $5.00 fee to take civil service exams. Discussion was held.

Classification review was completed by the Personnel Department on a position of Account Clerk Typist in the Treasurer's Office. It was determined that the position should be classified Computer Operator. After discussion a motion was made by Frances Barnes, seconded by Max Allen to abolish one position of Account Clerk Typist and create one position of Computer Operator to be placed in Grade 10 of the A.F.S.C.M.E. Salary Schedule. Motion carried.

pare
olution

Copies of the Non-Unit Salary Schedule and grades were given to each of the committee members.

Joseph Presutti requested of the committee permission to fill a position of Account Clerk Typist while the incumbent is on maternity leave. Motion was made by Max Allen and seconded by Lee Frair to approve the temporary hire.

Alton Sylor referred to the report received last meeting from Thomas McLaughlin as very good.

Survey completed by Linda Canfield at the request of Alton Sylor on various Veteran Service Agencies was reviewed by the committee and discussion was held.

Committee reviewed department budget sheets.

Blue Cross audit, Hartford audit and bills were approved for payment by motion from Max Allen, seconded by Frances Barnes and carried.

Meeting adjourned.

J. Mangeson

APR 12 1989

NOT APPROVED

PERSONNEL COMMITTEE

April 10, 1989

Present: Alton Sylor, Lee Frair, Frances Barnes, Max Allen, James Raptis, Jack Rosell, Thomas McLaughlin and James Sikaras; representing the Allegany County American Legion Richard Wilson, American Legion County Commander and Irving Shelp.

A special Personnel Committee meeting was held at 10:30 a.m. to discuss the procedure in filling the Veterans Agency Director position. This position will be vacant after August 31, 1989 due to the retirement of Director Thomas McLaughlin. Mr. Sikaras, County Attorney came to discuss what formal action the Board of Legislators must take in filling the director position, accepting the letter of resignation from Mr. McLaughlin and accepting recommended applicants from the County American Legion.

J. Margeson

APR 20 1989

NOT APPROVED

ADDENDUM

PERSONNEL COMMITTEE

SPECIAL MEETING APRIL 10, 1989

Alton Sylor made the motion to go into executive session, seconded by Frances Barnes and carried.

In regular session the committee decided to support filling the position on a full-time basis. The American Legion committee would screen applicants and recommend 3 - 4 applicants. These applicants would be interviewed by the Personnel Committee for final selection.

J. Morgan

APR 20 1989

PERSONNEL COMMITTEE

April 14, 1989

NOT APPROVED

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

Motion was made by Lee Frair to approve minutes of the March 29, 1989 Personnel Committee meeting, seconded by Frances Barnes and carried.

Lee Frair had invited Virginia Delaney, Nutrition Services Coordinator, who is retiring in May, to explain her position and the program she operates.

James Cretekos sent a notice of a staff meeting in regards to the decision made by the department that no more than two people from Board of Elections would attend any conference, seminar, etc.

Jack commented on the letter sent to area insurance agents.

Jack also reported that he spoke at the Town Highway Superintendents Association meeting April 11, 1989 on civil service and progressive discipline.

James Raptis brought up the matter of Department Head salaries and Non-Unit employee salaries. Discussion was held.

Meeting adjourned.

MAY 1 1989

S. Morgan

APPROVED

PERSONNEL COMMITTEE

April 24, 1989

Present: Alton Sylor, Max Allen, Frances Barnes, Patrick Barry, Ceylon Snider, James Raptis and Jack Rosell.

A special Personnel Committee meeting was called after the Board meeting to read and discuss letters received by Legislators from Robert Brundage and Reynard Meacham. The decision was made to take up these matters at the April 26, 1989 Personnel Committee meeting.

L Morgan

NOT APPROVED

APR 27 1989

PERSONNEL COMMITTEE

April 26, 1989

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

Minutes of the April 10, 1989 and April 14, 1989 meetings were approved by motion from Patrick Barry, seconded by Lee Frair and carried.

Discussion was held regarding a letter from Robert Brundage received by the Legislators. Jack offered to write to Mr. Brundage explaining the situation.

Discussion was held regarding a letter from Reynard Meacham. The Committee decided to continue discussion at the next meeting after more information was obtained. It was recommended that Jack send a letter to Mr. Meacham explaining that the Committee is considering his letter.

Updated Unit Salary Grades were distributed to the Committee.

The Committee reviewed the County Clerk's budget sheet.

A request was received from Larry Wilson, Cecelia Yehl and James Cretekos to attend the New York State Election Commissioners Conference May 8 - 10 at Bolton's Landing. Motion was made by Frances Barnes and seconded by Lee Frair to approve requests. Motion carried.

Jack distributed salary survey information to each committee member for their review.

Discussion was held regarding the decision of the Health Services Committee to not approve the creation of a temporary Nutrition Services Coordinator position for training purposes due to the retirement of the present Nutrition Services Coordinator.

Bills, Blue Cross audit and Hartford audit were approved for payment by motion from Lee Frair, seconded by Max Allen and carried.

Meeting adjourned.

NOT APPROVED

PERSONNEL COMMITTEE

J. Margeson

MAY 17 1989

May 12, 1989

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

Minutes of the April 24, 1989 and April 26, 1989 committee meetings were approved by a motion from Patrick Barry, seconded by Frances Barnes and carried.

Chairman Sylor referred to letters that were sent to Mr. Meacham and Mr. Brundage by Jack Rosell as the committee requested.

The Chairman referred to a letter from Dick Wilson regarding applicants for the Veterans' Service Agency position. To date 23 applications have been received by Mr. Wilson. Cut off date to receive applications is May 22, 1989. Interviews are scheduled for May 18, 23, 24 and 25 at the County Office Building.

Letters and resolutions were received from the Chautauqua County Veterans' Service Agency and the Chautauqua County Legislature requesting support for New York State to complete a feasibility study in Western New York for a State veterans nursing home. Motion was made by Lee Frair, seconded by Patrick Barry that a resolution in support of this study be prepared and offered to the Board of Legislators for vote. Motion carried. County Attorney is to receive letters and resolution.

are
lution

Jack Rosell reported that six insurance agencies had submitted proposals. Due to duplication, only four insurance proposals were received from the area. This count does not include the proposal from the Syracuse area company. Decision was made to review the proposals at the next meeting.

Alton Sylor noted that he, Frances Barnes and John Margeson met with the State veterans representative based in Wellsville to make him aware of the upcoming appointment of a new veterans' agency director and promote harmonious relations between the two offices.

Jack stated that the arbitration for beards in the Sheriff's Office is scheduled for Monday, May 15, 1989.

A duty statement received from the Employment and Training Office was discussed with the committee.

James Raptis stated that the County Attorney is working on a sexual harassment policy for the County.

Mr. Raptis reminded the committee that the Sheriff's contract and the Nurses' contract expire 12/31/89 and consideration should be taken as to what should be done. Also a decision about Mr. Meacham's request should be made as soon as possible.

Committee went into Executive Session.

Meeting adjourned.

J. Morgesen

APPROVED MAY 31 1989

PERSONNEL COMMITTEE

May 31, 1989

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

Minutes of May 12, 1989 were approved by motion of Frances Barnes, seconded by Patrick Barry and carried.

Department bills, Blue Cross audit and Hartford audit were approved for payment by motion of Lee Frair, seconded by Max Allen and carried.

PARE
LUTION

Andrew Lucyszyn requested a position of Seasonal Public Health Engineer to work 90 calendar days this summer on work that is backlogged in the Public Health Department. The employee is an Alfred University engineering student. Motion was made by Max Allen to create one position of Seasonal Public Health Engineer in the Public Health Department to be abolished at the end of 90 calendar days. Seasonal Public Health Engineer title to be placed in Section 4 Salary Plan at the rate of $10.00/hour. Motion seconded by Lee Frair and carried.

Patrick Barry proposed the idea of an office of County Engineer which would give expertise to Public Health and Public Works Departments. This office would be instead of hiring consultants. Discussion was held.

Alton Sylor received a copy of the Board of Elections State Seminar. A copy will be made for each committee member.

Jack reported that New York State Civil Service will be requiring a fee for State exams starting September 1, 1989.

A letter from the New York State Nurses' Association was received by Jack requesting to negotiate a new contract.

Jack also made the committee aware that everything had been done for retired employee Avery Mosher that the Personnel Department could do. It takes a number of weeks for the New York State Employees' Retirement System to process the applications for retirement.

Jack made the committee aware that the Head Fire Dispatcher and Fire Dispatcher exam results had been received from Albany.

are
lution

Jack reported reviewing a duty statement completed by Sharon Keib, Account Clerk Typist in Workers' Compensation Office at the request of John Haynes, Executive Secretary. Jack explained that the proper classification for the position is Senior Account Clerk Typist and that Sharon runs the office three days a week. Motion was made by Patrick Barry and seconded by Lee Frair to abolish one position of Account Clerk Typist in the Workers' Compensation Office and bring into being one position of Senior Account Clerk Typist. Motion carried.

REPARE
SOLUTION

Position of Building Maintenance Mechanic was discussed. It was determined that the Public Works Committee minutes which referred to a "Building Maintenance position" was in fact Building Maintenance Mechanic. After further discussion, Patrick Barry moved to bring into being one position of Building Maintenance Mechanic in the Public Works Department, Division of Buildings and Grounds the title to be placed in Grade 18 of the A.F.S.C.M.E. Salary Schedule. Seconded by Max Allen. Motion carried.

Resumes were distributed to each committee member of the three final candidates for the Veterans' Service Agency Director position chosen by the Legion search committee. A special meeting was set for 7:00 p.m. June 15, 1989 to interview the candidates. Personnel Department will notify the candidates of the interview meeting and send a reminder to the committee members.

James Gallman discussed with the committee pre-employment drug testing for Allegany County.

Allegany County won the arbitration on beards in the Sheriff's Department. $438.71 was the County's cost.

Meeting adjourned.

J. Margesson
JUN 12 1989

PERSONNEL COMMITTEE

June 9, 1989

Present: Alton Sylor, Frances Barnes, Patrick Barry, James Raptis and Jack Rosell.

Minutes of the May 31, 1989 meeting were approved by motion from Patrick Barry, seconded by Frances Barnes and carried.

Dick Wilson, Allegany County Legion Commander discussed with the committee the procedure taken by the nine member legion committee in interviewing the 27 candidates who filed resumes for the position of Veterans' Service Agency Director. The Personnel Committee extended thanks to Mr. Wilson for all the legion committee's work and commended Mr. Wilson on the excellent job done.

Chairman Sylor shared letters with the committee members which recommended the three final candidates for the Veterans' Service Agency Director position.

Discussion was held regarding interview procedures.

Request was received from Cecelia Yehl and Larry Wilson to attend the New York State Election Commissioners Conference in Canandaigua June 26 - June 29, 1989. Motion made by Frances Barnes, seconded by Patrick Barry to approve requests. Motion carried.

Jack Rosell reported that he talked with Marsha Found, a representative of Roche Biomedical Laboratories regarding pre-employment drug testing. Cost is negotiable. Jack gave figures of the number of pre-employment physicals done in 1988 - 135 and as of June 1989 - 59. Discussion was held.

Jack reported that Meredith Green is filing for disability retirement. She is a Cook in the Sheriff's Department.

Discussion was held regarding department budgets and the percentage amount department heads should use for Non-Unit employees. No decision was made.

Discussion was held regarding the Building Maintenance Mechanic position and the grading of the same. Chairman Sylor directed that the resolution for the creation of the position and the grading of the title in the A.F.S.C.M.E. Salary Plan be pulled by the County Attorney. It was also suggested that Dick Young, Dennis Dunham and Steve Rennie be asked to attend the next meeting June 28, 1989 to discuss this position.

Mr. Raptis reminded the committee again of the two upcoming contracts due to expire at the end of this year and the decision of negotiating in house or not that must be made.

Meeting adjourned.

J. Morgan
JUN 29 1989

PERSONNEL COMMITTEE

June 28, 1989

Present: Alton Sylor, Max Allen, Frances Barnes, Patrick Barry, James Raptis and Jack Rosell.

Minutes of the June 9, 1989 committee meeting were approved by motion from Lee Frair, seconded by Frances Barnes and carried.

re
ution

Jack presented a list of July increments to be granted by resolution. All employees eligible to receive a July increment have their department head approval. Motion was made by Patrick Barry, seconded by Frances Barnes granting July increments for certain eligible employees. Motion carried.

A referral from the Health Services Committee regarding the hiring of a nurse was discussed. No action was needed as the Nurses' contract clearly covers the matter.

An Employee Services pamphlet was passed out to committee members for review.

Jack stated that the Real Property Tax Committee asked for a salary survey of Directors of Real Property Tax from surrounding and comparable counties. This has been completed.

Jack distributed to the committee information on fees the New York State Civil Service is going to collect starting October 1, 1989. It was suggested that the county charge only the minimum fee of $5.00 and that no exceptions would be granted as to who has to pay the fee. Motion was made by Max Allen to set the fee at $5.00 and no exceptions in collecting fees would be established, seconded by Lee Frair and carried. Voting No - Frances Barnes.

re
ution

Dick Young, Superintendent of Public Works, Dennis Dunham, Maintenance Supervisor and Steve Rennie, A.F.S.C.M.E. President discussed with the committee the slotting in the proper grade the title Building Maintenance Mechanic. Motion was made by Frances Barnes, seconded by Max Allen to change previously pulled resolution to show Grade 15 NOT Grade 18. Motion carried. Chairman Raptis requested that the resolution be prepared for the first Board meeting in July.

James Mulholland discussed with the committee the matter of payment of longevity to an employee anticipating retirement or resignation and when an employee has been off the payroll, i.e., disability leave. It was determined that Jim and Jack would discuss the matter with the County

Attorney, propose a policy and present it to the committee for acceptance.

Referral was received from the Public Safety Committee at the request of the District Attorney to upgrade Secretary to the District Attorney from Grade 2 to Grade 5 of the Non-Unit Salary Schedule. After discussion it was determined that a desk audit was the recommended action to take and was so moved by Patrick Barry and seconded by Frances Barnes. Carried.

pare
olution

Discussion was held with the County Attorney regarding the desecration of the American flag. It was the request of the committee to prepare a resolution.

Request of transfer of funds was received from the Board of Elections - $500.00 from 1450.421 to 1450.405. Motion made by Lee Frair, seconded by Patrick Barry to approve transfer. Motion carried.

Bills, Blue Cross audit and Hartford audit were approved for payment by motion from Max Allen, seconded by Frances Barnes and carried.

The Personnel Committee recommended the name of Duane Griswold to the Chairman of the Board for the position of Director of Veterans' Service Agency.

Meeting adjourned.

JUL 17 1989

PERSONNEL COMMITTEE

July 14, 1989

NOT APPROVED J. Morgan

Present: Alton Sylor, Max Allen, Frances Barnes, Patrick Barry, James Raptis and Jack Rosell.

Minutes of the June 28, 1989 committee meeting were approved by motion from Patrick Barry, seconded by Frances Barnes and carried.

Jack informed the committee that the first quarter unemployment cost was $2,510.75 and that the second quarter was $1,084.50.

Motion was made by Frances Barnes and seconded by Max Allen to go into Executive Session to discuss a personnel problem. Motion carried.

Motion was made by Max Allen to go out of Executive Session, seconded by Patrick Barry. Carried.

A referral from Public Works in regard to a fuel truck was explained by Jack. The Public Works Committee can abolish one position of Motor Equipment Operator and create one position of Motor Equipment Operator I as this piece of equipment weighs 10 ton and therefore should be classified as MEO I.

Jack informed the committee that a Labor-Management meeting would be scheduled in regard to a leave of absence in the County Clerk's Office.

Mr. Raptis brought up the question of slotting the position of Planner. This will be discussed and reviewed at the meeting on July 26, 1989.

The committee directed Jack to review the group life insurance proposals and then give the committee his recommendation. The County Treasurer will also review the proposals.

Discussion was held regarding a letter from Reynard Meacham. This discussion will be continued at the next meeting on July 26, 1989.

Meeting adjourned.

JUL 26 1989

NOT APPROVED

J. Morgan

PERSONNEL COMMITTEE

July 26, 1989

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

Minutes of the July 14, 1989 committee meeting were approved by motion from Patrick Barry, seconded by Max Allen and carried.

Discussion was held regarding the changing of a Motor Equipment Operator position in Public Works to Motor Equipment Operator I. Jack said that this matter will be discussed at the Labor Management meeting scheduled for August 3, 1989.

Jack reported that the matter of a leave of absence in the County Clerk's Office was settled as an extension of a maternity leave of absence. The Union is aware of the decision.

A duty statement was received on the position of Secretary to the District Attorney. A copy was sent to the Civil Service consultant in Albany for recommendation of an appropriate specification.

Chairman Raptis requested the committee to approve his appointment of Duane Griswold as Director of the County Veterans' Service Agency and the County Attorney prepare the appropriate resolution. Motion was made by James Raptis, seconded by Patrick Barry to approve action. Motion carried.

Motion was made by Lee Frair and seconded by Frances Barnes that the new Director of Veterans' Service Agency be part-time for one week before his actual effective date of hire for orientation purposes. Motion carried.

The Planner spec was presented to the committee for review. Jack said he has talked to the Union President explaining the reasoning of putting the title in the Non-Unit Salary Grade. Motion was made by Patrick Barry, seconded by Lee Frair to place the title of Planner in Grade 15 of the Non-Unit Salary Schedule. Motion carried.

Letter received from Robin Haskins addressed to County Legislators was reviewed. It was determined that the Administrative Assistant should prepare a response to her letter.

A letter was read from Berwyn J. Hauser received by Chairman Raptis regarding the responsibility of the House of Representatives to the American Flag. The letter was discussed and agreed with.

Jack distributed to the committee a copy of the County's medical policy. After discussion it was moved by Lee Frair and seconded by Max Allen to not deviate from the County policy as it stands. Motion carried. Jack will notify Mr. Meacham of the committee action.

Jack read minutes of a committee meeting in which one position of Employment and Training Counselor was to be abolished and one position of Senior Employment and Training Counselor was to be created. Jack stated that this action should have been preceded by a desk audit done by the Civil Service Department.

Departments under the jurisdiction of the Personnel Committee are to be notified of budget review to be held at the August committee meetings.

A purchase request from the Board of Elections for computer equipment was read and discussed with Larry Wilson. Before action is to be taken Mr. Wilson was asked to look into the cost of in-house operation of the same procedure that is done through Alfred College.

Motion was made by Patrick Barry and seconded by Max Allen and carried to approve the Blue Cross and Hartford audit and bills.

Meeting adjourned.

NOT APPROVED

PERSONNEL COMMITTEE

August 11, 1989 AUG 11 1989

Present: Alton Sylor, Max Allen, Lee Frair, Patrick Barry, James Raptis and Jack Rosell.

Minutes of the July 26, 1989 meeting were approved by motion from Max Allen, seconded by Lee Frair and carried.

Elections Commissioners James Cretekos and Larry Wilson discussed with the committee the purchase of computer equipment. Mr. Cretekos will return on August 30 with more information.

Jack reported that information is being gathered on the duties statement received from the District Attorney's Office.

The committee reviewed the 1990 budget from the Board of Elections. A motion was made by Patrick Barry, seconded by Max Allen to approve .2 and .4 accounts as submitted.

Motion was made by Max Allen and seconded by Lee Frair to recommend to the Budget Officer a 5% increase for the Deputy Election Commissioners and 5% for the Election Commissioners totalling $7,875. Motion carried.

The committee reviewed the 1990 budget from the Personnel Department. Motion was made by Max Allen and seconded by Lee Frair to approve .2 and .4 accounts as submitted. Motion was made by Patrick Barry, seconded by Max Allen to recommend a 5% increase for the Personnel Officer for salary of $34,886 and to accept the Non-Unit salaries as indicated. Motion carried.

Jack reported that the situation of the Motor Equipment Operator position in the Public Works Department was resolved and referred to the Public Works Committee for action.

The committee reviewed a request from the Veterans' Office for a transfer of funds to cover the accrued leave to be paid to the retiring director and the salary of the new director totalling $8,329. Motion was made by Patrick Barry and seconded by Max Allen to refer to Ways and Means Committee for action. Motion carried.

The committee reviewed the .1 account of the Veterans' budget and by a motion from Patrick Barry, seconded by Lee Frair approved the salaries as listed. A motion was made by Lee Frair and seconded by Patrick Barry to approve .2 and .4 accounts as submitted. Motion carried.

The committee reviewed the duties statement and the specification of County Historian. Further information was requested from the Personnel Department.

Meeting adjourned.

J. Margesson NOT APPROVED AUG 31 1989

PERSONNEL COMMITTEE

August 30, 1989

PRESENT: Alton Sylor, Lee Frair, Frances Barnes, Max Allen, Patrick Barry and Jack Rosell

Minutes of the August 11, 1989 meeting were approved by motion from Lee Frair, seconded by Patrick Barry. Motion carried.

James Cretekos discussed with the committee the purchase of a computer and printer. Motion was made by Patrick Barry, seconded by Lee Frair to approve purchase. Motion carried. Request forwarded to Clerk of the Board.

'ARE LUTION

James Sikaras discussed with the committee the upgrading of two position titles of Secretary to the County Attorney from Grade 2 to Grade 4. Discussion was held regarding the request of the District Attorney to upgrade the position title of Secretary to the District Attorney. Motion was made by Lee Frair to remove from the Non-Unit Salary Plan Grade 2 Secretary to the County Attorney and Secretary to the District Attorney and place them in Grade 4 of the Non-Unit Salary Plan. Motion carried.

After further discussion on salary grade determinations a motion was made by Frances Barnes to have Jack Rosell look into the cost and etc. of professional salary consultants. Motion seconded by Patrick Barry and carried.

James Euken came to the meeting to discuss the upgrade the Secretary to the District Attorney. The committee informed Mr. Euken of their action to place the title in Grade 4 of the Non-Unit Salary Plan.

'ARE LUTION

Discussion was held regarding the completed duty statement of the County Historian. Motion was made by Patrick Barry to remove the position title of County Historian from Grade 1 of the Non-Unit Salary Plan and place the title in Grade 9. Motion seconded by Max Allen. Motion carried.

Jack made the committee aware of a grievance in the Public Works Department.

Jack reported that he was still reviewing insurance proposals.

The budget of the County Clerk was reviewed. Motion was made by Lee Frair and seconded by Frances Barnes to approve the .2 account. Motion carried. Motion was made by Frances Barnes and seconded by Patrick Barry to approve the .4 accounts. Motion carried. Motion was made by Patrick Barry and seconded by Max Allen to approve the graded salary positions in .1 account and to approve a 5% increase for the County Clerk's salary which would total $35,700. Motion carried. Voting no Frances Barnes and Lee Frair.

Request to purchase 2 IBM Typewriters was received from the

County Clerk's Office. Motion was made by Max Allen and seconded by Lee Frair to approve the purchase requested. Motion carried. Request forwarded to the Clerk of the Board.

Bills, Blue Cross audit and Hartford audit were approved for payment by motion from Max Allen, seconded by Lee Frair and carried.

Linda Canfield presented the Coroners' budget. Motion was made by Patrick Barry, seconded by Frances Barnes to approve the budget as presented. Motion carried.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

INTRO. NO. _____
(Clerk's Use Only)

MMITTEE: PERSONNEL COMMITTEE

DATE: August 30, 1989

Based on discussion and request of County Attorney and District Attorney to upgrade their Secretarys due to legality and confidentiality involved in the position, also lack of civil service protection because the positions are in the Exempt class and not entitled to any disciplinary action upon termination the committee moved the upgradings.

AL IMPACT: Upgrade of 3 position titles total $1,266.00.

MEMORANDUM OF EXPLANATION

INTRO. NO. _____
(Clerk's Use Only)

MMITTEE: PERSONNEL COMMITTEE

DATE: August 30, 1989

Completed duty statement and review of same along with the current job specification for County Historian showed change of duties including Records Management Officer assigned by Central Services Committee in 1988. Meeting the Minimum Qualification (A) of a bachelor's degree was also weighed in placing the position title in Grade 9 of the Non-Unit Salary Plan.

CAL IMPACT: Grade 1-Step 4 to Grade 9-Base $809.00.

SEP 12 1989

J. Mangesa

NOT APPROVED

PERSONNEL COMMITTEE

September 8, 1989

Present: Alton Sylor, Frances Barnes, Patrick Barry, James Raptis and Jack Rosell.

Minutes of the August 30, 1989 Personnel Committee meeting were approved by motion from Frances Barnes, seconded by Patrick Barry and carried.

Jack gave what information he had regarding professional salary consultants. Discussion was held.

Discussion was held with James Sikaras regarding the salary plan and the means in determining increases due to reclassification of positions.

Request to transfer funds was received from the Veterans' Service Agency. From .419 to .407 - $130.00 and from .403 to .407 - $100.00 for a total transfer of $230.00. Motion was made by Patrick Barry to approve transfer, seconded by Frances Barnes. Motion carried.

A letter received from Julie Carter was read. Further discussion is to be held at the next committee meeting.

Figures were given regarding Rider 8 of Blue Cross which keeps a dependent a child who is a student or until the child is 23 years old. The committee determined to leave the current Blue Cross coverage as it is.

Jack told the committee he has two grievance hearings coming up next week -- one in the Public Works Department and one in the Sheriff's Department.

Jack made the committee aware of a Labor Relations Training Seminar to be held at St. Bonaventure October 19th that he and Dan Guiney were considering attending. The committee gave approval for their attendance.

Meeting adjourned.

J. Morgan
SEP 27 1989

NOT APPROVED

PERSONNEL COMMITTEE

September 27, 1989

Present: Alton Sylor, Max Allen, Patrick Barry, Lee Frair, James Raptis, and Jack Rosell.

Minutes of the September 8, 1989 committee meeting were approved by motion from Lee Frair, seconded by Max Allen and carried.

Betty Wattenberg spoke to the committee regarding positions in the Office for the Aging.

Discussion was held regarding position upgradings. Motion was made by Alton Sylor to table requests for upgradings until further information was obtained. Motion was seconded by Max Allen and carried.

Jack discussed with the committee the status of the grievances from the Sheriff and Public Works Departments.

Motion was made by Max Allen and seconded by Lee Frair to approve bills, Blue Cross and Hartford audit for payment. Motion carried.

Meeting adjourned.

OCT 13 1989

PERSONNEL COMMITTEE

NOT APPROVED

October 13, 1989

Present: Alton Sylor, Max Allen, Patrick Barry, Lee Frair, James Raptis and Jack Rosell.

Minutes of the September 27, 1989 committee meeting were approved by motion from Patrick Barry, seconded by Max Allen and carried.

Request to transfer funds was received from the Board of Elections. From .409 Fees to .201 Office Equipment - $575.00. Motion was made by Patrick Barry to approve transfer, seconded by Lee Frair. Motion carried. PREPARE RESOLUTION.

Jack informed the committee that the unemployment third quarter expense was $1,870.00.

Jack explained to the committee an arbitration case at the Friendship School in which Personnel Clerk Joyce Kemp did an outstanding job as a key witness for Civil Service.

Deputy County Clerk Linda Healy spoke to the committee requesting permission to purchase a Xerox 2510 engineering copier. After investigation by the committee, Patrick Barry moved to table request until more information can be obtained from the County Clerk, Director of Public Works and the Real Property Tax Director. Seconded by Lee Frair. Motion carried.

The committee requested Jack to request in writing assistance from the Municipal Service Division of the NYS Department of Civil Service in regard to job evaluation and salary administration.

Jack explained a Civil Service problem in the Belfast School. Jack will be meeting with the school superintendent with afternoon.

Jack discussed future contract negotiations with the NYS Nurses Association and Sheriff's Association.

Patrick Barry moved that flex time be allowed in the Personnel Department at the discretion of the Personnel Officer. Seconded by Lee Frair. Motion carried.

Meeting adjourned.

J. Morgesen
OCT 26 1989

NOT APPROVED

PERSONNEL COMMITTEE

October 25, 1989

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

Jack stated that he has written to Dan Glisson, Municipal Services Division Consultant with NYS Civil Service Department regarding job evaluation and salary administration for Department Heads and Non-Unit employees. Mr. Glisson projected the Spring of 1990 to be the earliest it could be started.

Jack discussed with the committee Civil Service matters.

Two members present reviewed the bills.

Special committee meeting was set for October 30th at 8:30 A.M.

Discussion was held regarding contract negotiations. November 6th has been set as the first date to negotiate with the Deputy Sheriff's Association.

Meeting adjourned.

J. Mangeson

NOT APPROVED

OCT 30 1989

SPECIAL PERSONNEL COMMITTEE

October 30, 1989

Present: Alton Sylor, Max Allen, Patrick Barry, James Raptis and Jack Rosell.

Motion was made by Max Allen, seconded by Patrick Barry to approve bills, Blue Cross and Hartford audit. Motion carried.

Discussion was held regarding Sheriff's Association negotiations.

Motion was made by Max Allen, seconded by Patrick Barry for Jack to contact Norm Stocker to assist in negotiations. Motion carried.

Meeting adjourned.

J. Meagher
NOV 15 1989

PERSONNEL COMMITTEE

NOT APPROVED

November 14, 1989

Present: Alton Sylor, Lee Frair, Patrick Barry, James Raptis and Jack Rosell.

Minutes of the October 13th, 25th and 30th meetings were approved.

Discussion was held regarding the purchase of a copier for the County Clerk's Office. Pat Barry shared his conversation with Joe Presutti regarding the copier.

Jack stated that the Committee of the Whole approved the increase of $5 Civil Service rating fee to $10 and that a resolution was needed for the action. Motion was made by Pat Barry, seconded by Lee Frair to prepare resolution for the increase. Motion carried. PREPARE RESOLUTION.

Jack reported that five grievances have been dropped by the Union.

Nurses negotiations are set for November 30th.

Interviews for Planner are set for Friday, November 17th in the morning; Director, Real Property Tax Service II are Friday, November 17th in the afternoon.

Director of Development position has been advertised.

Further discussion was held regarding the copier for the County Clerk's Office with Joe Presutti and Jerry Jones.

Meeting adjourned.

NOV 30 1989

PERSONNEL COMMITTEE

November 29, 1989

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

Minutes of the November 14, 1989 committee meeting were approved by motion from Lee Frair, seconded by Patrick Barry and carried.

Jack distributed copies of the letter from NYS Civil Service regarding the salary survey for Allegany County. A possible date to start may be early spring.

Jack received a letter from the A.F.S.C.M.E. representative pertaining to Impact Negotiations.

Jack will be negotiating November 30th and December 7th with the Nurses and December 6th with Sheriff's Association.

Jack stated that resolutions were needed to establish salaries for the Section 4 Salary Plan and the Non-Unit Salary Plan for January 1, 1990. Motion was made by Lee Frair and seconded by Max Allen to direct the County Attorney to prepare an appropriate resolution for compensation of County Officers and Non-Unit employees covered by the Section 4 Salary Plan. Motion carried. PREPARE RESOLUTION.

Motion was made by Max Allen, seconded by Patrick Barry to direct the County Attorney to prepare an appropriate resolution for compensation of employees covered by the Non-Unit Graded Salary Plan. Motion carried. PREPARE RESOLUTION.

Discussion was held regarding the need of a resolution to abolish certain county positions.

Discussion was held regarding the request of the County Clerk for a Xerox copier. Motion was made by Patrick Barry to deny the purchase request at this time until such time as evidence shows that increased copy making warrants the purchase of a Xerox copier in the County Clerk's office. At that time the purchase request will be considered. Motion seconded by Max Allen. Motion carried. Alton Sylor and/or Jim Raptis will talk to the Department of Public Works regarding the County Clerk's use of the copier in Public Works.

Hartford and Blue Cross audit and bills were approved by motion from Max Allen, seconded by Frances Barnes.

Meeting adjourned.

PERSONNEL COMMITTEE

December 8, 1989

DEC 11 1989

Present: Alton Sylor, Patrick Barry, Max Allen, Lee Frair, James Raptis and Jack Rosell.

Minutes of the November 29, 1989 meeting were approved by motion from Max Allen, seconded by Patrick Barry and carried.

Jack discussed with the committee the progress of negotiations with the Sheriff's and Nurses' Associations.

Discussion was held regarding pay of the new Deputy Election Commissioner with James Cretekos, Election Commissioner and Daniel Guiney, Assistant County Attorney.

James Mulholland, County Treasurer and Daniel Guiney, Assistant County Attorney discussed a directive from the New York State Retirement System regarding documentation of minimum hours per day worked for certain employees i.e., Chairman of Board of Legislators, Fire Coordinator, 2nd Assistant Public Defender. Motion was made by Max Allen and seconded by Patrick Barry that Jim Mulholland and Jack Rosell work together to send a memo notifying the specific employees of a meeting to discuss the matter. Motion carried.

The committee discussed the possibility of cancelling the December 27th meeting and auditing the bills on the 26th after the Board meeting. Decision would be made later.

Jack gave each committee member a salary comparison for the nurses.

Meeting adjourned.

PERSONNEL COMMITTEE

J. Morgan DEC 29 1989

NOT APPROVED

December 26, 1989

Present: Alton Sylor, Patrick Barry, Max Allen and Jack Rosell.

Bills and Hartford audit were approved by motion from Max Allen, seconded by Patrick Barry and carried.

Request of transfer of funds by Personnel Department from .409 to .419 totalling $66.00 was approved by Patrick Barry, seconded by Max Allen. Motion carried.

Request of transfer of funds by County Clerk's Office from .415 to .401 totalling $750 and from .415 to .407 totalling $700 were approved by Max Allen, seconded by Patrick Barry. Motion carried.

Alton Sylor read the letter of resignation from James Cretekos as Election Commissioner. Alton also read the recommendation of the Democratic County Committee to appoint Margaret Gordon of Wellsville as the new Election Commissioner. Motion was made by Patrick Barry to direct the County Attorney to prepare the necessary resolution for the appointment of Margaret Gordon as Election Commissioner effective 1/2/90. Motion was seconded by Max Allen and carried. Prepare Resolution.

Meeting adjourned.