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J. Mangeson

PERSONNEL COMMITTEE

January 8, 1990

JAN 1 6 1990

Present: Nielsen; Sylor; Frair; Allen; Faulkner;

This meeting of the committee was held following the regular session of the board.

A request was considered from the Board of Elections to permit attendance by Larry Wilson, Margaret Gordon, Elaine Herdman and Joyce Bledsoe at the New York State Election Commissioners Conference to be held in Saratoga Springs, New York, on January 29 through February 1, 1990. This request was approved on a motion by Sylor, seconded by Frair and carried.

Meeting adjourned.

NOT APPROVED

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NOT APPROVED

PERSONNEL COMMITTEE

January 31, 1990

JAN 30 1990

Present: Kenneth Nielsen, Alton Sylor, Ruth Faulkner, Lee Frair, Max Allen, Delores Cross and Jack Rosell.

Minutes of the December 8, 1989 and December 26, 1989 Personnel Committee meetings were approved on a motion from Alton Sylor, seconded by Lee Frair and carried.

James Euken, District Attorney presented a request for the creation of an Assistant District Attorney position to be placed in the Section 4 Salary Plan. The salary to be $15,000. Motion was made by Alton Sylor to create the position of Assistant District Attorney (4th), the title to be placed in the Section 4 Salary Plan at a starting salary of $15,000. Motion was seconded by Lee Frair and carried. Prepare Resolution.

Andrew Lucyszyn, Public Health Director discussed with the committee the transferring the Coroners to the Health Services Committee. Motion was made by Alton Sylor and seconded by Lee Frair to refer to the Rules Committee the transfer of the Coroners to the jurisdiction of the Health Services Committee. Motion was carried.

Jack reported that due to the reappointment of Duane Griswold as Director of the Veterans' Service Agency by Chairman Cross a resolution is needed. Motion was made by Max Allen and seconded by Ruth Faulkner to request the County Attorney to prepare a resolution for the Board to act on the reappointment. Motion carried. Prepare resolution.

A request was received from Duane Griswold to attend the International Conference in Washington, D.C. February 25 - 28, 1990 and to approve a cash advance of $855.00. Motion was made by Max Allen, and seconded by Lee Frair to approve the conference request and the cash advance of $855.00. Motion carried.

Jack reported a first of the year Blue Cross increase of 20%. Discussion was held.

Motion was made by Alton Sylor, seconded by Max Allen to go into executive session.

In regular session the committee approved Jack's recommendation that Mr. Stocker represent Allegany County at the PERB Hearing February 28th in Buffalo.

A transfer request was received from the Personnel Department totalling $600 from .403 to .424 to cover classified advertising. Motion was made by Max Allen and seconded by Ruth Faulkner to approve the transfer.

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

Meeting adjourned.

NOT APPROVED

J. Mangeson
FEB 14 1990

SPECIAL PERSONNEL COMMITTEE MEETING

February 13, 1990

Present: Kenneth Nielsen, Max Allen, Ruth Faulkner and Jack Rosell.

Joseph Presutti, County Clerk appeared before the committee to seek permission to fill a vacancy of Motor Vehicle Cashier Examiner. Motion was made by Max Allen to approve the request, seconded by Ruth Faulkner. Carried.

Meeting adjourned.

APPROVED

J. Margeson
MAR 1 1990

PERSONNEL COMMITTEE

February 28, 1990

PRESENT: Kenneth Neilson, Alton Sylor, Ruth Faulkner, Max Allen, Lee Frair, Delores Cross and Jack Rosell

Minutes of the January 31st and February 13th committee meetings were approved by motion from Alton Sylor, seconded by Max Allen and carried.

Jack noted that a review of duties requested by Probation Director David Sirianni found the incumbent of a Probation Officer position doing the duties of a Senior Probation Officer. Discussion was held with the Director regarding this change. It was the recommendation of the committee that David discuss the matter with Public Safety and then refer their recommendation back to Personnel.

Jack mentioned that duty statements were presented for review of the 2 Real Property Tax Service Aide positions. No change will be made at this time.

Jack noted that mediation was set for March 9th with the Sheriff's Association. No date has been set for the Nurse's Association.

Discussion was held regarding steel toed shoes issue in Public Works and the hearing to be held March 12th.

Discussion was held regarding the committee jurisdiction change for the Board of Ethics to the Personnel Committee.

Discussion was held regarding the Blue Cross coverage breakdown prepared by Personnel. Mr. Neilson requested that a Blue Shield representative be invited to speak at the March 30th Personnel meeting.

Request for transfer of funds was received from the Board of Elections from .401 to .411 $3.65 total. Motion moved by Max Allen, seconded by Alton Sylor to approve transfer. Motion carried.

Jack reported that New York State Civil Service will not be here in the Spring to do the salary survey. Jack has requested a letter of explanation from Albany.

Blue Cross and the Hartford audit and bills were approved by motion from Alton Sylor, seconded by Max Allen. Motion carried.

Mrs. Cross discussed with the committee the ideas of a suggestion box and a Merit Award for outstanding service which was brought up at the last Department Head meeting. The committee endorsed pursuing these matters.

Meeting adjourned.

MAR 30 1990

J. Margeson

APPROVED

PERSONNEL COMMITTEE

March 30, 1990

PRESENT: Kenneth Neilson, Alton Sylor, Ruth Faulkner, Lee Frair, Max Allen, John Margeson and Jack Rosell

Requests were received from Margaret Gordon, Larry Wilson, Joyce Bledsoe and Elaine Herdman to attend an Election Commissioners Seminar to be held at the Buffalo Hilton/ Waterfront from 4/30 - 5/2/90. Motion was made by Alton Sylor to approve request, seconded by Max Allen and carried.

The County Clerk requested purchase of 2 IBM Wheelwriter Typewriters for $1,127. Motion was made by Alton Sylor, seconded by Max Allen to approve request and to refer to Central Services Committee. Motion carried.

Jack stated that he had been getting together information regarding the suggestion box and would bring the information to the next committee meeting.

Jack also stated that the job sharing idea which came from a recent department head meeting may be a good idea for private industry but because of civil service requirements would not be effective here.

Jack discussed with the committee the meeting of April 12th with the Mediator and the Labor Consultant.

Jack discussed with the committee the history of the Deputy Election Commissioners.

Minutes of the February 28, 1990 meeting were approved by motion from Max Allen, seconded by Lee Frair and carried.

epare solution Betty Wattenburg spoke to the committee about positions within the Aging Office and hourly rate increase for Site Managers, Drivers and Aides. Motion was maded by Lee Frair, seconded by Max Allen to increase the hourly rate range for Site Managers, Drivers and Aides in the Section 4 Salary Plan to $3.80/hr. - $5.80/hr. Motion carried.

Betty Wattenburg also discussed the possibility of benefits for wages for part-time employees and asked the committee's consideration of the proposal.

Jack discussed with the committee a civil service matter with the Town of Friendship.

pare olution Dan Guiney discussed with the committee a Drug Free Work Place Policy. Motion was made by Max Allen, seconded by Lee Frair to approve the policy by Board action.

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

J Margeson

APR 20 1990

NOT APPROVED

PERSONNEL COMMITTEE

April 25, 1990

Present: Kenneth Nielsen, Alton Sylor, Ruth Faulkner, Arnold Loucks, James Gallman, Jack Rosell, John Margeson and intern David Gilbert.

Minutes of the March 30, 1990 meeting were approved by a motion from Alton Sylor, seconded by Ruth Faulkner and carried.

Jack reported that unemployment for the first quarter was $4,915.69.

Candi Taylor, Blue Shield representative met with the Sheriff's Union April 24th.

Nurses' Association mediation is scheduled for May 14, 1990 at 11:00 a.m.

Sheriff's Association mediation is scheduled for May 1, 1990 at 1:00 p.m.

Two arbitration cases regarding a promotion and a letter of reprimand in the Social Services Department are in process.

Discussion was held with Larry Wilson, Arnold Loucks, James Gallman and the committee regarding the grading of the Deputy Election Commissioners.

James Mulholland discussed with the committee reporting mandays worked for elected and appointed officials who are part-time so that retirement credit can be based on time worked. It was the recommendation of Mr. Mulholland that future created part-time positions be designated with number of mandays to be worked in a work week. Motion was made by Ruth Faulkner, seconded by Alton Sylor that a resolution be prepared to approve mandays worked for elected and appointed officials and part-time employees. Motion carried. PREPARE RESOLUTION.

James Mulholland discussed with the committee the position of Systems Analyst-Programmer. The position has the approval of the Central Services Committee. Motion was made by Alton Sylor, seconded by Ruth Faulkner to create the position of Systems Analyst-Programmer to be placed in Grade 16 of the Non-Unit Salary schedule. Motion carried. PREPARE RESOLUTION.

Discussion was held regarding the classification survey completed by the Personnel Department on the position of Probation Officer. It was the determination of the Personnel Department that the position should be that of Senior Probation Officer. The Public Safety Committee has approved this action. Motion was made by Alton Sylor, seconded by Ruth Faulkner to abolish one position of Probation Officer and create one position of Senior Probation Officer. Senior Probation Officer title to be placed in Grade 15 of the Non-Unit Salary schedule. Motion carried. PREPARE RESOLUTION.

Blue Cross, Hartford audit and bills were approved by a motion of Alton Sylor, seconded by Ruth Faulkner and carried.

Meeting adjourned.

J. Margeson
MAY 16 1990

PERSONNEL COMMITTEE

May 16, 1990

NOT APPROVED

Present: Kenneth Nielsen, Lee Frair, Alton Sylor, Ruth Faulkner, Keith Palmiter and Jack Rosell.

Minutes of the April 25, 1990 meeting were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

Jack presented a list of July increments to be granted by resolution. Motion was made by Alton Sylor, seconded by Lee Frair granting July increments to certain eligible employees. Motion carried. PREPARE RESOLUTION

Sheriff Scholes, Deputy Rollin Perkins and Keith Palmiter as representative for the Public Safety Committee discussed with the committee the proposal to have a clothing allowance for part-time deputies. Discussion was held. Motion was made by Alton Sylor, seconded by Lee Frair to support, beginning with the year 1991, a clothing allowance for part-time deputies and/or part-time correction officers working 235 days or more receive 100% of the present clothing allowance as stated in the current contract, 180 days to 235 days 75%, 120 to 180 days 50% and 60 to 120 days 25%. Motion carried. Notice of action to be given to Sheriff Scholes and the Budget Officer.

Jack reported on the mediation held May 14, 1990 with the Nurses.

Jack referred to the Social Services minutes regarding the proposed upgrade of the Secretary to the Commissioner of Social Services. Discussion was held. No action was taken at this time.

Committee went into executive session to discuss personnel matters.

Discussion was held regarding the Board of Ethics which is under the jurisdiction of the Personnel Committee.

Suggestion Box will be discussed at a later meeting.

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

Meeting adjourned.

APPROVED

PERSONNEL COMMITTEE

June 27, 1990

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Present: Alton Sylor, Lee Frair, Ruth Faulkner, Maynard Boyce and Jack Rosell.

Minutes of the May 16, 1990 meeting were approved by motion from Lee Frair, seconded by Ruth Faulkner and carried.

Discussion was held regarding Civil Service reclassification of a position in the Office for the Aging. Motion was made by Lee Frair, seconded by Maynard Boyce to abolish one position of Account Clerk Typist and create one position of Senior Account Clerk Typist in the Office for the Aging. Carried. PREPARE RESOLUTION

Discussion was also held in regard to a Deputy for the Director of the Office for the Aging. No action taken.

Jack explained the Memorandum of Understanding between Allegany County and the Allegany County Deputy Sheriff's Association. Motion was made by Lee Frair, seconded by Ruth Faulkner to prepare resolution to approve a three year agreement. Carried. PREPARE RESOLUTION

Discussion was held on the request for an upgrade for the Confidential Secretary to the Commissioner of Social Services. Motion was made by Maynard Boyce, seconded by Lee Frair not to take any action at this time. Carried.

The Personnel Department has not received a duty statement from the Senior Social Service Investigator. Jack discussed a request from the Case Supervisor, Grade B, for an upgrade. These will be discussed at the next meeting.

Jack told the committee of requests for upgrades of a Tax Map Technician and the Recycling Coordinator. These will be discussed at the next meeting.

Jack informed the committee of the resignation of a Road Maintenance Supervisor in Public Works.

Motion was made by Maynard Boyce, seconded by Lee Frair and carried that any special programs, such as the concept of a wellness program, be negotiated with the particular employees association that represent them.

Request for transfer of funds was received from the County Clerk for $4,145.00 from A1410.103 (AFSCME) to A1410.102 (Non-Unit). Motion made by Maynard Boyce, seconded by Ruth Faulkner to approve transfer. Motion carried.

Request for transfer of funds from County Clerk from A1410.405 (Conference) to A1410.402 (Mileage) in the amount of $100.00. Motion made by Maynard Boyce, seconded by Lee Frair to approve this transfer. Carried.

Jack informed the committee that Mr. Norm Stocker and he would meet with the NYS Nurses Association and the PERB Mediator on July 2, 1990.

Blue Cross and Hartford audits and bills were approved by motion from Lee Frair, seconded by Maynard Boyce and carried.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: _____

The duties and responsibilities of the position currently titled Account Clerk Typist have been reviewed by the County Personnel Office and it has been recommended that the proper title of the position is Senior Account Clerk Typist in the Competitive class.

Class specifications are available for review through the Civil Service Office of Allegany County.

FISCAL IMPACT: $.21 per hour/ $246.00 for the remainder of 1990.

NOT APPROVED

PERSONNEL COMMITTEE

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July 25, 1990

Present: Kenneth Nielsen, Alton Sylor, Ruth Faulkner, Maynard Boyce, Delores Cross and Jack Rosell.

Minutes of the June 27, 1990 committee meeting were approved by motion from Alton Sylor, seconded by Maynard Boyce and carried.

Bills, Hartford and Blue Cross audit were approved for payment by motion from Maynard Boyce, seconded by Ruth Faulkner and carried. Alton Sylor requested that a bill for The Georgian showing an occupancy tax of $7.75 be checked into.

Board of Elections requested a transfer of funds from A1450.421 to A1450.405 totalling $45.00. Motion was made by Alton Sylor, seconded by Maynard Boyce to approve the transfer. Motion carried.

The County Clerk requested a transfer of funds from A1410.407 to A1410.411 totalling $1,000. Motion was made by Alton Sylor, seconded by Maynard Boyce to approve the transfer. Motion carried.

Mr. Nielsen reported to the committee dates that special meetings with him and the Election Commissioners were held to resolve the Deputy Election Commissioners salary situation.

Motion was made by Alton Sylor, seconded by Ruth Faulkner to reimburse Mr. Nielsen for his meetings on April 12, 15, 25 and May 11. Motion carried.

Referral was received from Health Services Committee regarding reimbursing Chris Johnson for her additional responsibilities in the absence of the Health Director. Jack will contact Lee Frair regarding this.

Communication from Linda Canfield regarding auditing vouchers by committees was read and discussed.

Jack reported that unemployment for the second quarter was $5,997.50.

Jack reported that a three year agreement between the NYS Nurses' Association and the County had been reached.

Jack reported that the Memorandum of Understanding was going to be given to each legislator but the County Attorney contended that the final contract must be given to each legislator, thus the delay in presenting the resolution for the Sheriff's Association agreement to the Board for vote and possibly for the Nurses' agreement also. The committee indicated that the Memorandum of Understanding would have been sufficient. Motion was made by Alton Sylor, seconded by Maynard Boyce to prepare a resolution to approve a three year agreement with the Nurses' Association. Motion carried. PREPARE RESOLUTION

The budget of the Personnel Department was reviewed by the Committee. Motion was made by Maynard Boyce, seconded by Alton Sylor to approve .2 and .4 accounts as presented. Motion carried.

The budget of the Veterans' Service Agency was reviewed. Motion was made by Alton Sylor to cut .405 by $250.00. As there was no second, the motion was lost. Motion was made by Kenneth Nielsen to drop $50.00 in .431 and $100.00 from .405 making the total amount in .405 $1,150.00. Motion was seconded by Maynard Boyce and carried. Voting no was Alton Sylor. Motion was made by Maynard Boyce to approve .2 and .4 accounts as revised, seconded by Ruth Faulkner and carried. Voting no was Alton Sylor.

The budget of the Board of Elections was reviewed by the committee. Motion was made by Alton Sylor, seconded by Maynard Boyce to approve .2 and .4 accounts as submitted. Motion carried.

The budget of the County Clerk was reviewed. Motion was made by Alton Sylor to approve .2 and .4 accounts as submitted. Motion seconded by Maynard Boyce and carried.

The County Clerk requested approval of the committee for the purchase of three desk screens. Motion was made by Alton Sylor, seconded by Ruth Faulkner to refer the purchase request to Central Services. Motion carried.

Meeting adjourned.

J. Morgeson

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NOT APPROVED

PERSONNEL COMMITTEE

August 29, 1990

Present: Kenneth Nielsen, Alton Sylor, Lee Frair, Ruth Faulkner, Maynard Boyce and Jack Rosell.

Minutes of the July 25, 1990 committee meeting were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

Discussion was held regarding moving the Planner to a higher step. Jack read to the committee Resolution 1-69, paragraph 1 which addresses this action. It was recommended that Jack review and re-word paragraph 1 for next meeting. Motion was made by Alton Sylor and seconded by Ruth Faulkner to move Planner from Base to Step 3 of grade 15 of the Non-Unit Salary Plan. PREPARE RESOLUTION

Jack recommended to the committee that after a review of the duties of the position of Tax Map Technician, the title Tax Map Technician/Abstractor would more appropriately cover the duties of the position. It was also Jack's recommendation to place the title in grade 15 of the Unit Salary Plan. Motion was made by Maynard Boyce, seconded by Alton Sylor to create one position of Tax Map Technician/Abstractor and abolish one position of Tax Map Technician. The title Tax Map Technician/Abstractor to be placed in Grade 15 of the Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Jack reviewed with the committee the duty statement received describing the duties of Recycling Coordinator and the requested upgrade. It was the committee decision to leave the position as graded, upon the recommendation of the Deputy Superintendent I.

Discussion was held regarding health benefits.

The County Attorney discussed with the committee recent changes in Ethics and Government Act. It was recommended that the County Attorney draft a letter to various Assemblymen.

Bills, Blue Cross audit and Hartford audit were approved by motion from Maynard Boyce, seconded by Alton Sylor and carried.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

MITTEE: Personnel

DATE: _____

Recommendation of Planning and Development Committee and Personnel Committee to move from Base to Step 3 of Grade 15, Non-Unit Salary Plan.

CAL IMPACT: $686.25 for 1990

MEMORANDUM OF EXPLANATION

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

MITTEE: Personnel

DATE: _____

Personnel Department's review of duties of Tax Map Technician determined to be that of Tax Map Technician/ Abstractor and to place in Grade 15 of the Unit Salary Plan.

CAL IMPACT: $.40/hour. $183 for 1990.

J. Morgeson

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NOT APPROVED

PERSONNEL COMMITTEE

August 29, 1990

Present: Kenneth Nielsen, Alton Sylor, Lee Frair, Ruth Faulkner, Maynard Boyce and Jack Rosell.

Minutes of the July 25, 1990 committee meeting were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

Discussion was held regarding moving the Planner to a higher step. Jack read to the committee Resolution 1-69, paragraph 1 which addresses this action. It was recommended that Jack review and re-word paragraph 1 for next meeting. Motion was made by Alton Sylor and seconded by Ruth Faulkner to move Planner from Base to Step 3 of grade 15 of the Non-Unit Salary Plan. PREPARE RESOLUTION

Jack recommended to the committee that after a review of the duties of the position of Tax Map Technician, the title Tax Map Technician/Abstractor would more appropriately cover the duties of the position. It was also Jack's reoommendation to place the title in grade 15 of the Unit Salary Plan. Motion was made by Maynard Boyce, seconded by Alton Sylor to create one position of Tax Map Technician/Abstractor and abolish one position of Tax Map Technician. The title Tax Map Technician/Abstractor to be placed in Grade 15 of the Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Jack reviewed with the committee the duty statement received describing the duties of Recycling Coordinator and the requested upgrade. It was the committee decision to leave the position as graded, upon the recommendation of the Deputy Superintendent I.

Discussion was held regarding health benefits.

The County Attorney discussed with the committee recent changes in Ethics in Government Act. It was recommended that the County Attorney draft a letter for Committee Chairman's signature to various State representatives.

Bills, Blue Cross audit and Hartford audit were approved by motion from Maynard Boyce, seconded by Alton Sylor and carried.

Meeting adjourned.

REVISED: 09/04/90 per County Attorney's direction

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PERSONNEL COMMITTEE

September 26, 1990

PRESENT: Kenneth Nielsen, Alton Sylor, Maynard Boyce, Ruth Faulkner, Lee Frair and Jack Rosell.

Minutes of the August 29, 1990 committee meeting were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

Bills, Blue Cross audit and Hartford audit were approved for payment by motion from Maynard Boyce, seconded by Alton Sylor and carried.

Jack discussed with the committee changing some wording in Resolution 1-69. It was the committee's directive to draft new wording.

James Mulholland discussed with the committee the impact of a 40 hour work week for employees currently on a 35 hour work week. Overtime usage was discussed and the committee directed Jim and Jack to draft a memo from the committee to department heads to be reviewed at the October Personnel Committee meeting.

Jim also discussed reporting accrued time by department heads and cafeteria plan, which is a negotiable item.

Discussion was held regarding titles of Computer Systems Analyst and Senior Probation Officer. Motion was made by Alton Sylor, seconded by Maynard Boyce to abolish one position of Computer Systems Analyst and create one position of Director of Computer Systems. Deleting title of Computer Systems Analyst from Non-Unit Grade 16 and adding Director of Computer Systems to Non-Unit Salary Plan, Grade 16. Motion carried.
PREPARE RESOLUTION

Jack stated that he had contacted each Department Head for input for negotiations with no response. October 25th and October 30th are set for negotiations.

County Attorney James Sikaras and Assistant County Attorney Daniel Guiney discussed with the committee the recent changes in Ethics in Government Act.

Meeting adjourned.

NOT APPROVED

J. Margeson
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SPECIAL PERSONNEL MEETING

October 17, 1990

Present: Kenneth Nielsen, Maynard Boyce, Alton Sylor, Ruth Faulkner, Dan Guiney, Jim Sikaras, John Margeson and Jack Rosell.

Meeting went into Executive Session to discuss attorney/client matters.

Meeting adjourned.

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PERSONNEL COMMITTEE

October 31, 1990

Present: Kenneth Nielsen, Alton Sylor, Ruth Faulkner, Maynard Boyce, Lee Frair, Delores Cross, John Margeson and Jack Rosell.

Minutes of the September 26, 1990 committee meeting were approved by motion from Alton Sylor, seconded by Maynard Boyce and carried.

Jack stated that resolutions were needed to establish salaries for the Section 4 Salary Plan and the Non-Unit Salary Plan for January 1, 1991. Motion was made by Maynard Boyce, seconded by Ruth Faulkner 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 Alton Sylor, seconded by Maynard Boyce 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.

Jack told the committee that placing the title of Senior Probation Officer in the Non-Unit Salary Plan may be reviewed with the Union.

Jack discussed the negotiation process with AFSCME.

Request for transfer of funds within .4 accounts was received from the Veterans' Service Agency totalling $163.44. Motion was made by Alton Sylor, seconded by Maynard Boyce to approve request. Motion carried.

Discussion was held regarding the Child Assistance Program positions in Social Services.

Request was received from County Clerk's Office to purchase a four drawer retractable door file at the cost of $400.00. Motion was made by Alton Sylor, seconded by Maynard Boyce to refer request to Central Services. Motion carried.

Request was received from County Clerk to transfer funds within .4 accounts totalling $1,000.00. Motion was made by Maynard Boyce, seconded by Lee Frair and carried.

Bills, Hartford and Blue Cross audits were approved for payment by motion from Ruth Faulkner, seconded by Lee Frair and carried.

Meeting adjourned.

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SPECIAL PERSONNEL COMMITTEE

November 26, 1990

Present: Kenneth Nielsen, Ruth Faulkner, Maynard Boyce, Alton Sylor, James Sikaras, and Jack Rosell.

Motion was made by Alton Sylor and seconded by Maynard Boyce to go into attorney/client session. Motion carried.

Meeting adjourned.

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PERSONNEL COMMITTEE

November 28, 1990

Present: Kenneth Nielsen, Ruth Faulkner, Maynard Boyce, Alton Sylor, Lee Frair and Jack Rosell.

It was noted by Alton Sylor that in the October 31, 1990 minutes the request of the County Clerk to purchase a four-drawer file did not have to be referred to Central Services Committee. Minutes of the October 31, 1990 meeting were approved by motion from Maynard Boyce, seconded by Alton Sylor and carried.

Jack discussed with the committee the title of Senior Probation Officer, which was placed in the Non-Unit Salary Plan. After further study, it was Jack's recommendation to remove that title from Non-Unit Grade 15 and place it in Grade 20 of the Unit Salary Plan. Motion was made by Ruth Faulkner, seconded by Maynard Boyce to have the County Attorney prepare a resolution to remove the title of Senior Probation Officer from the Non-Unit Salary Plan and place the title of Senior Probation Officer in Grade 20 of the Unit Salary Plan. Motion carried. PREPARE RESOLUTION.

Motion was made by Ruth Faulkner, seconded by Alton Sylor to have the County Attorney prepare a resolution for the re-appointment of Margaret Gordon as Election Commissioner for the period 1/1/91 - 12/31/94. Motion carried. PREPARE RESOLUTION.

Jack told the committee that a representative from Nationwide had contacted him regarding disability insurance but it would have cost considerably more than what the County now pays.

Discussion was held regarding the proposed position of Mail Clerk. Motion was made by Maynard Boyce, seconded by Lee Frair to place the title of Mail Clerk (Part-time) in Section 4 at the rate of $3.80/hour with hours to be maintained at less than half-time of a regularly scheduled work week. Motion carried. Voting NO - Alton Sylor. PREPARE RESOLUTION.

Discussion was held regarding the referral to the committee from the Public Works Committee.

Jack stated that the next negotiations with AFSCME are set for December 11, 1990.

Board of Elections requested a transfer of funds from Account 1450.424 to .402 of $175.00 and from 1450.424 to .411 of $70.00 for total transfer of $245.00. Motion was made by Maynard Boyce, seconded by Lee Frair to approve transfers. Motion carried.

The County Clerk requested the total of $20.00 be transferred from 1410.405 to .402. Motion was made by Alton Sylor, seconded by Maynard Boyce and carried.

The Personnel Committee meeting for December 26th was changed to December 19, 1990 at 10:30 a.m.

James Mulholland discussed with the committee the computerized voter registration process between Alfred State and the Board of Elections. Due to State employee budget cuts and the cost of mileage and part-time help in the Board of Eelctions, it was recommended that the Committee approve the purchase of the necessary software and refer to the Ways and Means Committee for funding. It was so moved as recommended by Alton Sylor, seconded by Ruth Faulkner and carried.

Discussion was held regarding a hiring freeze for 1991. Motion was made by Maynard Boyce and seconded by Ruth Faulkner that for the year beginning January 1, 1991 a freeze for creating new positions and hiring new employees for these positions be implemented. This will be subject to review during the budget process at the end of the fiscal year. Motion carried. PREPARE RESOLUTION.

An evaluation process is to be discussed at the December 19, 1990 meeting.

After discussion, a motion was made by Lee Frair and seconded by Alton Sylor to amend Resolution #129-90 to clarify reportable hours of work for part-time employees for retirement purposes. Motion carried. PREPARE RESOLUTION.

Motion was made by Ruth Faulkner, seconded by Maynard Boyce to change the title of Assistant County Attorney to Assistant County Attorney (1st) and to add the title of Assistant County Attorney (2nd) in Section 4 of Resolution #297-75. Motion carried. PREPARE RESOLUTION.

Motion was made by Ruth Faulkner, seconded by Maynard Boyce to approve bills, Hartford and Blue Cross audit. Motion carried.

Meeting went into executive session.

Meeting adjourned.

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PERSONNEL COMMITTEE

December 19, 1990

Present: Kenneth Nielsen, Alton Sylor, Lee Frair, Maynard Boyce, Ruth Faulkner, Delores Cross and Jack Rosell.

Minutes of the November 28, 1990 meeting were approved by motion from Lee Frair, seconded by Alton Sylor and carried.

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

Request was received from the County Clerk to transfer from Account No. A1410.424 to A1410.409 - $15.00. Motion was made by Alton Sylor, seconded by Lee Frair and carried.

Joe Presutti requested the filling of a Motor Vehicle Cashier Examiner position. Motion was made by Alton Sylor to grant the request, seconded by Maynard Boyce and carried.

Joe Presutti requested the purchase of a map file and a chair from the 1990 budget. Motion was made by Lee Frair, seconded by Alton Sylor to approve purchases. Motion carried.

Jack shared with the committee that negotiations with AFSCME have come to verbal agreement for a three year contract. Discussion was held regarding items covered.

Motion was made by Lee Frair, seconded by Ruth Faulkner to direct the County Attorney to prepare a resolution to approve a three year agreement with AFSCME. Motion carried. PREPARE RESOLUTION.

The committee extended their appreciation to Jack for a job well done in the negotiation process.

Meeting adjourned.