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JAN 6 1994

PERSONNEL COMMITTEE

NOT APPROVED

January 5, 1994

J. Margeson

Present: Curtis Corkey, Alton Sylor, Edmund Burdick, Ruth Faulkner, James Cretekos, John Haynes, Douglas Dillon, Jack Rosell, Biran Baty, Tim McMullen, William Dibble

Minutes of the December 28, 1993 meeting were approved by motion from Alton Sylor, seconded by Ruth Faulkner and carried.

John Haynes and Douglas Dillon reviewed and discussed actual vs. planned budget for Workers' Compensation.

John and Doug gave a brief history of the self-insurance plan for the new committee members.

John explained the safety luncheons coming up, which Legislators are invited to attend.

Motion was made by Ruth Faulkner, seconded by James Cretekos to approve the appointment of John Haynes as Executive Secretary of Allegany County Mutual Self-Insurance Plan for the calendar year 1994 at a salary of $7998. Motion carried.

Brian Baty and Tim McMullen of Municipal Insurance Consultants, Incorporated reviewed the insurance package quotes from Arthur J. Gallagher and Co. and Brown and Stout with the committee. Motion was made by James Cretekos, seconded by Edmund Burdick to accept the quote from Brown and Stout with the Chairman of the Board hereby authorized to sign the affidavit of excess and surplus. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the date and time of the Personnel Committee. It was decided to move the date to the first Monday of each month at 2:00 p.m.

Motion was made by Edmund Burdick, seconded by Ruth Faulkner to have the County Attorney prepare a resolution for the reappointment of Duane Griswold as Veterans Service Agency Director for the period 01/01/94 - 12/31/94. Motion carried. PREPARE RESOLUTION

Discussion was held regarding actions of a Coroner. This will have to be reported to the Human Services Committee which is the committee of jurisdiction.

Jack Rosell made the committee aware that a decision was needed regarding retroactive pay for part-time employees of the Sheriff's Department for 1993. Motion was made by James Cretekos, seconded by Edmund Burdick that part-time employees of the Sheriff's Department receive the 1994 base rate of their appropriate title commencing January 1, 1994. Motion carried. VOTING NO - Curtis Corkey

Some discussion was held regarding employee evaluations. This matter will be discussed further at the next committee meeting.

Meeting adjourned.

NOT APPROVED

PERSONNEL COMMITTEE

February 7, 1994

FEB 9 1994

J. Margeson

PRESENT: Curtis Corkey, Alton Sylor, Edmund Burdick, James Cretekos, Ruth Faulkner, John Walchli, Douglas Dillon, John Haynes, Jack Rosell, John Margeson, Fred Sinclair, student interns Bob Hume and Erin LaValley

Douglas Dillon reviewed with the committee Annual Actual Expenses vs. Plan for the Workers' Compensation budget.

John Haynes gave an explanation of the workings of Workers' Compensation for the benefit of the new committee members and the interns.

Linda Canfield reviewed with the committee expenditures from the Insurance Reserve Fund and explained usage. Discussion was held.

It was agreed by the committee to hold the March Personnel Committee meeting on March 3rd.

Fred Sinclair of the Soil and Water Conservation District Office spoke to the committee regarding joining the health plan under North American Administrators for Soil and Water District employees and retirees. Discussion was held. The Personnel Office will look into this further.

A request was received from Duane Griswold, Veterans Service Agency Director for prior approval from the Personnel Committee for dues of $25.00 to the County Veterans' Service Officers Association for 1994. Motion was made by Edmund Burdick, seconded by Alton Sylor and carried to approve request.

Discussion was held regarding performance evaluations.

Motion was made by Alton Sylor to go into Executive Session, seconded by Ruth Faulkner and carried.

Motion was made by Curtis Corkey to return to regular session, seconded by James Cretekos. Motion carried.

Curtis Corkey asked for approval for a committee day on January 31. Motion was made by Edmund Burdick to approve the day, seconded by Ruth Faulkner. Motion carried.

Meeting adjourned.

MAR 1994

NOT APPROVED

PERSONNEL COMMITTEE

March 3, 1994

PRESENT: Curtis Corkey, Alton Sylor, Edmund Burdick, Ruth Faulkner, James Cretekos, John Walchli, John Margeson, Doug Dillon, Jack Rosell, Robert Hassan, and Dean Foster.

J. Margeson

Minutes of the February 7, 1994 meeting were approved on motion from James Cretekos, seconded by Edmund Burdick and carried.

Workers' Compensation-
Doug Dillon reviewed with the committee the 1993 budget vs. actual.

Doug shared information regarding reserves for future payments.

Town and Village Safety Seminars are scheduled for March. David Roeske, Deputy Superintendent of Public Works I will be involved in the seminars.

Motion was made by Alton Sylor, seconded by Edmund Burdick to go into Executive Session. Motion carried.

Motion was made by James Cretekos to go back to regular session, seconded by Edmund Burdick. Motion carried.

Doug shared with the committee information of the merger of the Wellsville Ambulance Corp. and the Rescue Squad and the Rescue Squad's question regarding coverage under Workers' Comp. County Attorney has recommended that proof of merger is required to pay compensation benefits.

Joan Sinclair, Commissioner of Social Services spoke with the committee regarding performance appraisal systems. Discussion was held.

Jack Rosell reported that he had been in contact with Blue Cross/Blue Shield regarding Fred Sinclair's concern for the continuation of health coverage for the Soil and Water Conservation District. Blue Cross/Blue Shield will continue to recognize the group regardless of the number of people in the group. Jack will notify Fred of his findings.

Jack informed the committee of lay-offs in Employment and Training. Three employees are to be laid off. Jack has been working with Mr. Peterson on this action.

Jack reported that an arbitration case between the County and the Deputy Sheriff's Association will be held March 11th. Tom Miner, Assistant County Attorney will be representing the County.

James Cretekos brought the topic of a management study and made the motion that the County Administrator pursue a management study headed by Dr. David Szczerbacki which would look at County staffing and comparisons with other similar size counties. Motion was seconded by Ruth Faulkner and carried.

Meeting adjourned.

APR 5 - 1994

PERSONNEL COMMITTEE

APRIL 4, 1994

NOT APPROVED

PRESENT: Curtis Corkey, Alton Sylor, Edmund Burdick, Ruth Faulkner, James Cretekos, John Walchli, Dr. David Szczerbacki, James Grillo, Kris Secundo, John Haynes, Doug Dillon, John Margeson and Jack Rosell

J Margeson

Minutes from the March meeting were approved on motion by James Cretekos, seconded by Ed Burdick. Motion carried.

Dr. David Szczerbacki, Alfred State and James Grillo, Alfred University discussed with the Committee a "Pro Bono" Staff study. This study of staffing would let the County tell if they were under staffed or over staffed.

John Haynes and Doug Dillon discussed their budget with the Committee. Doug Dillon informed the Committee they were done with their Safety Seminar and would like to publicly thank David Roeske and John Mancuso on their "Right to Know" presentation.

On motion by Ed Burdick, seconded by Jim Cretekos Doug and John were given permission to attend the New York State Association of Self-Insurance on the 27th and 28th.

Kris Secundo, Alfred University Graduate Student, presented the Committee with performance sheets for Supervisory and Staff Appraisal. These sheets were his results from working with 4 other Counties, private sector and Jack Rosell, Personnel Officer. Chairman Corkey requested a copy of Mr. Secundo's final paper if possible.

Jim Cretekos spoke on behalf of the two Deputy Commissioners. Mr. Cretekos feels that they should be upgraded. After much discussion Jack Rosell was asked to have Job Duty Statements done on these positions and turn them in to Chairman Corkey by April 25th. This item will be brought up for discussion at the next Personnel meeting.

Jack Rosell reported that the problem in Public Works from the last meeting was resolved at the Labor Relations meeting.

:PARE
:OL.

Mr. Rosell stated that through a request from Hans Peters, Health Director, a Desk Audit was done on a Typist position. It was found by the Personnel Officer that it should be a Sr. Typist. On motion by Jim Cretekos, seconded by Alton Sylor to refer this reclassification to the Human Services Committee.

The problems with the new health insurance were discussed. There is a problem with some of the retirees and Jack Rosell was asked to discuss this with the County Attorney and inform Chairman Corkey on April 25th with the information.

John Margeson informed the Committee of the problems discussed and received Committee approval to continue to make these decision on

his own.

PREPARE RESOLU.

John Margeson gave a brief description on the Sheriff's Association wanting to go to another Retirement System. This change had been passed through previous negotiations. The Bill for this change had never been introduced so the County couldn't deliver what it had agreed to do. Mr. Margeson informed the Committee that the Bill has finally been drafted. On motion by Ed Burdick, seconded by Jim Cretekos it was moved to prepare a resolution for the passage of this Bill. Motion Carried.

Meeting adjourned.

NOT APPROVED

MAY 1994

PERSONNEL COMMITTEE

May 2, 1994

Present: Curtis Corkey, Ruth Faulkner, Edmund Burdick, Alton Sylor, John Walchli, Jack Rosell, Doug Dillon, Linda Canfield, Margaret Gordon and Larry Wilson

Minutes of the April 4, 1994 meeting were approved by motion from E. Burdick, seconded by R. Faulkner and carried.

Workers' Compensation -
D. Dillon reviewed Plan expenses year-to-date, actual vs. budget for 1994.

Seven workers' compensation hearings were held in April 1994.

Motion was made to go into executive session by E. Burdick, seconded by R. Faulkner, carried.

In regular session D. Dillon reviewed highlights of the NYSAC Conference he and John Haynes attended, specifically managed care program.

D. Dillon said he would be attending a seminar May 3rd put on by legal counsel of Self-Insured Plan.

D. Dillon reported $777,000 in reserves for self-insured plan.

Linda Canfield discussed with the committee the need for a resolution for the contract with Willis Corroon Administrative Services Corporation for 3rd party administration of the PENCO Insurance package. The period covered is 01/15/94 - 01/31/95 at a cost of $13,100. The contract has been reviewed by consultant Brian Baty and the County Attorney's Office. Discussion was held regarding tabling this until next month to allow the committee to review the contract. It was decided to proceed with action to prepare the resolution. Questions could be asked of the County Attorney at the Board meeting before the vote. Motion was made by A. Sylor, seconded by R. Faulkner to direct the County Attorney to prepare the necessary resolution for the contract. **PREPARE RESOLUTION**

Motion was made by C. Corkey to go into executive session, seconded by E. Burdick and carried.

In regular session J. Rosell reported 1994 1st quarter unemployment was $642.00.

Topic of compensation for Jerry Garmong was tabled until June. Further input from John Margeson on the matter is necessary.

J. Rosell reported a Labor-Management meeting is scheduled for Wednesday, May 4th pertaining to a public works grievance.

J. Rosell stated that, if a grievance received from the Sheriff's Association should go to arbitration, he would recommend that Norm Stocker, Negotiator, who wrote the language the grievance pertains to, be present.

Meeting adjourned.

NOT APPROVED

JUN 7 1994

J. Margeson

PERSONNEL COMMITTEE

June 6, 1994

Present: Curtis Corkey, Edmund Burdick, James Cretekos, Ruth Faulkner, John Walchli, Jack Rosell, John Margeson, Jeffrey Williams, David Szczerbacki, Steven Rennie, Linda Canfield, John Haynes, and Doug Dillon.

Discussion was held with Jeffrey Williams, Research Assistant and David Szczerbacki, Dean, School of Business, Alfred University, regarding the proposed comparative staff analysis of county departments in Allegany County. The study is to start in June with the Department of Social Services and Probation.

Minutes of the May 2, 1994 meeting were approved by motion from E. Burdick, seconded by R. Faulkner and carried.

Linda Canfield discussed with the Committee a claim from a resident of the Centerville area for damages incurred when their vehicle hit a pothole on County Route 3. No prior notice had been received by the Department of Public Works of the existence of the pothole. Motion was made by J. Cretekos, seconded by E. Burdick to disallow the claim.

Request was received from Margaret Gordon and Joyce Bledsoe to attend the NYS Elections Commissioners Association meeting June 20 - 23, 1994 at Alexandria Bay, NY. Motion was made by J. Cretekos to approve request, seconded by E. Burdick. Motion carried.

Discussion was held regarding review of department budgets. July 5th will be the next Personnel Committee meeting for budget review.

John Margeson discussed with the Committee the Employee Assistance Program. The Committee approved the recommendation of J. Margeson to use the firm, Employee Services, Inc. of Wellsville to administer this program.

Jack distributed surveys relating to the salary of Deputy Election Commissioners. The Committee will review this further at the July 5th meeting.

Jack reported that the Sheriff's Association has petitioned PERB for decertification.

The request from the Planning and Development Committee to change the Planner specification regarding who he reports to has been completed.

Jack reviewed with the committee the procedure regarding vacation accruals including what happens when accruals go over the allowed number.

Jack made the Committee aware that the NYS Civil Service Commission approved our civil service rules additions and changes with one exception.

Jack discussed with the Committee the proposed positions for Department of Social Services -- Job Track Supervisor. Motion was made by E. Burdick to create two (2) positions of Job Track Supervisor, seconded by J. Cretekos and carried. **PREPARE RESOLUTION**

Motion was made by E. Burdick to place the title of Job Track Supervisor in the Section 4 Salary Plan at an hourly rate of $10.00, seconded by J. Cretekos. Motion carried. Voting No - R. Faulkner. **PREPARE RESOLUTION**

Workers' Compensation representatives D. Dillon and J. Haynes reviewed with the Committe the year-to-date actual vs. budget through April.

Discussion was held regarding firefighter physicals.

The '95 budget for Workers' Compensation was reviewed. Motion was made by J. Cretekos, seconded by E. Burdick to accept the budget. Motion carried.

Meeting adjourned.

JUL 7 1994

NOT APPROVED

PERSONNEL COMMITTEE

JULY 5, 1994

PRESENT: Curtis Corkey, Edmund Burdick, James Cretekos, Ruth Faulkner, Alton Sylor, John Walchli, Jack Rosell, John Margeson, Doug Dillon, John Haynes, Keith Barber, Joe Presutti, Linda Canfield, Larry Wilson, Margaret Gordon and Duane Griswold.

J. Margeson

Minutes from the June 6, 1994 meeting were approved on motion by Jim Cretekos, seconded by Burdick. Motion carried.

Carl Peterson, Employment & Training Director, requested a $2,500 increase for the Assistant Employment & Training Director III and a $1,500 increase for the Employment & Training Director III due to an increase of duties caused by a resignation within the Cattaraugus/Allegany County Employment & Training structure. The cost to Allegany County would be one-third of each increase. Motion moved by Jim Cretekos, seconded by Ed Burdick to adjust the S/4 plan reflecting the $2,500 increase with the title of SDA Fiscal Officer. Voting no, Alton Sylor. **PREPARE RESOLUTION**
Motion moved by Jim Cretekos, seconded by Ed Burdick to adjust the S/4 Plan reflecting the $1,500 increase for the Director. Motion carried. **PREPARE RESOLUTION**

Keith Barber, Fire Coordinator, reported to the Committee that the Microwave System on Corbin Hill had been struck by lightning during a recent storm. He wanted to warn the Committee that there would be a sizable insurance claim coming.

Doug Dillon and John Haynes appeared before the Committee to clarify something on their 1995 budget that had been approved at the previous committee meeting.

Joseph Presutti presented the County Clerk's 1995 budget. On motion by Alton Sylor, seconded by Jim Cretekos both the .2 and .4 accounts were approved. Motion carried.

Mr. Presutti informed the Committee that he has an employee who is retiring in the near future. He requested permission from the Committee to fill the vacancy that this retirement will create. On motion by Jim Cretekos, seconded by Ed Burdick it was approved to fill vacancy when needed. Motion carried.

Linda Canfield presented the 1995 budget for the Unallocated Insurance Account. On motion by Cretekos, seconded by Ed Burdick the .4 account was approved. Motion carried.

John Margeson presented the 1995 Health Insurance budget. On motion by Alton Sylor, seconded by Ruth Faulkner the .429 and .806 accounts were approved. Motion carried.

Duane Griswold presented the 1995 Veterans budget. On motion by Ed Burdick, seconded by Ruth Faulkner the .2 and .4 accounts were approved. Motion carried.

Larry Wilson and Margaret Gordon presented the 1995 Election budget. On motion by Jim Cretekos, seconded by Ruth Faulkner the .2 and .4 accounts were approved. Motion carried.

Jack Rosell presented the 1995 budget for Personnel/Civil Service. On motion made by Ed Burdick, seconded by Jim Cretekos the .2 and.4 accounts were approved. Motion carried.

Veterans Agency request permission to transfer $700 from .1 to another .1 account. Approved on motion by Jim Cretekos, seconded by Ed Burdick. Motion carried.

A possible per Diem change for Court Attendant was discussed and tabled.

Meeting adjourned.

NOT APPROVED

AUG 5 1994

PERSONNEL COMMITTEE

August 1, 1994

Present: Curtis Corkey, Alton Sylor, James Cretekos, Ruth Faulkner, Edmund Burdick, Keith Palmiter, Doug Dillon, John Margeson and Jack Rosell

J. Margeson

Minutes of the July 5, 1994 meeting were approved by motion from E. Burdick, seconded by R. Faulkner and carried.

Jeffrey Williams, Research Assistant from Alfred University, discussed with the committee the comparative staffing analysis of Social Services and Probation. Mr. Williams will be at the September Personnel Committee meeting with further information.

Doug Dillon reviewed with the committee the year-to-date 1994 vs. budget information, Reserves total $781,000.

Nine hearings were held in July.

Discussion was held regarding Doug's correspondence with the Wellsville Ambulance Corp.

Jack stated that a resolution was needed to grant July increments to certain eligible employees effective July 1, 1994. Motion was made by E. Burdick, seconded by A. Sylor that the necessary resolution be prepared. Motion carried. **PREPARE RESOLUTION**

Discussion was held regarding the recent salary survey completed by Jack Rosell for Deputy Election Commissioners. It was decided to have the Election Commissioners attend the September meeting to discuss this.

Jack reported that the second quarter unemployment for 1994 was $2,178.

Discussion was held regarding the need for a resolution to appoint Doug Dillon as Executive Secretary of Workers' Compensation. Motion was made by A. Sylor, seconded by J. Cretekos to approve appointment and necessary resolution be prepared. Motion carried. **PREPARE RESOLUTION**

Motion was made by J. Cretekos, seconded by E. Burdick to amend the Section 4 Salary Plan to show the Executive Secretary salary at $19,300. Motion carried. **PREPARE RESOLUTION**

Jack reported that representatives from PERB will be here for Sheriff Union Election on August 9th.

Discussion was held by J. Margeson regarding the Employee Assistance Program. The contract with Employee Services, Inc. of Wellsville has been reviewed by the County Attorney and the union and approved. Cost of contract 09/01/94-08/31/95 is $8,235. Motion made by J. Cretekos, seconded by E. Burdick to accept contract with Employee Services, Inc. Motion carried. Voting No: A. Sylor. **PREPARE RESOLUTION**

Discussion was held regarding payment of the 1994 contract year with Employee Services, Inc. which totals $2,058.75. It was determined that this should come from the Personnel Department budget. As no funds are available, a resolution would have to be offered by the Finance Committee. Motion was made by E. Burdick, seconded by R. Faulkner to refer the matter to the Finance Committee. Motion carried. Voting No: A. Sylor.

Meeting adjourned.

PERSONNEL COMMITTEE

September 6, 1994

NOT APPROVED SEP 8 1994

J. Morgan

PRESENT: Curtis Corkey, Alton Sylor, Ruth Faulkner, Edmund Burdick, John Walchli, Jack Rosell and Douglas Dillon

Minutes of the August Personnel Committee meeting were approved by motion from E. Burdick, seconded by R. Faulkner and carried.

D. Dillon reviewed with the committee the year-to-date for July vs. budget.

Discussion was held regarding fireman physicals, summer youth participant claims, payments in general.

D. Dillon is working with Keith Barber to set up safety seminars.

D. Dillon requested of the committee approval to purchase a fireproof safe for storage of certain documents. Approval was given.

Doug also requested approval to attend the Fall Seminar of NYS Association of Self-Insured Counties October 13-14 in Canandaigua. Motion was made by R. Faulkner, seconded by E. Burdick to approve request. Motion carried.

Transfer request was received from Veterans Agency to transfer $500 from A6510.106 to A6510.104. Motion was made by R. Faulkner, seconded by E. Burdick and carried.

Transfer request was received from Personnel Department to transfer $400 from A1430.101 to A1430.104. Motion was made by R. Faulkner, seconded by E. Burdick and carried.

Discussion for upgrading of Senior Tax Map Technician is to be held at the October Personnel meeting.

Jack reported reviewing the duties statement of the Senior Account Clerk Stenographer in the County Administrator's Office. Due to the confidentiality of the duties, it was recommended to abolish Senior Account Clerk Stenographer position, create a position of Secretary to County Administrator and place the title in grade 2 of the Non-Unit Salary Plan. Motion was made by E. Burdick, seconded by R. Faulkner to abolish one position of Senior Account Clerk Stenographer and create one position of Secretary to County Administrator. Motion carried. **PREPARE RESOLUTION**

Motion was made by R. Faulkner, seconded by E. Burdick to place the title of Secretary to County Administrator in Grade 2 of the Non-Unit Salary Plan. Motion carried. **PREPARE RESOLUTION**

Election Commissioners Margaret Gordon and Larry Wilson and Deputy Commissioner Elaine Herdman were present to discuss with the committee the salaries of the Deputy Election Commissioners.

Meeting adjourned.

PERSONNEL COMMITTEE

October 3, 1994

NOT APPROVED OCT 5 - 1994

Present: Curtis Corkey, Ruth Faulkner, Alton Sylor, Edmund Burdick, John Walchli, John Margeson, Jack Rosell, Douglas Dillon

J. Margeson

Minutes of the 09/06/94 meeting were approved by motion from E. Burdick, seconded by R. Faulkner and carried.

Motion made by C. Corkey to go into executive session, seconded by R. Faulkner. Carried.

In regular session D. Dillon explained the Workers' Comp plan expenses year-to-date 8/94 vs. budget.

D. Dillon explained the outcome of hearings held in September. Next hearings are set for October 6th.

D. Dillon noted that $788,000 is total reserves.

Request for transfer of funds from Personnel was approved by motion from E. Burdick, seconded by C. Corkey to transfer $225 from 1430.424 to 1430.201 for office equipment. Motion carried. **PREPARE RESOLUTION**

Discussion was held regarding transfer of funds to 1430.432 to cover the county's cost of arbitrations for the remainder of 1994. Motion was made by E. Burdick, seconded by C. Corkey to transfer from contingency to 1430.432 $1,500 to cover the county's cost of arbitrations for the remainder of 1994. Motion carried. **REFERRED TO FINANCE COMMITTEE**

At the request and referral of the Real Property Tax Committee the Personnel Department reviewed the duties of the Senior Tax Map Technician position. It was the finding of the Personnel Department that the position specification of Senior Tax Map Technician appropriately covers the duties of the position. It was determined that a more appropriate pay grade would be Grade 13 of the Non-Unit Salary Plan. Motion was made by R. Faulkner, seconded by A. Sylor and carried to place the title of Senior Tax Map Technician in Grade 13 of the Non-Unit Salary Plan. **PREPARE RESOLUTION**

It was requested by Jack Rosell that the title of Lieutenant in the Non-Unit Salary Plan be changed to Deputy Sheriff Lieutenant to conform with the recently established civil service title. Motion made by A. Sylor, seconded by R. Faulkner to change the title of Lieutenant in the Non-Unit Salary Plan to Deputy Sheriff Lieutenant. Motion carried. **PREPARE RESOLUTION**

Motion made by A. Sylor to go into executive session, seconded by E. Burdick and carried.

In regular session discussion was held regarding performance evaluations for employees, specifically non-unit employees.

John Margeson reported to the committee that he and Jack met with Larry Scholes and Bill Timberlake to discuss upcoming Sheriff Association contract negotiations.

Meeting adjourned.

NOV 9 1994

NOT APPROVED

PERSONNEL COMMITTEE

November 7, 1994

PRESENT: Curtis Corkey, Ruth Faulkner, Edmund Burdick, James Cretekos, Alton Sylor, John Walchli, Douglas Dillon, Jack Rosell, John Margeson

J. Margeson

Minutes of the October 3, 1994 meeting were approved by motion from Edmund Burdick, seconded by Ruth Faulkner and carried.

D. Dillon explained the Workers' Compensation expenses year-to-date September 1994 vs. budget.

D. Dillon explained the outcome of 10 hearings recently held. Three cases were closed due to failure to appear by claimant. Percentage loss of use determination was explained by Doug.

Doug emphasized the need of safety training. 45% of claims for 1994 were county employees.

Request was received from Personnel Department to transfer $400 from 1430.101 - Regular Pay to 1430.104 - Comp Pay. Motion was made by R. Faulkner, seconded by E. Burdick and carried.

Jack explained the need for resolutions for 1995 salary changes.

Motion was made by E. Burdick 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 seconded by R. Faulkner and carried. PREPARE RESOLUTION

Motion was made by R. Faulkner to direct the County Attorney to prepare the appropriate resolution for compensation of employees covered by the Non-Unit Graded Salary Plan. Motion seconded by J. Cretekos and carried. PREPARE RESOLUTION

Motion was made by J. Cretekos, seconded by E. Burdick to direct the County Attorney to prepare a resolution for the payment of increments to AFSCME employees and Nurses' Association members to be effective 01/01/95. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the up-grade of Junior Engineer in Department of Public Works. David Roeske, Deputy Public Works Superintendent I discussed the up-grade of the position. It was the decision of the committee to make no decision until further information was received.

It was explained to the committee that the referral of Human Services Committee to have Personnel Department desk audit two Public Health Technician positions was in error. Motion was made by J. Cretekos, seconded by E. Burdick to refer the creation of two Public Health Sanitarians and abolish two Public Health Technicians back to the Human Services Committee. Motion carried.

Discussion was held regarding the Employee Assistance Program and the employees eligible to use the program. To drop the Non-Unit employees and Legislators would be less than $1,200. It was determined by the committee that to re-open the contract with Employee Services, Inc. would not be worthwhile at this time.

Duane Griswold, Director of Veterans Service Agency spoke to the committee regarding the proposed abolishment of the position of Assistant Director of Veterans Service Agency.

Joseph Presutti requested of the committee approval to hire a temporary Index Clerk due to a medical leave of absence by an Index Clerk. Motion was made by A. Sylor, seconded by R. Faulkner to approve request. Motion carried.

Discussion was held regarding the Motor Vehicle Bureau.

Motion was made to go into Executive Session by E. Burdick, seconded by R. Faulkner and carried.

Meeting adjourned.

PERSONNEL COMMITTEE

December 5, 1994

NOT APPROVED DEC 1994

Present: Curtis Corkey, Edmund Burdick, Alton Sylor, James Cretekos, John Walchli, John Margeson, Douglas Dillon and Ellen Ruckle

J. Margeson

Minutes of the November 7, 1994 meeting were approved by motion from E. Burdick, seconded by A. Sylor and carried.

D. Dillon explained the Workers' Compensation expenses year-to-date October 1994 vs. budget.

Compensation hearings were held today. Two cases for December were heard.

Request of transfer of funds was explained by D. Dillon. Transfer of $30,000 from claimant indemnity to claimant medical expense and transfer of $4,000 from contractual expense to mileage expense. Motion made by A. Sylor, seconded by E. Burdick to approve transfers. Motion carried.

A Certificate of Recommendation was received from the Chairman of the Democratic Committee to reappoint Margaret Gordon as Commissioner of Elections for a term beginning January 1, 1995 and ending December 31, 1998. Motion was made by J. Cretekos, seconded by E. Burdick to approve the recommendation and to direct the County Attorney to prepare the appropriate resolution. Motion carried. **PREPARE RESOLUTION**

Discussion was held with the committee and Dick Young, Department of Public Works Superintendent, and David Roeske, Department of Public Works Deputy Superintendent I, regarding the proposed upgrade of Junior Engineer. Motion was made to remove Junior Engineer from Grade 13 of the Non-Unit Salary Schedule and to place it in Grade 17 of the Non-Unit Salary Schedule by E. Burdick, seconded by A. Sylor and carried. **PREPARE RESOLUTION**

Motion was made by J. Cretekos, seconded by A. Sylor to remove the title of Tax Map Technician/Abstractor from the Unit Salary Plan, Grade 15. Motion carried. Position had previously been abolished by the Finance Committee. **PREPARE RESOLUTION**

Motion was made by J. Cretekos, seconded by A. Sylor to place the title of Abstractor in Grade 15 of the Unit Salary Plan, seconded by A. Sylor and carried. Position had previously been created by the Finance Committee. **PREPARE RESOLUTION**

Linda Canfield reported that the contract with Municipal Insurance Consultants would expire at the end of this year. Motion was made by A. Sylor, seconded by E. Burdick to renew the contract with Municipal Insurance Consultants, Inc. for the period January 1, 1995 and ending January 1, 1996 at the cost of $15,000. **PREPARE RESOLUTION**

Monthly report for September for the Veterans Service Agency was handed out to the committee.

Discussion was held regarding the proposed upgrade of Account Clerk Typist in the Economic Development Office to Senior Account Clerk Typist. Referral had been received from the Planning and Development Committee requesting the Personnel Department to review the position. It was recommended by the Personnel Department to approve the upgrade. Motion was made by A. Sylor, seconded by E. Burdick to approve the position upgrade. Action to create and abolish referred to Planning and Development Committee.

Sheriff's Department negotiations with Local 3989 are scheduled for Thursday, December 8, 1994.

Discussion was held regarding the salary of the Deputy Election Commissioners. Motion was made by E. Burdick, seconded by C. Corkey to remove the title of Deputy Election Commissioner from Grade 1 of the Non-Unit Salary Plan and place in Grade 4 of the Non-Unit salary Plan. Incumbents to be placed in step 4 and 5 of Grade 4. Motion carried. Voting No - J. Cretekos
PREPARE RESOLUTION

Joseph Presutti, County Clerk, discussed with the committee the need for extra help in the Motor Vehicle Bureau. Motion was made by J. Cretekos, seconded by A. Sylor to create a part-time position of Motor Vehicle Cashier Examiner. Motion carried. **PREPARE RESOLUTION**

Duane Griswold, Director of Veterans Service Agency, requested to fill the position of Assistant Director of Veterans Service Agency as the incumbent has accepted other employment. Motion was made by E. Burdick, seconded by A. Sylor to approve filling the position. Motion carried. Voting No - J. Cretekos

Meeting adjourned.

DEC 13 1994

NOT APPROVED

PERSONNEL COMMITTEE

December 12, 1994

PRESENT: C. Corkey, E. Burdick, J. Cretekos, A. Sylor, R. Faulkner, J. Walchli, J. Margeson

J. Margeson

Chairman Corkey called the meeting to order at 2:45 p.m.

J. Margeson advised committee that North American Administrators has requested an increase in its' fee structure for the services provided pursuant to the contract existing between the County and N.A.A.

The County currently pays N.A.A> $6.50 per employee per month for the administering of employee medical claims and $1.60 per month per employee for utilization review.

N.A.A. seeks a fee schedule increase, in 1995, from $6.50 per employee per month to $6.95 per employee per month and from $6.95 per employee per month, in 1995, to $7.10 per employee per month in 1996 for medical claims administration.

N.A.A. also seeks a fee schedule increase, in 1995, from $1.60 per employee per month to $1.65 per employee per month for utilization review services. N.A.A. seeks no increase from 1995 to 1996 for utilization review services.

On motion of E. Burdick, seconded by J. Cretekos and carried, the committee directs the County Attorney to prepare a resolution effecting an amendment to Section III, Subdivision 6 of the current contract with N.A.A. to incorporate the fee structures as proposed by N.A.A.

Meeting adjourned.