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JAN 30 1991

PERSONNEL COMMITTEE
JANUARY 30, 1991

PRESENT: Kenneth Nielson, Alton Sylor, Ruth Faulkner, Richard Miess, Lee Frair, Jack Rosell and John Margeson

J. Margeson

Minutes of the December 19, 1991 Personnel Committee were approved by a motion from Alton Sylor, seconded by Lee Frair and carried.

Bills, Blue Cross and Hartford audit were approved for payment by a motion from Richard Miess, seconded by Lee Frair and carried.

Motion was made by Lee Frair, seconded by Ruth Faulkner to have the County Attorney prepare a resolution for the re-appointment of Duane Griswold as Veteran's Service Agency Director for the period 1/2/91 - 12/31/91. Motion carried.
PREPARE RESOLUTION

Authorization to attend the New York State Election Commissioners Conference January 28 - 31, 1991 from Larry Wilson was approved by motion from Richard Miess, seconded by Alton Sylor and carried.

Referral from the Public Works Committee was read which pertained to the proposed upgrade of Landfill Supervisor. The Personnel Committee desired to see the completed duty statements before action is taken.

Jack discussed with the committee the Planning and Development minutes which stated that request to hire a temporary Job Developer for 4 weeks was granted. Jack shared with the committee the concern the Union has regarding two full-time positions each being filled on a part-time basis in the Employment and Training Office and the possibility of law suits should part-time employees say they are full time employees.

Jack stated that unemployment for the 4th quarter of 1990 was $5,760 and for the year $24,419. The majority of the unemployment was from Public Works seasonal laborers.

Discussion was held regarding salaries of the Deputy Election Commissioners. Jack explained to the committee that the difference is due to their hire dates and the procedure in granting increments established by Resolution #1-69. The Committee after review, recommended no change.

Jack reported that a grievance in the Health Department was dropped.

Motion was made by Alton Sylor, seconded by Richard Miess to direct the County Attorney to prepare a resolution establishing summer office hours for county offices. Motion carried.
PREPARE RESOLUTION

Motion was made by Lee Frair and seconded by Alton Sylor to direct the County Attorney to prepare a resolution regarding the closing of county offices on Friday if holiday falls on Saturday. Motion carried. **PREPARE RESOLUTION**

Jack discussed with the committee union contract language.

Discussion was held regarding medical benefits for Non-Unit and Department Heads.

Meeting adjourned.

RECEIVED
MAR 1 1991

PERSONNEL COMMITTEE

FEBRUARY 27, 1991

PRESENT: K. Nielson, A. Sylor, R. Faulkner, L. Frair, D. Miess, D. Cross, J. Rosell and Danielle Moon, Intern.

J. Morgan

The minutes from the previous Personnel Committee meeting were approved by motion of Alton Sylor, seconded by Lee Frair, motion carried.

Bills were audited and approved for payment on motion by Ruth Faulkner, seconded by Alton Sylor, motion carried.

A discussion was held concerning the changing of the $1.00 Co-Pay prescription card and the $50.00 Major Medical deductible for the Department Head, Non-Unit and Legislators Blue Cross. Upon motion of Dick Miess, seconded by Lee Frair it was moved to change the Co-Pay prescription to $3.00 and the Major Medical deductible to $100 for the Department Heads, Non-Unit and Legislators Blue Cross to be effective July 1, 1991, motion carried.

PREPARE RESOLUTION

MOtion was moved by Alton Sylor, seconded by Ruth Faulkner to change some of the S-4 hourly rates to $4.25 due to the raising of minimum wage effective April 1, 1991.

PREPARE RESOLUTION

A motion was moved by Dick Miess, seconded by Lee Frair to revise resolution 258-85 to read Personal leave may be taken in hourly segements and filing fees will be waived for promotion exams for non-unit employees.

PREPARE RESOLUTION

Jack informed the committee that he had just received one job duty statement from the landfill but had not received the other one yet. The reviewing of these two duty statements will be done in March.

Jack informed the Committee that Deferred Compensation had gotten in contact with him and would like approval from the Committee to meet with Union employees. The Committee gave its consent.

Through Mr. Rosell, Joe Presutti, County Clerk, requested permission to move one phone from one employees desk to be placed on another employees desk. Alton Sylor moved that this matter be referred to Central Services Committee, seconded by Lee Frair, motion carried.

Duane Grisewold, Veteran's Director, informed the Committee that Mr. Raymond Ford had approached him about Veteran's transportation need in Allegany County. A DAV-Post would be needed which would require no legislative involvment. Mr. Ford will be invited by the committee for a brief courtesy visit with the full Board to be set up with Linda Canfield.

Mr. Rosell informed committee members that he had placed a 10 year employee survey for departments in their packets for informational purposes only.

There was a discussion on the Disclosure Form with James Sikaras. It was moved by Alton Sylor, seconded by Lee Frair, apposed by Dick Miess to go into Attorney Client session. It was moved by Alton Sylor, seconded by Lee Friar to move out of Attorney Client session. It was moved by Alton Sylor, seconded by Ruth Faulkner to remain with the present form.

A letter from Joan Sinclair, Commissioner of Social Services, requesting the creation of 3 temporary positions was discussed. Jack is to discuss these positions with Mrs. Sinclair and send a memo to each Personnel Committee member as to the results of this discussion.

Delores Cross discussed with the Committee the possible need for training tapes to be made availabe for Department Heads and employees in managerial positions.

On motion by Lee Frair, seconded by Alton Sylor the meeting was adjourned.

RECEIVED
MAR 27 1991
J. Margeson

PERSONNEL COMMITTEE

March 27, 1991

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

Minutes of the February 27, 1991 meeting were approved by Lee Frair, seconded by Ruth Faulkner and carried.

Bills and Hartford audit were approved for payment by motion from Richard Miess, seconded by Ruth Faulkner and carried.

Requests were received from the Board of Elections to have Margaret Gordon, Larry Wilson, Joyce Bledsoe and Elaine Herdman attend an Elections Commissioners' Seminar in Albany, New York 4/29 - 5/1. After discussion, it was moved by Richard Miess and seconded by Ruth Faulkner to approve two (2) requests only. It is up to the Board of Elections to decide which two of the four will attend the seminar. Motion carried. The Personnel Department will notify the Board of Elections of the committee decision.

Jack explained to the committee the correction on the department employees survey.

Jack said he has talked with the County Attorney regarding the resolution on Blue Cross coverage change, which did not include Department Heads and Legislators. Mr. Sikaras will be preparing another resolution to include Department Heads and Legislators in the Blue Cross coverage change.

Discussion was held regarding the request of the Clerk of the Board to upgrade the position of Journal Clerk from Non-Unit Grade 9 to Non-Unit Grade 13. Motion was made by Lee Frair, seconded by Alton Sylor to remove Journal Clerk from Non-Unit Grade 9 to Non-Unit Grade 13. Motion carried. PREPARE RESOLUTION.

Discussion was held regarding the duties statements of Landfill Supervisor and Transfer System Supervisor and the proposed upgrade of the Landfill Supervisor. John Mancuso was called in to discuss the matter with the committee. The issue was tabled until the next meeting April 25th.

Jack discussed with the committee the grievance in the Public Health Department with the Nurses' Association.

Discussion was held regarding emergency days off.

It was noted the change of April's meeting to Thursday, April 25th.

Delores Cross discussed looking into tapes which pertain to communication, supervision, ext for Department Heads.

Meeting adjourned.

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APR 25 1991
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PERSONNEL COMMITTEE

April 25, 1991

Present: Kenneth Nielsen, Alton Sylor, Richard Miess, Delores Cross, Jack Rosell.

Minutes of the March 27, 1991 meeting were approved by motion from Alton Sylor, seconded by Richard Miess and carried.

Richard Young, Superintendent of Public Works discussed with the Committee upgrading the position of Landfill Supervisor to Grade 13 of the Non-Unit Salary Schedule. He explained the need of chain of command in the Solid Waste Division. Motion was made by Alton Sylor, seconded by Richard Miess and carried to place Landfill Supervisor in Grade 13 of the Non-Unit Salary Plan. PREPARE RESOLUTION

Referral was received from the Health Services Committee regarding the adjustment of the Section 4 Salary Plan pay scale for Site Managers, Drivers and Aides to be $4.25 - $6.25/hour effective April 1, 1991. Motion was made by Richard Miess, seconded by Alton Sylor to approve a pay scale of $4.25 - $6.25/hour for Site Managers, Drivers and Aides in the Section 4 Salary Plan. Motion carried. PREPARE RESOLUTION

Jack stated that the grievance in the Health Department with the Nurses' Association is still pending. He should hear soon if the Association will go to arbitration.

Jack stated that the first quarter unemployment payment was $6,723.75.

Mr. Nielsen presented a petition signed by Department Heads requesting the change of $1 Co-Pay to $3 Co-Pay not be made until the Personnel Committee and a committee of department heads meet to discuss the matter.

Mr. Nielsen also received a petition with signatures from the Non-Unit Graded employees requesting the Personnel Committee reconsider their action changing the Non-Unit Graded employees co-pay coverage. They also requested to meet with the Personnel Committee to discuss the matter. After discussion the Personnel Committee will meet with a committee from the Non-Unit Graded employees on May 31, 1991, the next Personnel Committee meeting. It was recommended by the Personnel Committee that the committee representing the Non-Unit Graded employees be not more than five members.

Bills, Hartford audit and Blue Cross audit were approved for payment by Richard Miess, seconded by Alton Sylor and carried.

After discussion, the May Personnel Committee meeting has been moved to Friday, May 31, 1991 at 9:00 a.m.

Meeting adjourned.

NOT APPROVED

PERSONNEL COMMITTEE

May 31, 1991

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JUN 1 1991

J. Margeson

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

Five employees representing the Non-Unit salaried employees met with the Committee to discuss the recent action of the Board which called for the change in Blue Cross health insurance effective 07/01/91 for non-unit salaried employees. After discussion, a motion was made by Richard Miess, seconded by Alton Sylor to prepare a resolution to rescind the action of Resolution #88-91. Motion carried. PREPARE RESOLUTION

Minutes of the April 25, 1991 meeting were approved by motion from Alton Sylor, seconded by Lee Frair and carried.

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

A review by the Personnel Department of the duties and responsibilities of the Employment and Training Fiscal Manager found the job specification of Assistant Employment and Training Director III more appropriately applied to the duties and responsibilities performed by the Employment and Training Fiscal Manager. The Planning and Development Committee concurred with the review and referred the matter to the Personnel Committee. Motion was made by Richard Miess, seconded by Ruth Faulkner to abolish one position of Employment and Training Fiscal Manager and create one position of Assistant Employment and Training Director III. The title of Employment and Training Fiscal Manager to be removed from the Non-Unit Salary Plan, Grade 15 and the title of Assistant Employment and Training Director III to be placed in Grade 17 of the Non-Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Referral was received from Public Safety Committee regarding the request of financial assistance from the County for a Deputy Sheriff to obtain a Bachelor's Degree in Criminal Justice. Committee disapproved request.

William Bowler of Employee Services, Inc. of Wellsville, New York addressed the committee regarding an Employee Assistance Program. Discussion was held. Information was requested by the next meeting pertaining to cost of Rider 21 and cost of Employee Assistance Program. Mrs. Cross noted that the matter of an Employee Assistance Program was brought up in 1986 and again in 1988 with no action taken.

A special Personnel Committee meeting was set for 10:15 a.m. on June 12, 1991.

Discussion was held regarding difficulty in obtaining Blue Cross payments from subscribers in retiree groups in a timely manner. Motion was made by Alton Sylor, seconded by Lee Frair that the Personnel Office notify, by certified mail, all subscribers that their Blue Cross premium payment must be made before the first of the month, otherwise they will be dropped immediately. Payment may be made monthly, bi-monthly, etc. as the subscriber chooses. Motion carried. It was also recommended to refer subscribers to the Office for the Aging for assistance in the financial area.

Jack reported unemployment figures for 1989 were $8,797 and in 1990 $23,435.

Jack mentioned a grievance in the Health Department with the Nursing Association will be going to arbitration.

Mr. Nielsen shared with the committee the request of Joe Presutti, County Clerk, to purchase a camera. The Committee requested Joe to complete the necessary paperwork and present it at the June 12th meeting for action.

Delores Cross shared information with the Committee regarding ethics communications.

Meeting adjourned.

APPROVED

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JUN 12 1991

PERSONNEL COMMITTEE

June 12, 1991

Present: Kenneth Nielsen, Richard Miess, Alton Sylor, Lee Frair, Ruth Faulkner and Jack Rosell.

Discussion was held regarding the Employee Assistance Program which was presented by William Bowler of Employee Services, Inc. at the May 31, 1991 meeting. It was decided that the unions will be contacted to meet with Jack and Mr. Nielsen to discuss the Employee Assistance Program.

Kenneth Nielsen reported on the meeting he attended June 6, 1991 at Alfred. A member of New York State Temporary Ethics Commission spoke about the disclosure form. Motion was made by Lee Frair, seconded by Ruth Faulkner to approve Mr. Nielsen's attendance at the June 6th meeting. Motion carried.

Joe Presutti, County Clerk presented his request for the purchase of a Xerox 2510 Engineering Copier and Xerox Stand totalling $5430. Motion was made by Ruth Faulkner, seconded by Richard Miess to approve the purchase. Motion carried. Request referred to Central Services Committee.

Meeting adjourned.

NOT APPROVED

J. MACBESON

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JUL 01 1991

PERSONNEL COMMITTEE

June 26, 1991

Present: Kenneth Nielsen, Ruth Faulkner, Richard Miess, Lee Frair and Jack Rosell.

Minutes of the June 12, 1991 meeting were approved with the correction that Delores Cross was present at that meeting. Motion was made by Richard Miess, seconded by Lee Frair to approve the minutes as amended. Carried.

Jack stated that a resolution was needed to grant July increments to certain eligible employees. Motion was made by Lee Frair, seconded by Richard Miess and carried. PREPARE RESOLUTION.

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

A request was received from Larry Wilson to attend a Board of Elections seminar June 24-27. Committee held approval until further information is received.

Jack discussed with the committee that a resolution was needed to provide retirement plan provisions like those of legislative bill #A.7250 (Chapter 648 Laws of 1989) for Jefferson County, to be effective 12/31/92. This is in compliance with the contract established between Deputy Sheriff's Association and Allegany County. Motion was made by Richard Miess, seconded by Lee Frair and carried. PREPARE RESOLUTION.

Discussion was held regarding the Employee Assistance Program.

Departments under the jurisdiction of the Personnel Committee are to be notified to have their budgets ready for review on July 31st. If necessary, another meeting date will be set to continue budget review.

Discussion was held regarding comp time accumulation.

Meeting adjourned.

NOT APPROVED

PERSONNEL COMMITTEE

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July 31, 1991

J. Margeson

Present: Kenneth Nielsen, Richard Miess, Alton Sylor, Ruth Faulkner, Lee Frair and Jack Rosell.

Minutes of the June 26, 1991 meeting were approved by motion from Richard Miess, seconded by Alton Sylor and carried.

Dr. Robert Anderson, Director of Allegany County Community Services Agency requested the titling and grading of a position for the Community Services Office. Discussion was held. Motion was made by Richard Miess to approve filling this position, seconded by Lee Frair and carried. Motion was made by Richard Miess to title the position Social Worker and to place the title in Section 4 Salary Plan at a salary of $26.500. Motion was seconded by Lee Frair and carried. PREPARE RESOLUTION.

Jack stated that a resolution was needed, at the request of the County Attorney, to provide retirement plan provisions like those of legislative bill #A.7250 (Chapter 648 Laws of 1989) for Jefferson County, to be effective 12/31/92 for the Sheriff, Undersheriff and Lieutenant. Motion was made by Alton Sylor to direct the County Attorney to prepare the necessary resolution. Seconded by Ruth Faulkner and carried. PREPARE RESOLUTION.

The committee reviewed the proposed budget for the Personnel/Civil Service Department. Motion was made by Richard Miess and seconded by Lee Frair to approve .2 and .4 accounts. Motion carried.

The committee reviewed the proposed budget for the Veterans Service Agency. Motion was made by Richard Miess, seconded by Lee Frair to approve .2 and .4 accounts. Motion carried.

The committee reviewed the proposed budget for the County Clerk's Office. Motion was made by Alton Sylor, seconded by Lee Frair to approve .2 and .4 accounts. Motion carried.

Motion was made by Alton Sylor and seconded by Lee Frair to refer to Ways and Means Committee the request of the County Clerk to transfer money from contingent account to County Clerk's equipment account to purchase the Xerox Engineering Copier. Motion carried. The Personnel Committee supports the request.

The committee agreed to the change of date for the October Personnel Committee meeting to October 23, 1991.

The bills, Hartford and Blue Cross audits were approved for payment by motion from Richard Miess, seconded by Alton Sylor and carried.

The committed reviewed the proposed budget for the Board of Elections. Motion was made by Alton Sylor, seconded by Ruth Faulkner to approve .2 and .4 accounts. Motion carried.

Motion was made by Alton Sylor and seconded by Lee Frair to approve Larry Wilson's attendance at the New York State Election Committee Conference June 24 - 27, 1991 at Lake George, New York. Motion carried.

Meeting adjourned.

NOT APPROVED

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AUG 28 1991

PERSONNEL COMMITTEE

August 28, 1991

PRESENT: Richard Miess, Lee Frair, Kenneth Nielson, Ruth Faulkner, Alton Sylor, Delores Cross and Jack Rosell

Minutes of the July 31, 1991 committee meeting were approved by motion from Lee Frair, seconded by Ruth Faulkner and carried.

Discussion was held regarding the referral from Public Works Committee to change the title of Account Clerk Typist to Landfill Scale Operator. The Personnel Department after review of the duties statement from the incumbent and consultation with John Mancuso, Deputy Public Works Superintendent II, it was determined that Account Clerk Typist best describes the duties of the position. The Personnel Committee supported the Personnel Department's decision.

The Committee discussed the referral from Public Works to upgrade a Motor Equipment Operator to an MEO I. This action is to be taken by the Public Works Committee, not the Personnel Committee.

The Committee took no action on the referral from the Public Works Committee to raise the hourly rate of $4.50 for Seasonal Laborers to $5.50 per hour for 1992.

Discussion was held regarding the duties statement received from Paul Fuller, Senior Employment & Training Counselor. No action was taken.

Jack discussed with the committee the recent Labor-Management meeting.

Committee went into Executive Session.

Discussion was held regarding status of the Employee Assistance Program. Information was requested for the next meeting.

The Committee discussed the purchasing of tapes, pamphlets which would benefit management and employees.

Bills, Blue Cross and Hartford audit were approved for payment by a motion from Richard Miess, seconded by Alton Sylor and carried.

Meeting adjourned.

NOT APPROVED

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PERSONNEL COMMITTEE

September 25, 1991

J. Morgan

Present: Kenneth Nielsen, Alton Sylor, Richard Miess and Jack Rosell.

Minutes of the August 28, 1991 committee meeting were approved by motion from Alton Sylor, seconded by Richard Miess and carried.

Bills, Hartford and Blue Cross audits were approved for payment on a motion from Richard Miess, seconded by Alton Sylor and carried.

Request was received of the County Clerk to purchase a Wide Frame Automatic Bates Numbering Machine. Motion was made by Alton Sylor, seconded by Richard Miess to approve the request. Motion carried.

Request was received from the County Clerk to transfer funds from Account A1410.411 Repairs to Account A1410.201 Equipment totalling $927.00 for the purchase of the Numbering Machine. Motion was made by Alton Sylor, seconded by Richard Miess to approve transfer. Motion carried. PREPARE RESOLUTION

Committee members received updated copies of the County's Policy for Medical Insurance.

The Committee determined no action would be taken in the matter of the request of Paul Fuller regarding the grading of his position.

Referral was received from the Health Services Committee regarding the pay rate and position of the temporary Public Health Engineer. Motion was made by Alton Sylor, seconded by Richard Miess to create one temporary position of Public Health Engineer in the Health Department, title to be placed in the Section 4 Salary Plan at a salary of $888.24 per pay period. Motion carried. PREPARE RESOLUTION

Jack discussed with the committee the status of grievances in the Health Department and Public Works Department.

Jack discussed with the committee the request of the Veterans Service Agency to set hours of 8:30 - 4:00. The committee declined the request indicating the hours should be 9:00 - 5:00.

Jack reported that he has contacted the American Management Association for instructional materials.

Discussion was held regarding the Employees' Assistance Program and alternatives.

Jack discussed with the committee the need in the Personnel Department to have a computer terminal tied in with the Treasurer's computer to eliminate duplication of work, and convenience of inputing information. The committee recommended contacting Debbie Button and then going to Central Services with the request.

Meeting adjourned.

PERSONNEL COMMITTEE

RECEIVED
OCT 24 1991

October 23, 1991

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

J. Morgeson

Minutes of the September 25, 1991 committee meeting were approved by motion from Alton Sylor, seconded by Richard Miess and carried.

Duane Griswold, Director of the Veterans Service Agency spoke to the committee regarding the Veterans Agency's responsibilities, contacts, etc.

Dan Washburn spoke to the committee regarding the creation of a position of Aging Services Specialist. It was explained that no action was required from the Personnel Committee. Health Services Committee offers the action. Dan also explained to the committee that one temporary Aging Service Technician position funded by the State has or soon will end. Another Aging Service Technician position dealing with HEAP has 53% of funds cut.

Jack explained that resolutions were needed to establish salaries for the Section 4 Salary Plan and the Non-Unit Salary Plan for January 1, 1992. Motion was made by Alton Sylor, seconded by Lee Frair 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 Lee Frair, seconded by Ruth Faulkner to direct the County Attorney to prepare the appropriate resolution for compensation of employees covered by the Non-Unit Graded Salary Plan. Motion carried. PREPARE RESOLUTION

Jack discussed with the committee extending certain benefits to Non-Unit employees and department heads, such as the money incentive for dropping health coverage if coverage is available elsewhere. Motion was made by Alton Sylor, seconded by Richard Miess to amend Res. 258-85 to extend to Non-Unit Graded employees the opportunity to take advantage of dropping health coverage. Motion carried. PREPARE RESOLUTION

Jack reported third quarter unemployment was $6,912.

Jack discussed with the committee a recent Labor Management meeting and other Personnel/Civil Service activities.

Jack stated that he had talked to the County Treasurer regarding computer needs. The committee recommended Jack talk to Debbie Button regarding cost for our office.

A request for transfer of funds was received from Board of Elections from .409 to .401 totalling $800. Motion was made by Richard Miess, seconded by Ruth Faulkner to approve request. Motion carried.

Mr. Nielsen stated that he has received calls from William Bowler of Employee Services Inc. regarding the Employee Assistance Program. A packet of information was to be received from Rodney Ballengee of the Allegany Area Council on Alcoholism and Substance Abuse, Inc. regarding services they could provide the county. It was decided to contact Mr. Bowler and let him know that he would be contacted in 30 days regarding a decision by the committee.

Mr. Nielsen has requested that he, Jack Rosell, John Margeson and possibly a fourth person, if necessary, make up a committee to review salary plans and report in March to the committee.

Discussion was held regarding employee evaluations.

Discussion was held regarding membership of the Board of Ethics. It was decided further discussion would be held at October 28th caucus.

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

Meeting adjourned.

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PERSONNEL COMMITTEE

November 27, 1991

J. Margeson

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

Minutes of the October 23, 1991 committee meeting were approved by motion from Alton Sylor, seconded by Ruth Faulkner and carried.

Transfer request was received from Veterans Service Agency to transfer funds from Account 6510.405 to 6510.407 totalling $300.00. Motion was made by Richard Miess, seconded by Lee Frair and carried to approve the request.

Transfer request was received from Personnel Department to transfer funds from Account 1430.405 to 1430.429 totalling $55.00. Motion was made by Alton Sylor, seconded by Richard Miess and carried to approve request.

County Clerk, Joseph Presutti submitted a request for the purchase of equipment totalling $553.52. Motion was made by Ruth Faulkner, seconded by Lee Frair and carried.

Motion was made by Richard Miess, seconded by Alton Sylor to approve Mr. Nielsen's attendance at a meeting 10/17/91. Motion carried.

Jack reported all files used to store personnel folders have locks and are used for security.

Arbitration has been scheduled for March 2, 1992 for the Clair West case.

Art Hayes discussed with the committee a personnel matter.

Jack discussed civil service matters with the committee.

Jack and John Margeson will be meeting in December to start review of salary plans.

Jack stated that Debbie Button had been to the Personnel Department to discuss computer needs and will come back with a determination of cost.

Dan Guiney discussed status of the lawsuit with Allegany County and Board of Elections.

Tape series on Dealing With Difficult Behavior has been received.

Dan Guiney and Brian Baty, Insurance Consultant will meet with the committee at the December 18, 1991 meeting.

Jack, Mr. Nielsen and John Walchli will meet Tuesday, December 3, 1991 at 1:00 p.m. to discuss a personnel matter.

Rodney Ballengee of the Allegany Area Council on Alcoholism and Substance Abuse, Inc. met with the committee to discuss services the Council could provide for employees of the County. The committee determined to make a decision at the December meeting regarding the services offered by the Council and Employee Services Inc.

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

Meeting adjourned.