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NOT APPROVED

PERSONNEL COMMITTEE

January 5, 1995

1995

Present: Curtis Corkey, Alton Sylor, William Dibble, John Walchli, John Margeson, Doug Dillon and Jack Rosell

J. Margeson

Minutes of the December 5, 1994 meeting were approved by motion from Alton Sylor, seconded by Curtis Corkey and carried.

Doug Dillon reviewed with the committee the Workers' Compensation expenses year-to-date November 1994 vs. budget. Doug explained savings in the budget. Reserves are $788,000.

Doug explained overage in claims for 94 compared to 93. In spite of claims increase, cost per claim is not up significantly.

Discussion was held regarding safety training programs.

Discussion was held regarding assessment of Towns and Villages.

Linda Canfield stated a Personnel Committee meeting is scheduled for January 23rd at 1PM to meet with Brian Baty of Municipal Insurance Consultants to discuss renewal figures for insurance.

Motion was made by William Dibble, seconded by Curtis Corkey to have the County Attorney prepare a resolution for the re-appointment of Duane Griswold as Veterans Service Agency Director for the period 01/03/95 - 12/31/95. Motion carried. **PREPARE RESOLUTION**

Linda gave a report of Expenditures from the Insurance Reserve Fund to each committee member.

Linda and John Margeson reviewed with the committee a summary report of all County insurance packages.

Jack reported that, after discussion with the Social Services Commissioner and the Union President, the title of Community Service Aide should be created and placed in Grade 4 of the Unit Salary Plan. This position, when created, will be filled by welfare recipients for a term not to exceed two years. This is an effort for recipients to receive employment experience. The title is in the Non-competitive Class, no civil service examination required. Motion was made by William Dibble to create the title of Community Service Aide and place in Grade 4 of the Unit Salary Plan, seconded by Curtis Corkey and carried. **PREPARE RESOLUTION**

Joseph Presutti requested the committee create a full-time Motor Vehicle Cashier Examiner position due to the following reasons: only two candidates on the existing Motor Vehicle Cashier Examiner eligible list responded favorably to the part-time canvass and would not be reachable should the position become full-time, and two motor vehicle employees will be requesting leaves in the next few months. Motion was made by Curtis Corkey, seconded by Alton Sylor to abolish one part-time position of Motor Vehicle Cashier Examiner and create one full-time position of Motor Vehicle Cashier Examiner. Motion carried. Alton Sylor wanted the minutes to show his committee action for this position was only to allow the resolution to be prepared and go to the full board for vote, at which time he would vote no. **PREPARE RESOLUTION**

Jack reported that the request of the Director of the Health Department to complete a desk audit for an Account Clerk Typist position had been done. It was determined that the Account Clerk Typist position should be that of Medical Records Computer Operator. Motion was made by Alton Sylor, seconded by William Dibble to refer the findings to Human Services, action for an appropriate resolution to come from Human Services Committee. Motion carried.

Request was received from the Personnel Department to transfer funds from 1430.101 to 1430.104 totalling $2,000. Motion was made by Alton Sylor, seconded by Curtis Corkey and carried.

Discussion was held with the Election Commissioners regarding the intent of the resolution passed moving the Deputy Election Commissioners from Grade 1 to Grade 4. The Committee directed the Personnel Officer to take exception, on a one-time basis so not to set a precedent, to place the Deputy Election Commissioners on Step 5, Grade 4 in the Non-Unit Graded Salary Plan, effective 01/01/95. This action was supported by motion from Alton Sylor, seconded by Curtis Corkey and carried.

Meeting adjourned.

NOT APPROVED

JAN 2 4 1995

PERSONNEL COMMITTEE

January 23, 1995

J. Margeson

Present: Corkey; Sylor; Nielsen; Dibble; Heineman;

This purpose of this meeting was to meet with Brian Baty, of Municipal Insurance Consultants, Inc., and Steven Stout and John Richardson of the Brown & Stout Agency, to consider the renewal premium figures for the county's S.I.R. insurance package which expires February 1, 1995.

Mr. Baty distributed (copy attached) and discussed information showing the current expiring premiums, administration fees, etc. with updated exposures expiring rates and the proposed renewal premium through PENCO. The expiring package total is $174,634 and the renewal package total is $173,704, $930.00 less.

In addition, an optional quote was obtained to include the Public Officials Professional Liability policy in the all lines aggregate policy in the amount of $8,500 with a $25,000 self insured retention. The current policy runs from July 1, 1994 - July 1, 1995 with a $10,000 retention and an annual premium of $16,400. If this policy is cancelled as of February 1, 1995, there would be a return premium of $6,119. Although the premium quoted for 1995 is considerably lower, the S.I.R. is much higher, and was not considered by the committee to be an attractive proposal at this time. Mr. Stout suggested that he could see if North River Insurance would write the current policy to expire February 1st and then look at our options next January.

Inasmuch as our liability limits under the S.I.R. package are $1 million per occurrence and $3 million annual aggregate, the committee requested that our insurance consultant and agents look into the costs for umbrella coverage.

Mr. Nielsen also requested information as to the total dollars expended and reserved in each category of insurance during 1994.

Following further discussion, a motion was made by Heineman, seconded by Nielsen and carried, to accept the proposal to renew our insurance package for a total renewal premium of $173,704.

Meeting adjourned.

ALLEGANY COUNTY

2/1/95 - 2/1/96 RENEWAL

COVERAGES	ANNUALIZED EXPIRING	UPDATED EXPOSURES EXPIRING RATES	RENEWAL PREMIUM
Package	$120,405	$126,020	$115,000
S.I.R. (per occurrence)	100,000	100,000	100,000
Loss Fund	375,000	375,000	375,000
Per Occ./ Agg. Limit	1mm/3mm	1mm/3mm	1mm/3mm
Boiler & Machinery	2,011	2,101	2,139
Excess Property	10,470	11,807	10,000
Claim Admin. Fee	13,100	13,100	13,600
Service Fee, Taxes	28,649	30,170	32,965
Total	**$174,634**	**$183,198**	**$173,704**

ALLEGANY COUNTY

PROPOSAL NOTES

1. Optional quote to include Public Officials in the all lines aggregate policy would be an additional premium of $8,500 with a $25,000 S.I.R. Current policy runs from 7/1/94 - 7/1/95 with a $10,000 retention and an annual premium of $16,400. If this policy is cancelled 2/1/95, there would be a return premium of $6,119.

ALLEGANY COUNTY

1995 INSURANCE (1/15/95 - 1/15/96)

I. GENERAL LIABILITY

A. Coverage and Limits

1. $1,000,000 - per occurrence for any bodily injury, property damage, personal injury, law enforcement activity, products or completed operations.
2. $3,000,000 - annual aggregate
3. Coverages included but not limited to:

   a. Premises
   b. Contractual liability
   c. Owned and non-owned watercraft up to 26 feet
   d. Employee Benefits liability
   e. Incidental Malpractice
   f. Broad form named insured includes employees, board members and volunteers

B. Self-Insured Retention

1. $100,000 per claim
   $375,000 aggregate (maximum)

II. AUTO LIABILITY

A. Coverage and Limits

1. $1,000,000 Bodily Injury and Property Damage each occurrence
2. $10,000 Uninsured Motorist coverage per person
3. $20,000 Uninsured Motorist coverage per accident
4. $50,000 Personal Injury Protection
5. $5,000 Medical Payments
6. $100,000 Medical Payments each accident

B. Self Insured Retention

1. $100,000 per claim
   $375,000 aggregate

III. PROPERTY

A. Coverage and Limits

1. $23,624,450 Blanket limit for all property
2. $1,000,000 Underlying limit for all property
3. Coverage included but are not limited to:

   a. Automobile physical damage
   b. Contractors equipment

c. Valuable papers
d. Extra expense
e. Radio equipment and towers
f. Newly acquired locations
g. Earthquake coverage
h. Flood coverage except in flood zones rate A or B by FEMA

B. Self Insured Retention

1. $100,000 per claim
$375,000 aggregate

IV. BOILER & MACHINERY INSURANCE

A. Coverage and Limits

1. $14,401,820 maximum limit per accident (all locations)
2. $25,000 consequential damage
3. $25,000 expediting expenses
4. $25,000 ammonia contamination
5. $25,000 water damage limit
6. $25,000 hazardous substance
7. $100,000 business interruption and extra expense

B. Deductibles

1. $750 per claim
2. $2,000 per claim involving the sewage or water facilities
3. 24 hour business interruption and extra expense

V. PUBLIC OFFICIALS ERRORS & OMISSIONS

A. Coverage and Limits

1. $1,000,000 any one claim
2. $1,000,000 annual aggregate
3. Coverage includes but is not limits to:

a. Claims for civil rights violation
b. Acts of neglect
c. Breach of duty
d. Wrongful termination
e. Discrimination
f. Actual or alleged errors or misstatements

B. Deductible

1. $10,000 per claim

PERSONNEL COMMITTEE

February 6, 1995

J. Margeson

Present: Curtis Corkey, William Dibble, Robert Heineman, Kenneth Nielsen, John Walchli, John Margeson, Doug Dillon, Jack Rosell

Minutes of meetings of January 5th and January 23rd were approved on motion from W. Dibble, seconded by C. Corkey and carried.

Workers' Compensation

Discussion was held regarding workers' compensation related accidents in recent weeks.

Doug reported six hearings were held in February. Four hearings held in Belmont were handled by Doug. Three of the 4 cases were continued.

Doug reviewed briefly the history of New York Workers' Compensation with the committee.

Two safety luncheons were completed for the County. Three more will be held in March for the Towns and Villages.

Doug discussed with the committee the method of assessment of Towns and Villages. If this is to be changed for 1996, it should be finalized in June of this year.

Linda Canfield discussed with the committee the property damage claim of over $12,000 that occurred 09/23/94 when a road paver caught fire. Because the claim was between $5,000 - $15,000 the committee's vote was needed to approve payment. Motion was made by K. Nielsen, seconded by W. Dibble to approve payment. Motion carried.

Linda handed out reports from PENCO to the committee.

Jack reported that the Ways and Means Committee approved the hiring of a temporary part-time employee for Debbie Button, Director of Data Processing, subject to the determination of the title and rate of pay. After a review of the duties by the Personnel Department, it was determined that Data Processing Aide would be an appropriate title. Motion was made by K. Nielsen, seconded by C. Corkey to create the title of Data Processing Aide and place the title in Section 4 Salary Plan at $4.25 per hour. Motion carried. **PREPARE RESOLUTION**

David Roeske spoke to the committee regarding the request of Public Works Committee to upgrade four Motor Equipment Operator I positions from Grade 11 to Grade 13. Motion was made by W. Dibble, seconded by K. Nielsen to approve the upgrade. Motion carried. **PREPARE RESOLUTION**

Duane Griswold, Director of Veterans Service Agency, requested the committee to support a resolution in conjunction with the Veterans Service Officers Association of New York State to remove the discretionary provision of Section 359 (1) of New York State Executive Law and make the mandate for County Veterans Service Agencies funded and the formula for funding be amended and updated. Motion made by W. Dibble, seconded by R. Heineman to support action. Motion carried. **PREPARE RESOLUTION**

Jack Rosell reported on changes in civil service with the appointment of a new Commissioner of the NYS Civil Service Commission - George C. Sinnott by Gov. Pataki. Mr. Sinnott has excellent experience in the fields of civil service and personnel.

Discussion was held regarding employee evaluations. Jack noted that the Sheriff's Department does evaluations. Evaluations are also done on the nurses. It was determined that new employees would be evaluated two times a year, the first time just before the employee's probationary period is up. All evaluations would be done in October. Instructions on how to properly complete the evaluation form are to be prepared by John Margeson and Jack Rosell. A letter will be sent to Department Heads outlining the performance evaluation process which will begin with non-unit employees. Labor-Management meeting will have to be set up to discuss evaluations with the AFSCME Union. Motion was made by W. Dibble, seconded by R. Heineman to have this action start April 1, 1995. Motion carried. The committee is to be brought up-to-date each month on the progress.

Jack stated he has been in contact with Debbie Button regarding a computer for the Personnel Department.

Jack reported the office was in the process of updating the Non-Unit Handbook and the County Civil Service Rules.

Jack handed out copies of the Allegany County Medical Policy and proposed that the age the county pays for full family coverage change from 65 to 62. It was also proposed that the wording of who is eligible for health coverage at retirement be changed to "Any employee leaving County service under the New York State Employees' Retirement System, <u>after 10 years of County service</u>..." Motion was made by W. Dibble, seconded by R. Heineman to approve changes. Motion carried. Jack also recommended changing the 10 years of County service to 3 or 4

terms for Legislators. This recommendation did not meet with committee approval.

John Margeson reported to the committee that negotiations with the Sheriff's union was scheduled for Tuesday, February 7th. Discussion was held regarding the progress thus far.

Meeting adjourned.

PERSONNEL COMMITTEE

March 6, 1995

Present: Kenneth Nielsen, Robert Heineman, William Dibble, Edmund Burdick, John Walchli, Doug Dillon, John Margeson and Jack Rosell

J Margeson

Minutes of the February 6, 1995 meeting were approved by motion from W. Dibble, seconded by R. Heineman and carried.

Workers' Compensation

Discussion was held regarding four hearings held in Belmont in March.

Doug related a potential lawsuit case for Workers' Compensation. Doug also indicated that the Richburg Ambulance accident would be a costly item for Workers' Compensation.

A motion was made by E. Burdick, seconded by R. Heineman to approve the appointment of Doug Dillon as Executive Secretary of Allegany County Mutual Self-Insurance Plan for the 1995 calendar year. Motion carried.

Doug related the billing for Part B coverage through Brown and Stout had increased in price substantially. After questioning, the price was lowered to $17,877. Money will have to be transferred to cover the increase.

Discussion was held regarding acquiring catastrophic insurance. Consensus of the committee was not to pursue this insurance at this time.

Jack Rosell reviewed with the committee the proposed Performance Appraisal Interview Guidelines. These were met with committee approval. The next step is to set a meeting with Department Heads. John Margeson will be meeting with Steve Rennie, AFSCME Union President to discuss performance appraisals. As this is an item of negotiations, John was not sure the Union would immediately agree to performance appraisals.

It was suggested that all employees get a copy of the appraisal to make them aware of areas to be reviewed. It was also suggested that all employees get a copy of the completed appraisal. Jack noted that a completed and signed appraisal would be in each employee's personnel file.

Jack stated that next month he would like to review with the Committee the proposed reorganization of the Health Department by Director Hans Peeters, including the creation of a Deputy Health Director.

The Sheriff's Association and the county are scheduled to meet March 14, 1995 for contract negotiations.

Mr. Nielsen suggested a goal of the committee might be to look into retirement incentive plans for County employees.

The suggestion was made to change the Personnel Committee meeting time to 1PM. This was met with committee approval to start with the April meeting.

John Margeson gave the committee members a report of Employee Services program utilization. Discussion was held.

John shared with the committee the Deputy Sheriff retirement plan which is a 25 year retirement plan. John's major concern is that the plan does not cover the Sheriff's Lieutenant or the Civil Deputies. He will be in contact with the Comptroller's Office regarding this. Motion was made by W. Dibble, seconded by R. Heineman to direct the County Attorney to prepare the necessary resolution to participate in the optional 25 year retirement plan for the Sheriff's Department employees. Motion carried. **PREPARE RESOLUTION**

Meeting adjourned.

PERSONNEL COMMITTEE

April 6, 1995

J. Margeson

Present: Kenneth Nielsen, Alton Sylor, Edmund Burdick, Robert Heineman, William Dibble, John Walchli, Douglas Dillon, Jack Rosell, John Margeson and Linda Canfield

Minutes of the March 6, 1995 meeting were approved by motion from E. Burdick, seconded by K. Nielsen and carried.

Workers' Compensation

Doug reviewed with the committee February 1995 actual vs. budget. At this time, actual is 20% ahead of budget.

Doug reviewed Historical Loss Activity Report and Year End Reserves Report with the Committee.

April hearings are scheduled for the 27th and 28th.

Doug expressed interest in attending a seminar in Buffalo May 2, 1995 offered by Attorneys Hamburger and Wise.

Doug reminded the committee that if the method of assessment of Towns and Villages is changed it should be acted on at the May meeting. The Baord would have to vote to change the local law that pertains to this action. Doug was requested to bring his recommendation to the May meeting.

Linda Canfield discussed with the committee the need to renew the Claims Service Contract with Willis Corroon Administrative Services Corporation for the year 02/01/95 - 01/31/96. Motion was made by A. Sylor, seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution to approve this contract. Motion carried. **PREPARE RESOLUTION**

Jack reviewed action of past Personnel Committee minutes pertaining to the Board of Ethics. After discussion it was determined that each committee member consider a name to be suggested to serve on the Board of Ethics and present that name at the May Personnel meeting.

Jack reported that the Personnel Clerk has worked 12 hours for the District Attorney's Office, to date.

A computer is purchased and in use in the Personnel Department.

Jack reported that the civil service exam for Correction Officer has 65 approved candidates. This exam will be given 4/22 at the Belmont Legion.

The May Personnel Committee meeting was changed to May 10, 1995 at 3PM.

Discussion was held regarding proposed position changes in the Health Department. Jack explained the Deputy Public Health Director new position duty statement. Motion was made by R. Heineman, seconded by A. Sylor to create the title of Deputy Public Health Director. Motion carried. **PREPARE RESOLUTION**

Motion was made by A. Sylor, seconded by R. Heineman to place the title of Deputy Public Health Director in Grade 20 of the Non-Unit Salary Plan. Motion carried. **PREPARE RESOLUTION**

Action to create position of Deputy Public Health Director referred to Human Services.

Following discussion of the committee regarding the Public Health Director's request for a Nurse Practitioner, the motion was made by A. Sylor, seconded by E. Burdick to create the title of Nurse Practitioner. Motion carried. **PREPARE RESOLUTION**

Motion was made by E. Burdick, seconded by A. Sylor to place the title Nurse Practitioner in the Nurses' Association contract salary plan at a rate of $19.25 per hour for 1995 and $19.64 per hour for 1996. Motion carried. **PREPARE RESOLUTION**

Action to create position of Nurse Practitioner referred to Human Services with the recommendation of the Personnel Committee that the position of Nurse Practitioner be part-time.

John Margeson distributed the Employee Services Monthly Report for March.

John also gave to the committee for review a report of Comparison of Costs County Self-Insured Medical Plan vs. Blue Cross/ Blue Shield Coverage.

Discussion was held regarding Deputy Sheriff negotiations. Next negotiations are scheduled for April 26th.

Meeting adjourned.

NOT APPROVED

J. Margeson

JUN 8 1995

PERSONNEL COMMITTEE

June 5, 1995

Present: Kenneth Nielsen, Edmunc Burdick, Alton Sylor, William Dibble, Robert Heineman, Keith Palmiter, Douglas Dillon, Linda Canfield, Jack Rosell and John Margeson.

Minutes of the May 10, 1995 meeting were approved by motion from E. Burdick, seconded by A. Sylor and carried.

Linda Canfield reported on the slate of names who have agreed to serve on the Board of Ethics. After discussion, a motion was made by E. Burdick, seconded by W. Dibble to accept the names of Frances Barnes, Lawrence Dye, Rev. Ralph Grokoph, Rev. Albert Hemstreet, Linda Canfield and direct the County Attorney to prepare the necessary resolution for appointment to the Board of Ethics. Motion carried. **PREPARE RESOLUTION**

D. Dillon reviewed with the committee the April year-to-date actual vs. budget.

Doug presented the Workers' Comp budget for 1996. Doug noted that it needs to be approved at the July meeting and will make the suggested changes for that meeting.

Discussion was held regarding the need to change the resolution regarding the money amount specified to annually purchase excess or catastrophe insurance. It was the decision of the committee to make no change at this time.

Doug explained to the committee a notice received by Keith Barber regarding OSHA's requirement that firefighters have physicals at certain ages, not just a pre-joining physical. Doug stated that Workers' Compensation pays for pre-joining physicals but did not recommend payment of any other physicals as required by OSHA. The committee agreed with Doug.

Doug reported that the May hearings were all continued, none settled.

Jack stated that a resolution was needed to grant July increments to certain eligible employees effective July 1, 1995. Motion was made by A. Sylor, seconded by W. Dibble that the necessary resolution be prepared. Motion carried. **PREPARE RESOLUTION**

Jack noted that 28 hours were worked in May for the District Attorney's Office by Personnel Clerk Julie Carter.

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

John Margeson stated he was unable to meet with Board of Elections regarding signature imaging system, but will report at the July meeting.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: June 5, 1995

Resolution is needed to grant increments effective July 1, 1995 to the following employees:

Dept./ Name	Title	Date of Hire	Pay Rate	Incremen
Public Health-				
J. Buckwalter	Public Health Nurse	07/22/94	$13.42	$ .49
N. Whitebird	Account Clerk Typist	08/29/94	$ 9.39	$ .23

FISCAL IMPACT:

For further information regarding this matter, contact:

Personnel Department
Name and Department

Ext. 212
Telephone Number

5/94

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: June 5, 1995

Names offerred by the Personnel Committee to serve on the Board of Ethics and who have agreed to serve: Frances Barnes, Belmont, Lawrence Dye, Cuba, Rev. Ralph Groskoph, Wellsville, Rev. Albert Hemstreet, Angelica, Linda Canfield, Belmont.

FISCAL IMPACT:

For further information regarding this matter, contact:

Linda Canfield	Ext. 222
Name and Department	Telephone Number

5/94

NOT APPROVED

PERSONNEL COMMITTEE

JUL 5 - 1995

July 3, 1995

J. Margeson

Present: Kenneth Nielsen, Alton Sylor, Edmund Burdick, Robert Heineman, John Walchli, John Margeson, Douglas Dillon.

Minutes of the June 5, 1995 meeting were approved by motion from E. Burdick, seconded by R. Heineman and carried.

Workers' Compensation

D. Dillon reviewed with the committee the reworked proposed '96 budget as requested by the committee at June's meeting. Motion was made by R. Heineman, seconded by A. Sylor to accept the '96 budget for Workers' Compensation as proposed. Motion carried.

D. Dillon proposed the need to change the resolution regarding the money amount specified to annually purchase excess or catastrophe insurance from $18,000 to $20,000. Motion was made by R. Heineman, seconded by E. Burdick to make the money amount $20,000. After discussion R. Heineman withdrew the motion.

Doug reported on 8 hearings for June. Four hearings were continued.

It was requested of D. Dillon to look into safety training for Sheriff employees.

On a referral from Human Services, it was requested of the Personnel Committee to title and slot in the appropriate salary grade the proposed new clerical position in the Health Department. Motion was made by E. Burdick, seconded by R. Heineman to create the title of Secretary to the Public Health Director and place the title in Grade 2 of the Non-Unit Salary Plan. Motion carried. Voting No - A. Sylor. **PREPARE RESOLUTION**

John Margeson presented a request from the County Clerk's Office to purchase a computer program for the Uniform Commercial Code filings (UCC's). The cost of the program is $7,700. The County Clerk's equipment account will cover $2,400 of the cost. $5,300 from the County Treasurer's equipment account to cover the remainder of the cost can be transferred to the County Clerk with the Treasurer's approval. Motion was made by A. Sylor, seconded by R. Heineman to approve the computer program purchase. Motion carried. Transfer of funds was referred to Ways and Means Committee.

John Margeson discussed with the committee his report of computerization of the Board of Elections. Motion was made by E. Burdick, seconded by A. Sylor to accept option 4. Motion carried. **PREPARE RESOLUTION**

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: _____

Creating title of Secretary to Public Health Director to be placed in Non-Unit Salary Plan, Grade 2, Base $17,842.

FISCAL IMPACT:

For further information regarding this matter, contact:

Johannes Peeters, Public Health Director — Ext. 250

Name and Department — Telephone Number

5/94

AUG 10 1995

NOT APPROVED

J. Margeson

PERSONNEL COMMITTEE

August 7, 1995

Present: Kenneth Nielsen, A. Sylor, Robert Heineman, William Dibble, Edmund Burdick, Douglas Dillon, Jack Rosell, John Margeson, John Walchli.

Minutes of the July 3, 1995 Personnel Committee meeting were approved by motion from E. Burdick, seconded by W. Dibble and carried.

D. Dillon discussed with the committee actual vs. budget for June 1995.

Doug advised the committee of the need for a motion to approve the total share of apportionment based on 70%/ 30% experience rating for 1996 for the County, Towns and Villages. Motion was made by W. Dibble, seconded by E. Burdick and carried.

Doug discussed lump sum settlement on workers' comp cases. There is no history for doing this, but suggests the committee consider this.

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

In regular session Doug reported on two hearings in July. No hearings were scheduled for August.

Doug also reported that reserve levels are over $800,000 to date.

Linda Canfield requested of the committee a transfer of funds of $10,000 from Risk Retention Fund Account No. CS1933.431 to Risk Retention Fund Account No. CS1937.435. Motion was made by A. Sylor, seconded by W. Dibble to approve transfer of funds. Motion carried. **PREPARE RESOLUTION**

The committee reviewed the 1996 budget for Unallocated Insurance. Discussion was held and more information was requested of Linda Canfield for some of the line items.

The committee reviewed the Risk Retention Fund Budget for 1996. Motion was made by R. Heineman, seconded by E. Burdick to approve budget as recommended by the Budget Officer. Motion carried.

Motion was made by W. Dibble, seconded by E. Burdick to go into executive session. Carried.

In regular session motion was made by W. Dibble, seconded by E. Burdick to direct the County Attorney to prepare a resolution to approve a three year agreement with the Sheriff's Association. Motion carried. Voting NO - A. Sylor, R. Heineman. **PREPARE RESOLUTION**

John Margeson reported that the contract with Employee Services, Inc. expires August 31, 1995. Motion was made by W. Dibble, seconded by R. Heineman to renew the Employee Services, Inc. contract 09/01/95 - 08/31/96 at the approximate cost of $7,596. Motion carried. Voting NO - A. Sylor **PREPARE RESOLUTION**

Discussion was held regarding inviting a representative from the Association of Towns and Counties to speak to a joint meeting of Ways & Means and Personnel.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE Personnel _____ DATE: _____

Resolution transfers $10,000 from Risk Retention Fund Account No. CS1933.431 Claims Approved by Supreme Court to Risk Retention Fund Account No. CS1937.435 Expert or Professional Services - the account from which all legal fees relating to insurance claims against the county are paid.

These Risk Retention Fund accounts were established by the County Treasurer in the 1995 budget, using approximate estimates for the various categories of judgments, actions and claims that arise out of those kinds of risks for which expenditures may be made pursuant to Local Law No. 2 of 1991. The account for Expert or Professional Services was budgeted at $10,000 for 1995.

Prior to the 1995 budget, all insurance claims of whatever type were paid directly from the Insurance Reserve Fund.

FISCAL IMPACT:

For further information regarding this matter, contact:

Linda J. Canfield, Board Clerk	268-9220
Name and Department	Telephone Number

5/94

NOT APPROVED

PERSONNEL COMMITTEE

9/1/95

SEP 5 1995

PRESENT: Kenneth Nielsen, Robert Heineman, Edmund Burdick and John Margeson

J. Margeson

Jack Rosell presented the budget for the Personnel Department. Motion was made by Robert Heineman, seconded by Ed Burdick to approve the .2 and .4 accounts as recommended by the Budget Officer. Motion carried.

Larry Wilson presented the budget for the Board of Elections. Motion was made by Edmund Burdick, seconded by Robert Heineman to approve the .2 and .4 accounts as recommended by the Budget Officer. Motion carried.

Tonia Witter presented the budget for the Veterans' Agency. Motion was made by Robert Heineman, seconded by Edmund Burdick to approve the .2 and .4 accounts as recommended by the Budget Officer. Motion carried.

Joseph Presutti presented the County Clerk's budget. Motion was made by Edmund Burdick, seconded by Robert Heineman to approve the .2 and .4 accounts as recommended by the Budget Officer. Motion carried.

John Margeson presented the budget for the Health Insurance Plan. Motion was made by Robert Heineman, seconded by Edmund Burdick to approve as presented. Motion carried.

Special Personnel Committee meeting is scheduled for Friday September 8, 1995 at 1:30 PM.

Meeting adjourned.

SEP 8 1995

NOT APPROVED

J. Margeson

PERSONNEL COMMITTEE

September 5, 1995

Present: Kenneth Nielsen, Alton Sylor, Robert Heineman, Edmund Burdick, William Dibble, John Walchli, Douglas Dillon, Jack Rosell and John Margeson.

Minutes of the August 7, 1995 meeting were approved by a motion from E. Burdick, seconded by R. Heineman and carried.

D. Dillon reviewed experience vs. budget as of July 1995. Currently running $17,000 over budget.

Doug explained to the committee the need to hire a temporary employee. Motion was made by A. Sylor to approve the hiring of a temporary Account Clerk Typist for Workers' Compensation, seconded by E. Burdick. Motion carried.

Doug reviewed with the committee the claims for 1995, the majority being back injuries. As of August 31, 1995 152 claims had been filed compared to 119 claims through August 31, 1994. A motion was made by E. Burdick, seconded by W. Dibble that Doug notify each area i.e., Town, Village, fire company, of their number of claims and types of injuries and stressing safety. Motion carried.

Discussion was held regarding safety awards, the procedure in the past being to give group awards. Doug would like to see this done on an individual basis. Motion was made by R. Heineman, seconded by E. Burdick to approve individual safety awards. Motion carried.

Discussion was held regarding safety meetings held monthly. It was recommended that Doug be notified of these and attend.

Doug reported three hearings in August, 2 continued, 1 was a lump sum settlement. All hearings were out of town and Doug did not attend.

Jack reported on the Early Retirement Incentive the State was offering. The Retirement representative Jack spoke with said there was no extension available. The Governor was late in signing which caused most counties to be unable to meet the deadline.

Motion was made by W. Dibble, seconded by E. Burdick to go into executive session. Motion carried.

In regular session the committee reviewed the referrals from Human Services and Public Works Committees pertaining to upgrade of certain positions. It was by common consent of the committee that no action be taken.

Joseph Presutti, County Clerk, requested to have the position of Supervisor of Motor Vehicle Bureau abolished and create the position of Deputy County Clerk III. After discussion, motion was made by A. Sylor, seconded by E. Burdick to abolish position of Supervisor of Motor Vehicle Bureau and create a position of Deputy County Clerk III; Supervisor of Motor Vehicle Bureau to be removed from the Non-Unit Salary Plan, Grade 6; Deputy County Clerk III title to be placed in Grade 6 of the Non-Unit Salary Plan. Motion carried. **PREPARE RESOLUTION**

K. Nielsen reviewed with the committee 1995 Legislative Goals for the Personnel Committee. It was recommended that each committee member bring their ideas for the Goals to the October Personnel meeting.

John Margeson reminded the committee of the special Personnel Committee meeting on Friday, September 8th at 1:30 P.M. in Room 220.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 09/05/95

The vacant position of Supervisor of Motor Vehicle Bureau was requested to be abolished by County Clerk Joseph Presutti and a position of Deputy County Clerk III created. The title of Supervisor of Motor Vehicle Bureau would be removed from Grade 6 of the Non-Unit Salary Plan. The title of Deputy County Clerk III would be placed in Grade 6 of the Non-Unit Salary Plan. This action gives the County Clerk more hiring flexibility. Deputy County Clerk III would be in the Exempt civil service classification.

FISCAL IMPACT: Incumbent would receive $20,022 base pay of Grade 6 Non-Unit Salary Plan.

For further information regarding this matter, contact:

Joseph Presutti, County Clerk
Name and Department

Ext. 270
Telephone Number

5/94

NOT APPROVED
OCT 4 1995
J. Margeson

PERSONNEL COMMITTEE

October 2, 1995

Present: Kenneth Nielsen, William Dibble, Edmund Burdick, Robert Heineman, Alton Sylor, John Walchli, Douglas Dillon, Jack Rosell.

Minutes of the September 1, 1995 and September 5, 1995 meetings were approved by a motion from E. Burdick, seconded by W. Dibble and carried.

D. Dillon asked the committee to go into executive session. Motion was made by E. Burdick, seconded by A. Sylor to go into executive session. Motion carried.

In regular session Doug stated that no actual vs. budget for August 1995 was available for review.

Jack explained the need for resolutions for 1996 salary changes.

Motion was made by R. Heineman 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 E. Burdick and carried. **PREPARE RESOLUTION**

Motion was made by E. Burdick 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 W. Dibble and carried. **PREPARE RESOLUTION**

Motion was made by E. Burdick, seconded by R. Heineman to direct the County Attorney to prepare a resolution for the payment of increments to AFSCME employees and Nurses' Association members to be effective 01/01/96. Motion carried. **PREPARE RESOLUTION**

In a memo from John Margeson to the committee, John stated that the contract with N. T. S. Data Services for the signature digitization and voter registration software for the Board of Elections has been formalized. The contract calls for a one-time payment of $4,750.28 which needs to be transferred from contingency to the Board of Elections equipment account. Motion was made by A. Sylor, seconded by W. Dibble to refer to Ways and Means the transfer of funds from contingency to the Board of Elections equipment account totalling $4,750.28. Motion carried.

NOT APPROVED

K. Nielsen received a letter from John Tucker, Emergency Services Director regarding the recommendation of PENCO to check the driving records of employees who drive county vehicles. After discussion, it was determined to have Jack look into this.

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

In regular session, Supervising Public Health Nurses Vicky Gaeta and Karen Williams spoke to the committee regarding upgrading the Supervising Public Health Nurse positions.

A motion was made by W. Dibble, seconded by R. Heineman to move Supervising Public Health Nurse from Grade 14 to Grade 16 of the Non-Unit Salary Plan. Motion was lost. Voting No - A. Sylor, E. Burdick, K. Nielsen.

Motion was made by E. Burdick, seconded by R. Heineman to direct the County Attorney to remove the titles of Public Health Engineer and Senior Public Health Sanitarian from the Non-Unit Salary Plan. Motion carried. **PREPARE RESOLUTION**

Discussion was held regarding employee evaluations. John Walchli will be scheduling a department head meeting soon to explain the employee evaluation process. Non-Unit employees will be the first to be evaluated. Each committee member is to receive a copy of the evaluation forms and policy. Motion was made by E. Burdick, seconded by W. Dibble that November 1st is the start date for the evaluation process. Motion carried.

Meeting adjourned.

NOT APPROVED

NOV 7 1 1995

J. Margeson

PERSONNEL COMMITTEE

November 6, 1995

Present: Kenneth Nielsen, Edmund Burdick, Robert Heineman, Alton Sylor, William Dibble, John Walchli, John Margeson and Douglas Dillon.

Minutes of the October 2, 1995 meeting were approved by motion from A. Sylor, seconded by W. Dibble and carried.

Workers' Compensation

Motion was made by W. Dibble, seconded by E. Burdick to go into Executive Session. Motion carried.

Motion was made by W. Dibble, seconded by R. Heineman to go out of Executive Session. Motion carried.

Motion was made by W. Dibble, seconded by A. Sylor to approve the employment of the temporary Account Clerk Typist in Workers' Compensation through November. Motion carried.

K. Nielsen read the referral from Public Works Committee regarding alcohol and drug testing of supervisors of Department of Public Works and CDL license requirement. It was determined that further clarification was needed in reference to "all new hires" in the Department... before action could be taken.

Dr. Robert Anderson, Community Service Director, spoke to the committee regarding a part-time position of Fiscal Officer. The position would be 15 hours or less a week at a salary of $13,000. It was recommended the title be placed in Section 4 Salary Plan. Motion was made by W. Dibble, seconded by R. Heineman to create a part-time position of Chief Fiscal Officer. Motion carried. **PREPARE RESOLUTION**

Motion was made by W. Dibble, seconded by R. Heineman to place the title of Chief Fiscal Officer in the Section 4 Salary Plan with a $13,000 salary. Motion carried. **PREPARE RESOLUTION**

A department head meeting has been set for November 14, 1995. One of the items on the agenda is to discuss and explain employee evaluations.

J. Margeson reported that the contract between Allegany County and AFSCME representing the Sheriff's employees

should come up for vote by the Board of Legislators November 27th.

Discussion was held regarding the Lieutenant and Sergeant positions in the Sheriff's Department.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 11/6/95

Creation of part-time position of Chief Fiscal Officer in the office of Community Services Agency. Position 100% reimbursed.

FISCAL IMPACT: $13,000

For further information regarding this matter, contact:

Dr. Robert Anderson	593-1991
Name and Department	Telephone Number

5/94

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 11/6/95

Title of position created in Community Services Agency to be placed in Section 4 Salary Plan with a salary of $13,000.

FISCAL IMPACT:

For further information regarding this matter, contact:

Dr. Robert Anderson
Name and Department

593-1991
Telephone Number

5/94

NOV 14 1995

NOT APPROVED

PERSONNEL COMMITTEE

11/13/95

J. Margeson

PRESENT: K. Nielsen, R. Heineman, W. Dibble, A. Sylor, E. Burdick, J. Walchli, J. Margeson

The committee was called to order at 3:15 p.m.

J. Margeson advised due to an unanticipated high cost of providing ballots for the 1995 General Election the Printing line item in the Board of Elections is expected to have a shortfall of $5,600. by year end.

It is recommended that monies be transferred from contingency to cover accumulated and anticipated printing costs for the remainder of the year.

On motion of A. Sylor, seconded by R. Heineman, the committee referred to Ways and Means a request for Resolution to transfer $5,600. from A1990.4 contingency to A1450.419 B. O.E. printing.

PERSONNEL COMMITTEE

DEC 1995

December 4, 1995

NOT APPROVED J. Margeson

Present: Kenneth Nielsen, Robert Heineman, Edmund Burdick, Alton Sylor, John Walchli, William Dibble, Doug Dillon, John Margeson, Preston Lucas and Jack Rosell.

Minutes of the November 6 and November 13, 1995 meetings were approved by motion from E. Burdick, seconded by R. Heineman and carried.

Doug Dillon introduced Roger Edel, attorney with the law firm Williams and Williams. The law firm handles workers' comp cases and Attorney Edel was participating in the Workers' Comp hearings being held today.

Doug reviewed with the committee October's year to date actual vs. budget. Doug commented that they were overbudget presently and would be at the end of the year. Most of this is due to claimant medical and the hiring of extra temporary help while Mrs. Keib was out due to a medical need.

Doug requested that $18,500 be removed from contractual expenses and transfer to Personal Services - $5,300, Claimant Indemnity - $5,000, Claimant Mileage and Medical - $8,000. Motion was made by W. Dibble, seconded by R. Heineman and carried.

Doug requested a transfer of $79,000 from Fund Balance to Claimant Medical. Motion was made by E. Burdick, seconded by R. Heineman to approve transfer. Motion carried.

Doug stated he had received information from J. Margeson on Self Funding Inc. regarding claim tracking. Doug will investigate.

J. Margeson stated that there are some potential workers' comp buy outs which will be ready to be presented at the January Personnel meeting.

Linda Canfield requested approval of the committee to transfer $10,000 from Risk Retention Fund Acct. No. CS1933.431 to Risk Retention Fund Acct. No. CS1937.435. Motion was made by W. Dibble, seconded by E. Burdick to approve transfer. Motion carried.

PREPARE RESOLUTION

Linda stated that it was time to renew the contract with Municipal Insurance Consultants for 1996 at a fee of $15,000. Motion was made by A. Sylor, seconded by W. Dibble to approve renewal of

the contract and direct the County Attorney to prepare the necessary resolution. Motion carried. **PREPARE RESOLUTION**

Jack handed out proposed guidelines for the Employee of the Month as requested by K. Nielsen. Discussion was held. It was recommended that Jack contact other counties to see if they run a similar program. It was also questioned what the Unions thought of this.

John Margeson discussed with the committee the status of the Sheriff's union contract.

Jack reported on grievances in the Sheriff's Department and Public Works Department.

It was noted that employee evaluations had been distributed to department heads for the non-unit employees.

Preston Lucas spoke to the committee regarding uniform organizational charts for county departments. Discussion was held.

January 9th at 1 PM is the next Personnel Committee meeting.

Meeting adjourned.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel & Ways & Means

DATE: _____

Resolution is requested to transfer $10,000 from Risk Retention Fund, Account No. CS1933.431 Claims Approved by Supreme Court to Risk Retention Fund Account No. CS1937.435 Expert or Professional Services to cover legal fees relating to insurance claims against the county for the remainder of 1995.

FISCAL IMPACT:

For further information regarding this matter, contact:

Name and Department	Telephone Number
Linda J. Canfield, Clerk of the Board	268-9222

5/94

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: _____

Resolution is requested to approve the renewal of a contract with Municipal Insurance Consultants for 1996 with all terms and conditions to remain the same as the 1995 contract, at the same fee of $15,000 payable in ten monthly installments of $1,500, which is included in the 1996 insurance budget.

FISCAL IMPACT: $15,000

For further information regarding this matter, contact:

Name and Department	Telephone Number
Linda J. Canfield, Clerk of the Board	268-9222

5/94

A PROPOSAL TO PERFORM CONSULTING SERVICES

FOR

ALLEGANY COUNTY

COPY

Prepared By:

Municipal Insurance
Consultants, Inc.

AGREEMENT

This agreement made and entered into the 1st day of January, 1996 by and between Allegany County, a municipality with its principal office for the transaction of business at Court Street, Belmont, New York 14813, hereinafter referred to as the "County" and Municipal Insurance Consultants, Inc., a domestic corporation with its principal office for the transaction of business at 3704 Harlem Road, Buffalo, New York 14215, hereinafter referred to as "Consultant."

WITNESSETH:

For and in consideration of the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

First: The County hereby employs Consultant as an insurance advisor for the period beginning January 1, 1996 and ending January 1, 1997.

Second: Consultant shall administer the following property and casualty insurance services:

a) establish insurance review meetings for the purpose of reviewing and updating exposures and coverages, as necessary
b) maintain and update the current insurance information filing system
c) market all property and casualty insurances expiring during the term of this contract, if the incumbent agency or carrier is unable to provide acceptable renewal premiums consistent with changes in risk or exposure
d) verify the accuracy of all property and casualty insurance policies issued subsequent to the inception of this contract
e) verify the accuracy of all premium invoices
f) verify the accuracy of all premium audits
g) request and receive endorsements issued to current policies
h) verify the accuracy of all endorsements issued to current policies
i) request and receive required certificates of insurance, review for accuracy, and distribute appropriately
j) assist in the filing of claims
k) monitor all claims, both paid and reserved
l) verify the accuracy of any workers compensation experience rating promulgated during the term of this contract

Third: Consultant will actively participate with the County to maintain the insurance program; and will be available for specific consultation at all times, upon reasonable notice, to provide assistance in the administration of the program as an integral part of Consultant's services as herein described.

Fourth: The County shall pay to the Consultant for the services herein set forth the sum of $15,000.00 which shall be paid in ten equal installments of $1,500.00 commencing on the 25th day of January, 1996 and payable on the 25th day of each and every month thereafter until the 25th day of October, 1996.

In witness whereof, the parties hereto have hereinto set their hand and seals the day and year first above written.

Allegany County

_____

Municipal Insurance Consultants, Inc.

Timothy McMullen
President