

NOT
APPROVED

PERSONNEL COMMITTEE

JAN 27 1993

January 27, 1993

J. Margeson

Present: Kenneth Nielsen, Alton Sylor, Richard Miess, Maynard Boyce, Delores Cross, John Margeson and Jack Rosell.

Minutes of the December 23, 1993 meeting were approved by motion from Richard Miess, seconded by Maynard Boyce. Motion carried.

Bills, Hartford and Blue Cross audit were approved for payment by motion from Richard Miess, seconded by Maynard Boyce. Motion carried.

Motion was made by Richard Miess, seconded by Alton Sylor to have the County Attorney prepare a resolution for the re-appointment of Duane Griswold as Veterans Service Agency Director for the period 01/04/93 - 12/31/93. Motion carried. PREPARE RESOLUTION

Request was received from Veterans Service Agency for approval of County Veterans Service Officers Association dues of \$25.00. Motion was made by Maynard Boyce, seconded by Richard Miess to approved payment of dues. Motion carried.

Jack reported on the fourth quarter unemployment - \$1,777.50, \$36,005.50 for the year 1992.

Jack also reported receiving 16 written grievances for 1992 - 14 from the Department of Public Works, 1 from the Sheriff's Department and 1 from the Department of Social Services. The committee suggested that Jack make the Public Works Committee aware of the number of grievances.

John and Jack reported that a one year agreement had been settled between the New York State Nurses' Association and the County. Motion was made by Alton Sylor, seconded by Maynard Boyce to prepare a resolution to approve a one year agreement with the Nurses' Association. Motion carried. PREPARE RESOLUTION

John and Jack discussed with the committee the progress of negotiations with the Deputy Sheriff's Association. They met January 26, 1993.

Suggestions from the Suggestion Box have been read by Mr. Nielsen. It was decided that John Margeson would read and organize the suggestions and report to the Personnel Committee

Linda Canfield and James Sikaras spoke to the committee regarding the abolishment of the New York State Temporary Ethics Commission as of 12/31/93. Enforcement of standards has been transferred to County's authority. After discussion it was decided that no change be made to the County's disclosure form at this time. Edit the list. Watch action of other Counties. Present names for recommendation to the current Board of Ethics at the February Personnel meeting.

Meeting adjourned.

**NOT
APPROVED**

PERSONNEL COMMITTEE

FEB 6 3 1993

February 24, 1993

J. Margeson

Present: Kenneth Nielsen, Alton Sylor, Delores Cross, Richard Miess,
Maynard Boyce, Ruth Faulkner, Jack Rosell and John Margeson

Minutes of the January 27, 1993 meeting were approved as amended on page 2 to read "Suggestions from input from a meeting with AFSCME Union members and Legislators" not the Suggestion Box; and on December 31, "1992" the NYS Temporary Ethics Commission was abolished. Motion made by Richard Miess, seconded by Maynard Boyce to approve as amended. Carried.

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

Jack reported on a recent Labor-Management meeting regarding Public Works employees doing bridge inspection and repair work. It was suggested by the Union and the County to abolish two (2) HMEO I positions and create two (2) HMEO II positions for this work. The Public Works Committee will act on this.

Jack also noted that the grievance for overtime work for Account Clerk Typists in the Department of Public Works on Saturdays has been denied.

Proposed Blue Cross coverage changes were presented to the committee. Motion was made by Richard Miess, seconded by Ruth Faulkner to direct the County Attorney to prepare a resolution for the Blue Cross coverage changes effective April 1, 1993. Motion carried.

Blue Cross Groups 41909, 41909-002, 41910:

\$1 Rx Drug Rider to \$3 Rx Drug Rider
BCMM - Standard with \$50 Deductible to
BCMM - 7 with \$100 Deductible
Eliminate Rider 21

Blue Cross Groups 41911, 41912:

BCMM - Standard with \$50 Deductible to
BCMM - 7 with \$100 Deductible
Eliminate Rider 21

PREPARE RESOLUTION

Discussion was held regarding meeting with an insurance representative to review the self-insured coverage with the County's Towns and Villages. March 11th at 1:00 p.m. was scheduled for this meeting. John Margeson will contact the representative.

Discussion was held regarding informing employees of the basic information regarding Section 125 plans. It was decided that a memo from the Personnel Department be distributed.

The Personnel Department received from Veterans Service Agency Director Duane Griswold a duties statement for the Account Clerk Typist position in the Veterans Service Agency. It was determined that the appropriate title for the position should be Assistant Director of Veterans Service Agency. It was recommended by the Personnel Department to place the title Assistant Director of Veterans Service Agency in the Unit Salary Plan Grade 11. Motion was made by Ruth Faulkner, seconded by Maynard Boyce to abolish one position of Account Clerk Typist and create one position of Assistant Director of Veterans Service Agency, the title Assistant Director of Veterans Service Agency to placed in the Unit Salary Plan Grade 11. Motion carried. PREPARE RESOLUTION

Discussion was held regarding hiring freeze. The Committee noted that the current procedure of department heads asking their committee of jurisdiction to fill positions should be continued and committee chairpersons should be reminded of this procedure.

The Committee reviewed a list of suggestions received at the meeting held for AFSCME Union members and Legislators.

Linda Canfield reported to the Committee the list of those required to complete the disclosure form and reviewed the names of those designated as Board of Ethics members. Names of past legislators were suggested as Board of Ethics members. Linda was asked to report again at the March 11th meeting.

John Margeson discussed with the Committee the situation of overtime in the County Clerk's Motor Vehicle Bureau. Money for overtime was removed from the County Clerk's budget. Overtime is required to finish public transactions and to close accounts at the end of each business day. Motion was made by Richard Miess, seconded by Maynard Boyce to close the County Clerk's Motor Vehicle Bureau, for the purpose of avoiding overtime, at 4:45 p.m. beginning April 5, 1993. Motion carried. Voting No - Alton Saylor. John Margeson will oversee the necessary press release and determine if a resolution is necessary.

John Margeson discussed with the committee the current status of negotiations with the Deputy Sheriff Association, including the retirement plan for most Sheriff's Department personnel.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

DATE: _____

COMMITTEE: PERSONNEL

Blue Cross coverage changes effective April 1, 1993

Blue Cross Groups 41909, 41909-002, 41910:

\$1 Rx Drug Rider to \$3 Rx Drug Rider
BCMM-Standard with \$50 Deductible to BCMM-7 with \$100 Deductible
Eliminate Rider 21

Blue Cross Groups 41911, 41912:

BCMM-Standard with \$50 Deductible to BCMM-7 with \$100 Deductible
Eliminate Rider 21

ISCAL IMPACT: \$30,000 - \$35,000 Savings.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: _____

A position review at the request of the Director of Veterans Service Agency by the Personnel Department found the duties performed by the incumbent of the Account Clerk Typist position to be those of Assistant Director of Veterans Service Agency. Assistant Director of Veterans Service Agency is in the Non-competitive class of the Allegany County Civil Service Rules.

FISCAL IMPACT: \$.20 per hour.

PERSONNEL COMMITTEE

February 24, 1993

Present: Kenneth Nielsen, Alton Sylor, Delores Cross, Richard Miess, Maynard Boyce, Ruth Faulkner, Jack Rosell and John Margeson

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Jack reported on a recent Labor-Management meeting regarding Public Works employees doing bridge inspection and repair work. It was suggested by the Union and the County to abolish two (2) HMEO I positions and create two (2) HMEO II positions for this work. The Public Works Committee will act on this.

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BCMM - 7 with \$100 Deductible
Eliminate Rider 21

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John Margeson discussed with the committee the current status of negotiations with the Deputy Sheriff Association, including the retirement plan for most Sheriff's Department personnel.

Meeting adjourned.

MAR 12 1993

PERSONNEL COMMITTEE

March 11, 1993

NOT
APPROVED

J. Margeson

Present: Kenneth Nielsen, Alton Saylor, Richard Miess, Ruth
Faulkner, Delores Cross, John Margeson and Jack Rosell

Discussion was held with Linda Canfield regarding the Board of Ethics. Motion was made by Richard Miess, seconded by Ruth Faulkner to approve four members - Frances Barnes, Donald King, John Hasper and Max Freeman. Motion carried. Linda will speak with the County Attorney to be the fifth member of the Board. The fifth member must be a county employee, either elected or appointed.

Mr. Thomas Doney of North American Administrators Inc. spoke to the committee regarding self-insurance.

Meeting adjourned.

NOT
APPROVED

PERSONNEL COMMITTEE

APR 1 1993

March 31, 1993

J. Margeson

Present: Kenneth Nielsen, Alton Saylor, Richard Miess, Maynard Boyce, Ruth Faulkner, Delores Cross, Jack Rosell and John Margeson

Minutes of the February 24th and March 11th Personnel meetings were approved by motion from Richard Miess, seconded by Maynard Boyce and carried.

Linda Canfield reported on the member status of the Board of Ethics. The County Attorney will be reporting to the Committee soon on necessary changes.

Johannes Peeters, Public Health Director was present to inquire about the status of the Early Intervention/Infant Health Assessment Service Coordinator position. No referral has been received from Health Services Committee.

Discussion was held regarding compensation for employees who worked 3/15/93. Motion was made by Richard Miess, seconded by Ruth Faulkner to give those full-time employees who worked on 3/15 an additional day of vacation to be added to their vacation accruals. Motion carried.

Jack stated that the Sheriff's Department is now under civil service and the process will begin to properly classify each position.

Motion was made by Richard Miess, seconded by Maynard Boyce to go into executive session to discuss Sheriff's negotiations. Motion carried.

Meeting adjourned.

NOT
APPROVED

PERSONNEL COMMITTEE

April 7, 1993

APR 8 1993

J. Margeson

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

Minutes of the March 31, 1993 meeting were approved by motion from Kenneth Nielsen, seconded by Ruth Faulkner and carried.

The committee reviewed the audit and approved same.

Jack reported on a recent Labor-Management meeting. Resolved was the issue of steel-toed shoes and payment for same. Grievance in Department of Public Works regarding overtime on Saturdays for Account Clerk Typists is still not resolved.

Letter was received from AFSCME stating their intent to negotiate.

Jack reported that first quarter unemployment for 1993 was \$3,199.75.

Johannes Peeters, Public Health Director, discussed with the committee the creating of a position for Early Intervention and Infant Health Assessment. Motion was made by Kenneth Nielsen, seconded by Alton Sylor to title the position Early Intervention/ Infant Health Assessment Service Coordinator. Motion carried.

PREPARE RESOLUTION

Jack reported that due to legislation signed by Governor Cuomo, the Sheriff's Department positions are now under civil service, effective 3/31/93.

John Margeson received a letter from the Election Commissioners regarding the salaries of the Deputy Election Commissioners. Motion was made by Leonard Watson, seconded by Kenneth Nielsen that John Margeson respond to the letter indicating no change in Deputy Election Commissioners will be made. Motion carried.

Discussion was held regarding cost saving measures in County Departments.

John Margeson was directed by the Personnel Committee to contact non-unit employees regarding a representative group that would meet with the Personnel Committee to discuss pay increase and benefits.

John Margeson discussed with the committee the situation of closing the Department of Motor Vehicles at 3:45 p.m. during summer hour months.

Motion was made by Kenneth Nielsen, seconded by Leonard Watson to direct the Personnel Department to investigate savings in employee retirement. Motion carried.

Motion made by Kenneth Nielsen to adjourn, seconded by Leonard Watson and carried.

NOT
APPROVED

PERSONNEL COMMITTEE

May 5, 1993

MAY 7 - 1993

J. Margeson

Present: Richard Miess, Leonard Watson, Ruth Faulkner, Kenneth Nielsen, Alton Saylor, Delores Cross, John Haynes, Doug Dillon, John Margeson and Jack Rosell.

Meeting was called to order by Kenneth Nielsen.

Minutes of the April 7, 1993 meeting were approved by committee consent.

John Haynes gave the committee an overview of the responsibilities of Workers' Compensation.

Doug Dillon reported three cases heard at Workers' Compensation hearings held in April - P. Cooper, W. Cole, D. Long.

John Haynes reported on new computer program for the Workers' Compensation which will facilitate claims management, set up reserves, monitor costs and accumulate data on history basis.

The Committee reviewed the audit and approved same.

The June meeting for Personnel Committee is to be at 1:30 p.m. instead of 1p.m.

It was noted that the Blue Cross coverage changes effective May 1, 1993 resulted in a decrease of the May 1993 Blue Cross billing by \$5,820.01.

Jack reported that he and Ellen Ruckle plan to attend a seminar in Batavia May 12th pertaining to reclassification of Sheriff employees now subject to civil service. Motion was made by Leonard Watson, seconded by Kenneth Nielsen to approve seminar. Motion carried.

Thomas Doney, Director of North American Administrators, Inc. presented the committee with a formal policy for self-insurance. Motion was made by Ruth Faulkner, seconded by Leonard Watson to continue the process to implement self-insurance for health benefits with North American Administrators. References from those municipalities/corporations was recommended. Motion carried.

5800
12
11600
7800
19600

A special Personnel Committee meeting is scheduled for May 10th at 1:00 p.m. Brian Baty will be addressing the committee.

Discussion was held regarding a Safety Insurance Coordinator. The names of D. Roeske, J. Tucker and K. Barber were suggested. Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner that Richard Miess, Delores Cross and John Margeson report back to the committee at the June meeting with a recommendation. Motion carried.

Motion was made to go into Executive Session by Kenneth Nielsen, seconded by Leonard Watson. Motion carried.

Moved out of Executive Session on motion from Leonard Watson, seconded by Kenneth Nielsen, carried.

Meeting adjourned.

PERSONNEL COMMITTEE

JUN 9 1993

NOT
APPROVED

June 2, 1993

J. Margeson

Present: Richard Miess, Ruth Faulkner, Leonard Watson, Kenneth Nielsen, Alton Saylor, Delores Cross, John Haynes, Doug Dillon, John Margeson and Jack Rosell.

Minutes of the May 5, 1993 committee meeting were not approved.

Audit review was completed by the committee.

John Haynes and Doug Dillon presented the proposed budget for Workers' Compensation for 1994 for approval. Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner to accept as submitted. Motion carried.

John Haynes explained the progress of the computer software for Workers' Compensation.

Doug Dillon reported on a preliminary pre-hearing conference for Town of Birdsall employee Philip Gordon.

Mid-management representatives Chris Johnson, Pat Volkmar, and Terri Ross discussed with the committee the meeting they had with John Margeson. The meeting involved presenting suggestions from mid-management employees pertaining to salary and benefits for mid-management employees.

The Committee approved the suggestion for Jack and Jim Mulholland to establish a policy for payment of overtime for mid-management employees.

Jack stated that a resolution was needed to grant July increments to certain eligible employees effective July 1, 1993. Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner and carried. PREPARE RESOLUTION

Jack explained that a new position duty statement submitted by County Administrator John Margeson was titled Youth Bureau Program Director. It was suggested to establish the title for the proposed position of Youth Bureau Program Director and place the title in Section 4 Salary Plan at \$25,000. Motion was made by Ruth Faulkner, seconded by Kenneth Nielsen and carried. PREPARE RESOLUTION

Motion was made by Ruth Faulkner, seconded by Kenneth Nielsen to abolish the position of Youth Bureau Program Coordinator and remove the title from AFSCME Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Jack has received a letter of intent to negotiate from the New York State Nurses' Association.

Jack reported on the civil service classification process in the Sheriff's Department.

Discussion was held regarding the salary of the Maintenance Supervisor. No action was taken.

It was suggested that Chris Koehler, Sales and Marketing Coordinator of Piecework Industries be asked to attend the July meeting to discuss services available to the county.

Jack reported that three arbitrations are coming up, two with the Sheriff's Association, one with AFSCME.

A meeting has been scheduled for Tuesday, June 22, 1993 for Thomas Doney, Director of North American Administrators Inc. to meet with representatives of AFSCME, Sheriff's Association, Nurses' Association and mid-management.

Negotiations with the Sheriff's Association is to the fact-finding level.

Discussion was held regarding civil service matters.

Referral was received from the Human Services Committee to increase the rate of pay for Mail Clerk in the Section 4 Salary Plan from \$4.25 to \$4.70 per hour. Motion was made by Kenneth Nielsen, seconded by Alton Sylor that increase be denied. Motion carried.

A letter was received from the Schenk-Miles Insurance Agency requesting to speak to the committee regarding life insurance for employees. The committee agreed to deny request.

The recommendation of Keith Barber as Safety Insurance Coordinator was made. Discussion was held regarding remuneration. Motion was made by Kenneth Nielsen to pay \$300, seconded by Alton Sylor. Motion carried.

Monday, June 21, 1993, 9:00 a.m. was selected for a Personnel Committee meeting.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: _____

Youth Bureau Program Director title was recommended to be established upon review of New Position Duty Statement by the Personnel Department. Title to be placed in Section 4 Salary Plan.

FISCAL IMPACT:

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: _____

In accordance with Resolution #1-69, Salary Plan for Allegany County Employees, Section 5(9) Annual Increments, certain employees whose permanent date of hire fell between July 1 and December 31 of the previous year are eligible for increments July 1st. Eligible employees have received department head approval. Listing of employees attached.

AL IMPACT:

NOT
APPROVED

PERSONNEL COMMITTEE

June 21, 1993

JUN 28 1993

J. Margeson

PRESENT: Richard Miess, Alton Sylor, Kenneth Nielsen, Ruth Faulkner, Leonard Watson, Delores Cross, John Margeson and Jack Rosell.

Minutes of the May 5 and June 2 meetings were approved by motion from Alton Sylor, seconded by Kenneth Nielsen and carried.

Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner to approve payment of Alton Sylor's attendance on May 10, 1993 at a Labor hearing in Buffalo. Motion carried.

Notices will be sent to departments under the jurisdiction of the Personnel Committee to present their budgets for review.

John Margeson stated the need for a resolution amending Res. 281-92 to place title of Youth Bureau Program Director in Section 4 Salary Plan at a salary of \$25,000. After discussion motion was made by Kenneth Nielsen to amend Res. 281-92 to place title of Youth Bureau Program Director in Section 4 Salary Plan at a salary of \$25,000. There was no second to the motion. Motion was lost. Motion was made by Leonard Watson, seconded by Ruth Faulkner to amend Res. 281-92 to place title of Youth Bureau Program Director in Section 4 Salary Plan at a salary of \$24,000. Motion carried. PREPARE RESOLUTION

Mr. Christopher Koehler of Piece Work Industries confirmed his attendance at the July 7th Personnel Committee meeting.

Jack discussed with the committee the arbitration pertaining to Department of Public Works July 4th payment.

Discussion was held regarding representatives from Blue Cross speaking at a Personnel Committee meeting. Jack will meet with Blue Cross representatives this week and discuss this.

Meeting adjourned.

JUL 8 - 1993

PERSONNEL COMMITTEE

JULY 7, 1993

NOT
APPROVED

J. Margeson

PRESENT: Richard Miess, Alton Saylor, Leonard Watson, Ken Nielsen, Delores Cross, John Margeson, John Haynes, Doug Dillon, Chris Koehler and Jack Rosell

The Committee minutes of June 21, 1993 were approved on motion by Ken Nielsen, seconded by Leonard Watson, motion carried.

Chris Koehler from Piece Work Industries discussed with the Committee about the possibility of contract cleaning the County Office complex.

A report was given by John Haynes and Doug Dillon for Workers Compensation.

The Personnel Budget was reviewed and passed on motion by Ken Nielsen, seconded by Leonard Watson, motion carried.

The Veteran's Budget was approved on motion by Alton Saylor, with the conference expense being cut by one-half, seconded by Leonard Watson, motion carried.

Unallocated Insurances Budget was approved on motion by Alton Saylor, seconded by Ken Nielsen, motion carried.

Jack Rosell reported that the meeting that was scheduled with 2 representatives from each bargaining unit and Tom Downing went very favorable. The committee feels that the Plan should procede to the Committee of the Whole with Tom Downing presenting the Plan.

Mr. Rosell reported to the Committee that the Civil Service representative, Dan Glisson, will be here this month to help finalize the Civil Service Classification for the Sheriff's Department.

Mr. Rosell reported on a grievance held 7/6/93 and informed the Committee that he has another grievance to go to on 7/8/93.

The August Committee meeting will be held August 5, 1993 at 1:00 PM.

Meeting adjourned.

NOT
APPROVED

PERSONNEL COMMITTEE

AUGUST 5, 1993

AUG 9 1993

J. Margeson

PRESENT: Richard Miess, Kenneth Nielsen, Delores Cross, Alton Sylor, Leonard Watson, John Margeson and Ellen Ruckle

Minutes of the July 7, 1993 committee meeting were approved by motion from Leonard Watson, seconded by Kenneth Nielsen and carried.

Linda Canfield and Corrine Collins spoke to the committee regarding a grant the Health Department has received which pertains to the distribution of Child Health Records to be given to new mothers via area hospital and clinics. The Committee needs to approve the insurance provision which has been reviewed and approved by Dan Guiney. Motion was made by Kenneth Nielsen, seconded by Alton Sylor to approve the contract and insurance provision. Motion carried.

Joseph Presutii, County Clerk, presented the 1994 Budget for the County Clerks office. Motion was made by Leonard Watson to accept .2 and .4 accounts as presented, seconded by Kenneth Nielsen. Motion carried.

Discussion was held regarding the progress of changing health insurance with North American Administrators.

John Margeson reported on the meeting he and Jack had with the Fact Finder for the Deputy Sheriffs' Association negotiations.

Discussion was held regarding negotiations with AFSCME set for August 19, 1993.

The hours of the County Clerk's Office were discussed.

Discussion was held regarding Personnel and Civil Service matters.

Larry Wilson and Margaret Gordon presented the 1994 Budget for Board of Elections. Motion was made by Kenneth Nielsen to accept .2 and .4 accounts as presented with the provision the .2 account may be reviewed again depending on the outcome of the County's copier search. Motion seconded by Alton Sylor and carried.

The September Personnel Committee meeting will be held at 9:00 AM Thursday 9/2/92.

Meeting adjourned.

NOT
APPROVED

PERSONNEL COMMITTEE

September 8, 1993

SEP 22 1993

J. Margeson

Present: Richard Miess, Ruth Faulkner, Alton Sylor,
Kenneth Nielsen, Delores Cross, Jack Rosell,
John Margeson, Doug Dillon and John Haynes

Minutes of the August 5, 1993 meeting were approved by motion from Alton Sylor, seconded by Richard Miess and carried.

Doug Dillon presented and explained Workers' Compensation budget to-date.

John Haynes reviewed the claims system used by Workers' Compensation.

Doug Dillon reported on seven potential hearings in July and one in August.

Workers' Compensation was asked to give a presentation of their claims system at the meeting of self-insured counties to be held in Canandaigua October 6-8. Motion was made by Kenneth Nielsen, seconded by Alton Sylor to approve Doug Dillon and John Haynes' attendance at the meeting.

John Haynes discussed with the committee the status and use of attorney Steve Gielowski in reference to Workers' Compensation cases.

Blue Cross/Blue Shield representatives spoke to the committee regarding present benefits and implementation of possible changes.

A review by the Personnel Department was held of the current position of Director of Computer Systems. It was determined that the appropriate title of the position Director of Computer Systems held by Deborah Button should be Director of Data Processing. Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner to create the position of Director of Data Processing to be placed in Section 4 Salary Plan at \$29,000. Motion carried. Voting NO-Alton Sylor. PREPARE RESOLUTION

Personnel Committee
September 8, 1993

Page 2

Motion was made by Ruth Faulkner, seconded by Kenneth Nielsen to abolish position of Director of Computer Systems and remove title from Non-Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Motion was made by Kenneth Nielsen, seconded by Alton Saylor to go into executive session. Motion carried.

Meeting adjourned.

OCT 7 1993

PERSONNEL COMMITTEE

October 6, 1993

NOT
APPROVED

J. Margeson

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

Minutes of the September 8, 1993 meeting were approved by motion from Kenneth Nielsen, seconded by Alton Sylor and carried.

The committee reviewed the audit.

A transfer of funds request was received from the County Clerk's Office -- \$1,000 from A1410.430 to A1410.407. Motion was made by Alton Sylor and seconded by Kenneth Nielsen to approve request. Motion carried. A second request to transfer \$1,100 from A1410.415 to A1410.407 was approved on motion from Kenneth Nielsen, seconded by Alton Sylor and carried.

Referral from Public Safety Committee regarding the creation of the Safety Officer position and establishment of Safety Officer title and salary of \$3,000 was discussed. Duty statement should be reviewed by the Personnel Department, which will be done. Motion was made to amend Section 4 Salary Plan to include the title Safety Officer at a salary of \$3,000 by Kenneth Nielsen, seconded by Richard Miess. Motion carried. Voting NO - Alton Sylor. PREPARE RESOLUTION Resolution for creation of the position should come from the Public Safety Committee.

The committee decided to not receive a representative from Self-Funded Strategies, Inc.

The committee requested a cost comparison from the two companies - Blue Cross/Blue Shield and North American Administrators. John Margeson will look into obtaining this.

A referral was received from the Public Safety Committee regarding the title change of Probation Director I to Probation Director II to conform to State Division of Probation specifications. Motion was made by Alton Sylor, seconded by Kenneth Nielsen to change the title of Probation Director I to Probation Director II, to amend the Section 4 Salary Plan accordingly. The title change would be retroactive to August 1988. Motion carried. PREPARE RESOLUTION

Personnel Committee
October 6, 1993

Page 2

Jack reported that he will be going to arbitration with AFSCME Wednesday, October 7, 1993.

The committee viewed a video from Government Services Television Network (GSTN).

Meeting adjourned.

NOT
APPROVED

PERSONNEL COMMITTEE

October 8, 1993

OCT 12 1993

J. Mangerson

Present: Richard Miess, Alton Saylor, Delores Cross,
Kenneth Nielsen, James Sikaras, Jack Rosell and
Brian Baty of Municipal Insurance Consultants, Inc.

Discussion was held regarding health coverage with companies
Blue Cross/Blue Shield and North American Administrators.
Brian Baty was directed to obtain additional information
and report to the committee as soon as possible.

OCT 26 1993

**NOT
APPROVED**

PERSONNEL COMMITTEE

October 25, 1993

Present: Miess; Nielsen; Faulkner; Saylor; Cross;

Based on the recommendation of the county's insurance consultant, Brian Baty, and on the extensive study by this committee, a motion was made by Saylor, seconded by Nielsen and carried, that the County Attorney be requested to prepare a resolution to enter into a contract with North American Administrators for a self-insured health insurance plan, for consideration at the November 8, 1993 board meeting.

Meeting adjourned.

MARGESON

NOT
APPROVED

PERSONNEL COMMITTEE

NOV 4 1993

November 3, 1993

Present: Richard Miess, Alton Sylor, Kenneth Nielsen, Ruth Faulkner, Delores Cross, John Margeson, John Haynes, Douglas Dillon, Jack Rosell

Minutes of the October 6, October 8 and October 25th meetings were approved by motion from Kenneth Nielsen, seconded by Ruth Faulkner and carried.

Worker's Compensation, John Haynes and Doug Dillon, reported on the conference they attended in October.

Reviewed actual vs budget for Worker's Compensation for September of 1993.

November hearings involved no major cases to report.

Linda Canfield reported that the contract with Municipal Insurance Consultants Incorporated would expire in January 1994. A motion was made by Alton Sylor, seconded by Ruth Faulkner and carried to renew the contract with Municipal Insurance Consultants Incorporated for the period of January 1, 1994 to December 31, 1994 at the cost of \$15,000. PREPARE RESOLUTION

Jack reported on unemployment for the third quarter which was \$4,303.00.

Discussion was held regarding Major Medical Rider for Non-Unit and Department Heads.

Jack stated that a resolution was necessary in relation to the Annual salary of the District Attorney for the period of April 1, 1993 to October 1, 1993 as \$86,250 and for the period October 1, 1993 to December 31, 1993 as \$90,500. Motion was made by Kenneth Nielsen, seconded by Alton Sylor to direct the County Attorney to prepare the appropriate resolution. Motion carried. PREPARE RESOLUTION

Jack reported on the opinion and awards of the arbitrator in the matter of the arbitration between the County and the Deputy Sheriffs' Association retirement legislation. The County is to resubmit no later than 30 days from the date of the award said Bill and follow through to see that it is appropriately sponsored and submitted to the New York State Legislature for approval retroactive to December 31, 1992. Motion was made by Alton Sylor, seconded by Kenneth Nielsen the the necessary action be taken to comply with the arbitrators' award. Motion carried.

A request was received from the Personnel Department for the purchase of a typewriter. The new purchase will replace a typewriter purchased in 1982. The request also included a transfer of funds of \$500 from 1430.424 to 1430.201 and \$90 from 1430.419 to 1430.201. Motion was made by Kenneth Nielsen to approve the typewriter purchase, seconded by Ruth Faulkner and carried. Motion was made by Kenneth Nielsen to approve the transfer

of funds for the purchase fo the typewriter, seconded by Ruth Faulkner and carried.

PREPARE RESOLUTION

Jack and John reported that a three year agreement had been settled between AFSCME and the County. Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner to prepare a resolution to approve a three year agreement with AFSCME. Motion carried. Voting no - Alton Sylor.

PREPARE RESOLUTION

John discussed with the committee the action he took in removing money allocated to the equipment account of the Board of Elections and the discussion he had with Election Commissioner Gordon. The Committee supported John's action.

Motion was made by Kenneth Nielsen, seconded by Alton Sylor to go into Executive Session. Motion carried.

Meeting adjourned.

NOT
APPROVED

PERSONNEL COMMITTEE

DECEMBER 1, 1993

PRESENT: Richard Miess, Kenneth Nielsen, Ruth Faulkner, Delores Cross, Doug Dillon, John Haynes, John Margeson and Jack Rosell

Minutes of the November 3, 1993 meeting were approved by motion from Kenneth Nielsen, seconded by Ruth Faulkner and carried.

Worker's Compensation - John Haynes and Doug Dillon reported on the status of the 1993 Budget.

Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner to approve fund transfer from S1720.406 to S1710.201 totalling \$3,500.00 and from S1710.807 to S1710.806 totalling \$500.00. Motion carried.

Update on fire fighter physicals was given. 83% of active fire fighters in the County have completed physical exams. These exams are a by-product of OSHA law.

Jack explained that resolutions were needed to establish salaries for the Section 4 Salary Plan and the Non-Unit Salary Plan for January 1, 1994. Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner to direct the County Attorney to prepare the appropriate resolution for compensation of County Officers and Non-Unit employees covered by Section 4 Salary Plan, motion carried.

PREPARE RESOLUTION

Motion was made by Ruth Faulkner, seconded by Kenneth Nielsen 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 reported that a two year agreement had been settled between the Deputy Sheriff's Association and the County. Motion was made by Ruth Faulkner to direct the County Attorney to prepare a resolution to approve a two year agreement with the Deputy Sheriff's Association. Motion carried.

PREPARE RESOLUTION

Jack stated that the County won the Arbitration between the County and AFSCME regarding payment for the 4th of July for the Department of Public Works employees.

Transfer of funds was received from the Veteran's Service Agency from A6510.405 to A6510.401 totalling \$40.14. Motion was made by Ruth Faulkner, seconded by Kenneth Nielsen to approved transfer.

Request was received from the Veteran's Service Agency to approve the transfer of funds from contingency to A6510.101 salary account totalling \$1,355.00. Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner to approve the transfer. Motion carried. Referred to Finance Committee.

PREPARE RESOLUTION

Personnel Committee cont.
December 1, 1993

At the request of Duané Griswold, Veteran's Service Agency Director, the motion was made by Kenneth Nielsen, seconded by Ruth Faulkner that the County Attorney prepare the appropriate resolution to request Governor Cuomo to Maintain and Stabilize Funding to the County Veteran's Service Agencies. Motion carried.

PREPARE RESOLUTION

John Margeson and James Mulholland discussed with the Committee the proposed contract with North American Administrators, specifically the need to audit bills on a timely basis. Motion was made by Kenneth Nielsen to appoint John Margeson as County Auditor for the purpose of auditing Health Insurance Claims and granting him the privilege of appointing a Deputy County Auditor. Motion was seconded by Ruth Faulkner. Motion carried.

PREPARE RESOLUTION

The Committee reviewed the Department audits.

Motion was made by Kenneth Nielsen, seconded by Ruth Faulkner that upon the establishment of the contract with North American Administrators the County Attorney notify Blue Cross/Blue Shield of Western New York of the termination of health insurance coverage within the proper time allotment. Motion carried.

Meeting adjourned.

NOT
APPROVED

PERSONNEL COMMITTEE

DEC 14 1993

December 13, 1993

Present: Miess; Nielsen; Sylor;

J. Margeson

A motion was made by Nielsen, seconded by Sylor and carried, to reappoint Jack R. Rosell as Personnel Officer for a six year term commencing January 5, 1994 and expiring January 4, 2000. County Attorney is requested to prepare resolution.

Mr. Miess discussed a proposal he had received from Brian Baty, our insurance consultant, relative to the county's disability insurance coverage. (See attached letter from Mr. Baty). The proposal from Phoenix Insurance is for a rate considerably less than the county is currently paying The Hartford. It was decided to refer this matter to the Committee of the Whole later in the day for further consideration.

Meeting adjourned.



MUNICIPAL
INSURANCE
CONSULTANTS
INCORPORATED

December 13, 1993

Mr. Richard Meiss
Allegany County
County Office Building
Court Street
Belmont, NY 14813

RE: COUNTY DBL PROGRAM

Dear Dick:

We have solicited proposals on behalf of the County's Statutory Disability Program with the following results:

Current Program (Hartford) = .81 per \$10 benefit (plus potential dividend)

Proposed Rate (Phoenix Home Life) = .43 per \$10 of benefit

The total annual premium for the County's current program is \$59,496. The proposed annual premium amounts to \$31,579 for an annual savings of \$27,917. Please note that your current disability program does offer a potential dividend annually. This dividend has amounted to an average of about \$16,000 a year, bringing the County's current average disability cost down to \$43,000 annually. The proposed rate is a "flat" rate with no dividend. This allows the County to keep their money instead of waiting 18 months for a potential dividend which you have no control over, in addition to saving a minimum of 25% on the annual cost. The proposed program is identical to the County's current disability insurance.

I feel the proposed disability program is a very competitive rate and the County should seriously consider it to become effective January 1, 1994.

If you have any questions, please don't hesitate to call.

Sincerely,



Brian J. Baty

NOT
APPROVED

PERSONNEL COMMITTEE

DEC 27 1993

December 20, 1993

PREPARE RESOLUTION

J. Margeson

Present: R. Miess, K. Nielsen, L. Watson, A. Sylor

J. Margeson informed the committee that a tentative agreement for a 3 year labor contract with NYS Nurses Association had been reached as a result of negotiations undertaken by he and Jack Rosell, Personnel Officer. Mr. Margeson detailed for the committee the changes in financial impacts that will occur as a part of the new contract and asked consideration by the committee to sponsor a resolution for approval of the tentative Agreement to be acted upon by the Board of Legislators on 12/27/93. On motion of K. Nielsen, seconded by R. Miess, the committee directed the preparation of such resolution by a vote of 3 ayes, 1 nay. (Voting no - Sylor) County Attorney directed to prepare resolution for consideration on December 27, 1993.

Mr. Margeson also advised the Personnel Committee that the County Attorney office has prepared a draft resolution which establishes the position of County Auditor and Deputy County Auditor. Margeson asked the committee's consideration of an action to amend the Section 4 Salary Plan to include the title of Deputy County Auditor and to assign some level of compensation to the position.

PREPARE RESOLUTION

After considerable discussion a motion was made by L. Watson, seconded by R. Miess to sponsor said resolution and to set the compensation for the Deputy Auditor's position at \$1000. pr year. Motion carried by vote - 3 ayes, 1 nay. (Voting no - A. Sylor)

DEC 29 1993

PERSONNEL COMMITTEE

December 28, 1993

NOT
APPROVED

Present: Miess; Faulkner; Sylor; Nielsen;

J. Margeson

The minutes of the December 1, 1993 and December 13, 1993 meetings of the committee were approved on a motion by Nielsen, seconded by Faulkner and carried.

Brian Baty, the county's insurance consultant, announced that quotes would be opened today for the county's insurance package. He noted the receipt of two quotes, one from Arthur J. Gallagher & Co., and the other from Brown and Stout. Each quote, with various options, were read aloud. Mr. Baty advised that he would examine each submission, in depth, and report back to the committee at its next meeting scheduled for January 5, 1994.

Mary Jane Telford, representing Employee Services of Wellsville, described the services her company could provide to county employees and family members. A toll free number would be available to provide unlimited calls to assist, counsel and advise on a wide range of subjects, such as substance abuse, financial problems, etc. The cost for this service would be \$16.50 per year per employee, to include up to three visits with a clinician, or \$29.13 per year per employee to include up to six visits with a clinician.

Based on approximately 500 employees, the first option would cost in the region of \$8,235 per year and the second option would cost in the region of \$14,565. The committee noted that the county has agreed to provide such a service in the new contract with A.F.S.C.M.E. The committee recommended that the new Personnel Committee, to be appointed in January, 1994, be encouraged to review this program and others similar to it, for implementation as soon as possible, to cover all county employees, not only those covered by the union contract.

Jack Rosell asked if the committee wished to recommend that non-unit employees and department heads be given the same increases in longevity payments and mileage reimbursement as those in the new A.F.S.C.M.E contract. A motion was made by Sylor, seconded by Nielsen and carried, to request the County Attorney to prepare a resolution to provide these increases to non-unit employees and department heads, where eligible.

Mr. Rosell also noted for the committee's information, that the Deputy Superintendent II in the Department of Public Works has been approved by the State Civil Service Commission to be placed in the Exempt class.

Discussion was held on the proposal from Brian Baty to change the county's disability insurance from The Hartford to Phoenix Insurance, at an annual savings to the county of approximately \$12,000. This was approved on a motion by Nielsen, seconded by Faulkner and carried.

In regard to the county's new self-insured medical plan, a motion was made by Nielsen, seconded by Faulkner and carried, to authorize Mr. Baty to obtain stop loss insurance, at \$100,000 per occurrence.

Meeting adjourned.