

J. Margeson
NOT
APPROVED

PERSONNEL COMMITTEE

January 6, 1997

JAN 10 1997

Present: Kenneth Nielsen, Robert Heineman, Edmund Burdick, Preston Lucas,
John Walchli, John Margeson, Douglas Dillon

Minutes of the December 2nd, 13th, and 23rd committee meetings were approved by motion from R. Heineman, seconded by E. Burdick and carried.

Workers' Compensation

Doug had an abbreviated agenda as he was involved in comp hearings which were being held the same time as the committee meeting.

In December 1996, seven workers' comp hearings were held. Four cases were closed, three cases were continued.

The committee approved the appointment of Douglas Dillon as Executive Secretary of Allegany County Mutual Self-Insurance Plan for the 1997 calendar year by motion from R. Heineman, seconded by E. Burdick and carried.

Doug stated that Dave Roeske, Deputy Public Works Superintendent I has been in contact with him regarding the County and Town Safety Award meetings which are scheduled for February and March.

The Firematic physical situation is still unresolved. Doug has been involved with casework which has not given him adequate time to obtain certain information.

K. Nielsen read the referral from Planning and Development Committee regarding the restructuring of the Development, Tourism and Planning Office. Motion was made by P. Lucas, seconded by R. Heineman to restructure the office of Development, Tourism and Planning so that all components report to the Director of Development and revise the position specification of the Planner to reflect this restructuring. Motion carried.

The tabled request of Margaret Gordon, Election Commissioner was discussed. Motion was made by P. Lucas, seconded by E. Burdick to refer the matter back to Election Commissioner Gordon to discuss it with Election Commissioner Gallman and then report back to the committee if necessary.

J. Margeson asked that, in light of the changes made in the recent AFSCME contract through negotiations, the same changes be extended to the Non-Unit employees and department heads by amending resolution 258-85---A Resolution Establishing Certain Work Rules and Certain Fringe Benefits for Employees Occupying Full-Time County Non-Unit Salary Plan Graded Positions. Motion was made by E. Burdick, seconded by R. Heineman to make the necessary changes. PREPARE RESOLUTION

J. Margeson reported to the committee that the contract with North American Administrators will expire 01/31/97. North American has proposed a two year contract with increases in the rates for the administrative fee and the utilization review fee. The increases represent an 11.9% increase for the two years. The committee directed John to negotiate lesser fees for each year of the contract.

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

In regular session J. Margeson discussed with the committee a proposal submitted from Municipal Insurance Consultants Inc. who seek an agreement with the County for calendar year 1997 for insurance consulting services. Mr. Margeson advised the committee that the company proposes a fee of \$15,000. After discussion R. Heineman moved that Mr. Margeson contact the company and counter propose a fee of \$10,000. Seconded by E. Burdick and carried unanimously.

Ellen Ruckle
Personnel Technician

J. Margeson
NOT
APPROVED

PERSONNEL COMMITTEE

JAN 14 1997

January 13, 1997

This meeting was held immediately prior to the regular board meeting with all members present except Mr. Saylor.

The Chairman's reappointment of Duane M. Griswold as the Veterans' Service Agency Director, was approved on a motion by Burdick, seconded by Lucas and carried. County Attorney is requested to prepare resolution.

Meeting adjourned.

J. Margeson

JAN 23 1997

PERSONNEL COMMITTEE

January 21, 1997

NOT
APPROVED

Present: K. Nielsen; P. Lucas; R. Heineman; E. Burdick; J. Walchli;

The purpose of this meeting was to review with Brian Baty, of Municipal Insurance Consultants, the result of the renewal proposals for the county's insurance program which were received January 10th.

Mr. Baty reviewed each of the proposals and explained the various options available to the county. See attached.

Linda Canfield distributed and the committee briefly reviewed, a summary of defense cost expenditures made from the Insurance Reserve Fund since its inception in 1991. In addition, a summary showing all expenditures from the Insurance Reserve Fund during fiscal 1996 was distributed. See attached.

A motion was made by Nielsen, seconded by Burdick and carried, to go into executive session. Following the executive session, a motion was made to return to regular session.

It was decided that the committee should meet again with Mr. Baty on January 24th at 1:30 p.m.

Discussion was held with Mr. Baty regarding the negotiations for the renewal of the current contract with his firm. The county has proposed paying \$10,000. Last year's contract was \$15,000. It is the county's position that our staff relies less and less on assistance from Municipal Insurance Consultants, and therefore, the contract price should be reduced.

Mr. Baty noted that the first year his company handled the county's insurance program, which called for a heavier workload, the contract was \$25,000. It was then reduced in subsequent years to \$15,000. He contends that his workload is greater in the years when bid specifications, etc. are required, but he was willing to leave the contract at a constant \$15,000 for all years. He suggested that perhaps the county could consider a multi-year contract, to incorporate a bid year. The committee directed that he discuss this suggestion with John Margeson, who will then make a recommendation to the committee.

Meeting adjourned.

COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSALS

COVERAGE	EXPIRING	BROWN & STOUT OPTION #1	BROWN & STOUT OPTION #2	BROWN & STOUT OPTION #3	BROWN & STOUT OPTION #4	LAWLEY SERVICE, INC.
<i>S.I.R. Per Occurrence</i>	100,000	N/A	25,000	100,000	100,000	50,000
<i>Stop Loss Aggregate</i>	500,000	N/A	N/A	N/A	500,000	165,000
<i>Loss Fund</i>	375,000	N/A	N/A	N/A	325,000	N/A
PROPERTY	120,000	11,875	11,875	108,401	89,725	8,871
GEN. LIABILITY	Incl. in Property	170,287	123,753	Incl. in Property	Incl. in Property	38,162
<i>Limits Occurrence</i>	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<i>Aggregate</i>	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	2,000,000
AUTO	Incl. in Property	80,180	61,779	Incl. in Property	Incl. in Property	41,412
INLAND MARINE	Incl. in Property	14,330	14,330	Incl. in Property	Incl. in Property	7,949
BOILER & MACHINERY	2,235	2,514	2,514	2,514	2,336	No Quote
POLICE PROFESSIONAL	Incl. in Property	9,360	8,154	Incl. in Property	Incl. in Property	5,000
CRIME	Incl. in Property	1,533	1,533	1,533	Incl. in Property	1,853
EXCESS PROPERTY	Incl. in Property	N/A	N/A	Incl. in Property	10,000	N/A
TOTAL PREMIUM	\$122,235	\$290,079	\$223,938	\$112,448	\$102,061	\$103,247
Claims administration	12,500	N/A	N/A	12,500	12,500	No Quote
Taxes, service fees, loss control, etc.	24,454 + 3,150 Per Visit	3,000 Per Visit	3,000 Per Visit	3,000 Per Visit	11,152 + 3,000 Per Visit	---
OPTIONAL IMM UMBRELLA	N/A	14,322	14,322	7,355	30,070	10,000

COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSALS

COVERAGE	EXPIRING	S.H. GOW & CO.	S.H. GOW & CO.	S.H. GOW & CO.	LAWRENCE DYE, INC.	LAWRENCE DYE, INC.
		OPTION #1	OPTION #2	OPTION #3	OPTION #1	OPTION #2
<i>S.I.R. Per Occurrence</i>	100,000	N/A	25,000	100,000	25,000	25,000
<i>Stop Loss Aggregate</i>	500,000	N/A	N/A	200,000	150,000	150,000
<i>Loss Fund</i>	375,000	N/A	N/A	N/A	N/A	N/A
PROPERTY	120,000	23,814	19,405	11,043	19,252	16,894
GEN. LIABILITY	Incl. in Property	82,152	62,493	56,927	48,948	56,457
<i>Limits: Occurrence</i>	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	2,000,000
<i>Aggregate</i>	3,000,000	3,000,000	3,000,000	3,000,000	Unlimited	6,000,000
AUTO	Incl. in Property	94,855	72,698	70,534	56,583	51,323
INLAND MARINE	Incl. in Property	15,687	12,550	7,824	24,193	24,193
BOILER & MACHINERY	2,235	2,533	2,533	2,533	2,459	2,459
POLICE PROFESSIONAL	Incl. in Property	16,559	12,959	11,336	31,806	34,880
CRIME	Incl. in Property	3,409	3,409	3,409	1,800	1,800
EXCESS PROPERTY	Incl. in Property	N/A	N/A	N/A	N/A	N/A
TOTAL PREMIUM	\$122,235	\$239,009	\$186,047	\$163,606	\$185,041	\$188,006
Claims administration	12,500	N/A	N/A	Included	N/A	N/A
Taxes, service fees, loss control, etc.	24,454 +3,150 Per Visit	N/A	Included	Included	N/A	N/A
OPTIONAL IMM UMBRELLA	N/A	27,000	27,000	27,000	20,026	12,719


COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSAL NOTES

I. BROWN & STOUT

A. COREGIS - OPTION #1

1. First dollar program
2. Property
 - Blanket Limit is quoted at \$15,429,167 vs. \$15,428,047.
 - Quoted with a \$5,000 deductible vs. \$1,000.
 - Newly Acquired Buildings and Personal Property quoted with \$250,000 limits vs. \$2,000,000.
 - Flood & Earthquake quoted with a \$25,000 deductible
3. General Liability
 - Employee Benefits Liability quoted with \$1,000 deductible in lieu of none.
4. Auto
 - The Personal Injury Protection limit is \$50,000 vs. \$1,000,000.
 - Medical Payment coverage is not included. Requested \$5,000 limit in the Specs.
 - Comprehensive deductible quoted at \$500 without Full Glass coverage. Requested \$100 deductible and Full Glass in Spec.
 - Volunteers are not included as insureds
5. Inland Marine
 - Quoted with a \$500 deductible in lieu of \$250
6. Boiler & Machinery
 - Property Damage Limit quoted at \$15,429,167 vs. \$15,428,047.
7. Police Professional
 - Quoted with no deductible in lieu of \$10,000
8. Crime
 - Public Employee Dishonesty quoted with \$500 deductible vs. \$1,000.
9. Optional Umbrella
 - Quoted at \$1,000,000 Limit / \$10,000 S.I.R. Covers over General Liability, Auto Liability, Employee Benefits Liability, and Police Professional Liability.
10. Loss Control is \$3,000 per visit, number of visits to be determined by the County.
11. Payment Terms: Annual
12. Additional information (as of 1/15/97):
 - Coregis is offering 60 - 40 payments on their quote
 - Coregis is covering the landfill in all their quotes

COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSAL NOTES

I. BROWN & STOUT (continued)

B. COREGIS - OPTION #2

1. \$25,000 Deductible per occurrence applicable to General Liability, Police Professional Liability and Auto Liability.
2. Same exceptions as Option #1
3. Loss Control is \$3,000 per visit, number of visits to be determined by the County.
4. Payment Terms: Annual

C. COREGIS - OPTION #3

1. \$100,000 S.I.R. applicable to General Liability, Property, Auto Liability, Police Professional and Inland Marine.
2. No Loss Fund applies
3. Same exceptions as Option #1
4. Optional Umbrella quoted at the following additional limits:
 - 2,000,000 Limit \$11,718 Additional Premium
 - 5,000,000 Limit \$19,192 Additional Premium
5. Loss Control is \$3,000 per visit, number of visits to be determined by the County.
6. Payment Terms: Annual
7. Additional information (as of 1/15/97):
 - Defense is outside the S.I.R.

D. PENCO - OPTION #4

1. \$100,000 S.I.R. applicable to all lines *except* Boiler & Machinery and Excess Property
2. \$500,000 Aggregate Excess Limit.
3. \$325,000 Loss Fund applies.
4. Optional Umbrella quoted at the following additional limits:
 - 2,000,000 Limit \$42,195 Annual Premium
 - 3,000,000 Limit \$47,530 Annual Premium
 - 4,000,000 Limit \$51,410 Annual Premium
 - 5,000,000 Limit \$53,350 Annual Premium
5. Loss Control is \$3,000 per visit, number of visits to be determined by the County.
6. Payment Terms: Annual except for All Lines Aggregate policy. That can be paid in semi-annual installments.

COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSAL NOTES

II. LAWLEY SERVICE, INC.

A. GULF INSURANCE CO.

1. \$50,000 S.I.R. applicable to General Liability, Automobile Liability and Police Professional Liability.
2. \$165,000 Aggregate S.I.R. Stop Loss
3. Property
 - Flood & Earthquake quoted with \$500,000 limits each vs. \$1,000,000. A \$25,000 deductible applies to each.
4. General Liability
 - Quoted with a \$2,000,000 General Aggregate Limit vs. \$3,000,000. Additional \$2,000 premium to increase.
 - Quoted with \$5,000 Medical Payments vs. \$10,000.
 - Aggregate Limits Per Location not included in quote. Additional \$2,000 premium to include.
 - Employee Benefits Liability quoted with a \$1,000 deductible.
5. Automobile
 - The Personal Injury Protection limit is \$150,000 vs. \$1,000,000.
6. Police Professional Liability
 - Defense costs are in addition to Limit of Liability
7. Optional Umbrella quoted at the following additional limits:
 - \$2,000,000 Limit \$11,500 Annual Premium
 - \$3,000,000 Limit \$12,500 Annual Premium
 - \$4,000,000 Limit \$13,500 Annual Premium
 - \$5,000,000 Limit \$15,500 Annual Premium
8. Recommends use of current claims administrator.
9. Payment Terms: Due in 30 days, installments not available.
10. Three year rate guaranty available.

III. S.H. GOW & CO., INC.

A. KEMPER / RANGER - OPTION #1

1. First Dollar Program
2. Property
 - Flood & Earthquake are subject to a \$25,000 deductible.

COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSAL NOTES

III. S.H. GOW & CO., INC. (continued)

3. General Liability
 - Employee Benefits Liability quoted with no Retro Date.
4. Automobile
 - Physical Damage for all heavy commercial vehicles is being covered on the Inland Marine Policy with a \$500 deductible.
5. Inland Marine
 - Quoted with \$500 deductibles vs. \$250.
6. Boiler & Machinery
 - Quoted with \$15,000,000 limit vs. \$15,428,047.
 - Quoted with \$2,000 deductible vs. \$2,000 per sewer/water facilities and \$750 for all other losses. Cost would be an additional \$600 to amend deductibles.
7. Optional Umbrella quoted at the following additional limits:
 - \$2,000,000 Limit \$40,500 Annual Premium
 - \$3,000,000 Limit \$46,800 Annual Premium
 - \$4,000,000 Limit \$50,400 Annual Premium
 - \$5,000,000 Limit \$52,200 Annual Premium
8. Payment Terms: Due within 30 days of effective date. Financing available for various payment options.

B. KEMPER / RANGER - OPTION #2

1. \$25,000 Deductible applicable to Property, Inland Marine, General Liability, Automobile Liability and Police Professional Liability.
2. Same exceptions as outlined in Option #1.
3. This plan offers first dollar defense and expenses.
4. The deductible is applied on a per occurrence basis as opposed to a per claim basis
5. Loss Control services will be provided at no cost to the County. Quarterly or semi-annual reviews are available.
6. The General Liability and Police Professional Liability will be separate policies and limits.
7. Payment Terms: Due within 30 days of effective date. Financing available for various payment options.

COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSAL NOTES

III. S.H. GOW & CO., INC. (continued)

C. KEMPER / RANGER - OPTION #3

1. \$100,000 S.I.R. per occurrence applicable to Property, General Liability, Auto Liability, Inland Marine and Police Professional Liability.
2. \$200,000 Aggregate S.I.R. Stop Loss applicable to General Liability and Police Professional Liability.
3. Same exceptions as outlined in Option #2.
4. This plan offers first dollar defense and expenses.
5. The deductible is applied on a per occurrence basis as opposed to a per claim basis
6. Loss Control services will be provided at no cost to the County. Quarterly or semi-annual reviews are available.
7. The General Liability and Police Professional Liability will be separate policies and limits.
8. Payment Terms: Due within 30 days of effective date. Financing available for various payment options.

IV. LAWRENCE DYE, INC.

A. TITAN - OPTION #1

1. \$25,000 deductible applicable to General Liability and Police Professional Liability.
2. \$150,000 Aggregate Stop Loss applicable to General Liability and Police Professional.
3. Property
 - Quoted with ACV on the following locations: 3-5, 3-7, 3-8, 7-1, 8-1, 10-1, 24-1, 26-1
 - Quoted with Functional Replacement Cost on the following locations: 1-1, 2-1, 3-1
 - Newly Acquired Buildings and Personal Property were quoted with \$500,000 / \$250,000 limits in lieu of \$2,000,000.
4. General Liability
 - Endorsement for "Per Location Aggregate" is not included.
 - First dollar defense costs
5. Automobile
 - The Medical Payments limit is at \$1,000 vs. \$5,000
 - The Personal Injury Protection limit is \$50,000 vs. \$1,000,000
 - The Comprehensive Deductible is \$250 vs. \$100
6. Boiler & Machinery
 - Quoted with a \$8,000,000 limit vs. \$15,428,047 with a \$2,500 deductible

COUNTY OF ALLEGANY
02/01/97 - 98 RENEWAL PROPOSAL NOTES

IV. LAWRENCE DYE, INC. (continued)

7. Police Professional Liability
 - Quoted with a \$6,000,000 Aggregate vs. \$1,000,000
 - First dollar defense costs
8. Optional Excess quoted at the following limits:
 - 2,000,000 Limits \$29,500 Annual Premium
 - Follows form over General Liability, Auto Liability and Police Professional Liability
9. Payment Terms: To be determined

B. TITAN - OPTION #2

1. \$25,000 deductible applicable to General Liability, Auto Liability and Police Professional Liability.
2. \$150,000 Aggregate S.I.R. Stop Loss
3. In addition to the exceptions noted in Option #1, the following also applies:
4. Property
 - Quoted with \$5,000 deductible vs. \$1,000
5. Auto
 - Quoted with \$2,000,000 CSL in lieu of \$1,000,000
 - First dollar defense costs
6. Police Professional Liability
 - Quoted with \$2,000,000 / \$6,000,000 limits vs. \$1,000,000 / \$1,000,000
7. Optional Excess quoted at the following limits:
 - 2,000,000 Limits \$22,485 Annual Premium
 - Follows form over General Liability, Auto Liability and Police Professional Liability
8. Payment Terms: To be determined

These proposal notes are meant to be a general overview and comparison of the quotes submitted. Please refer to the actual proposals for a detailed explanation of the terms and conditions of each.

SUMMARY OF EXPENDITURES FROM INSURANCE RESERVE FUND

EXPERT OR PROFESSIONAL SERVICES - 1991 THROUGH 1996

<u>TORT NO.</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>1991 EXPENSES</u>	<u>1992 EXPENSES</u>	<u>1993 EXPENSES</u>	<u>1994 EXPENSES</u>	<u>1995 EXPENSES</u>	<u>1996 EXPENSES</u>	<u>TOTALS</u>
88-09	Maines, Maynard & Sandra	Property Damages			2,612.50				2,612.50
91-03	Szalla, Phillip & Townsend, Gerald	Property Damage ("WAG Trail")			4,161.43				4,161.43
91-04	Manross, Henry J.	MV Accident - Personal Injuries	40.00	3,226.60	1,389.96	3,254.77	3,889.00	3,434.62	15,234.95
92-01	Harms, Crystal	MV Accident-Bodily/Pers. Injuries		247.50	28.50				276.00
92-02	Schrader, Kenneth	Jail Suicide			10,000.00				10,000.00
92-03	Smith, Grace E.	MV Accident-Bodily/Pers. Injuries		99.50	133.00				232.50
92-04	Toth, Theresa	Sheriff Dept.-Sexual Harassment		540.75	10,000.00				10,540.75
92-04	Delmont, Lisa	Sheriff Dept.-Sexual Harassment		540.75					540.75
92-05	Spengler, Elizabeth	Foster Care-Bodily/Pers. Injuries			2,023.61				2,023.61
92-06	Gibbons, Michael	Transfer Station - Bodily Injury			773.38				773.38
93-01	Fuller, Clayton & Peggy	Property Damage (Septic)			3,266.85				3,266.85
93-02	Patterson, Margaret E.	MV Accident - Death			903.13	4,198.54	2,836.97		7,938.64
93-03	Witter, Margaret	MV Accident - Bodily Injuries			694.50	3,707.02	93.00		4,494.52
93-04	Dailey, Daniel	Lack Medical Hist.-Pers. Injuries			493.00				493.00
93-05	Mosher-Simons, (Eck)	DSS Foster Care-Death of Child			6,970.30	8,434.78	10,164.85	18,570.91	44,140.84
93-06	Delano, Dennis	Property Damage			1,100.50	3,064.35	10.00		4,174.85
93-08	Huber, Donald M.	MV Accident - Bodily Injuries				351.17			351.17
93-09	Heath, Benny Lee	Detainment/Incarceration				331.50			331.50
93-10	Roche, Patrick	Prosecution/Imprisonment				452.00			452.00
94-02	Burdick, Dale R.	MV Accident - Death				323.50			323.50
94-03	Platt, Lester B.	MV Accident - Property Damage				178.50	1,704.50	306.00	2,189.00
94-04	Walker, Karl J.	MV Accident - Death				237.50	204.00		441.50
94-05	Cobb, Kathy F.	MV Incident - Personal Injuries				483.11	6,120.88	4,031.99	10,635.98
94-06	Plaisted, Donna	MV Accident-Monetary Damages				86.00	3,100.83	5,852.60	9,039.43
95-01	Harrow, Karl & Denise	Property Damage (Septic)					6,077.50	3,837.24	9,914.74
95-02	Dibble, Deborah Y. Estate	MV Accident - Death					345.00		345.00
95-03	Payne, Daniel Estate	MV Accident - Death					1,957.13	144.50	1,501.63
95-04	Dibble, Steven Estate	MV Accident - Death					1,357.13	144.50	1,501.63
95-05	Morley, James A. Estate	MV Accident - Death					345.00		345.00
95-06	Grinnell, Mary Elwell	Sidewalk Fall - Bodily Injuries						340.50	340.50
96-01	Pfahler, Pamela M. Estate	MV Accident - Death						1,429.67	1,429.67
96-02	Cox, Karen & Herbert	MV Accident - Bodily Injuries						1,303.45	1,303.45
96-03	Gunn, Anne L.	MV Accident - Bodily Injuries						3,004.27	3,004.27
96-04	Morabito, Barbara	Property Damage						489.50	489.50
96-05	Gapa, Joseph Lee (Debra Myers)	Foster Care - Bodily/Pers. Injuries						3,274.22	3,274.22
96-06	Ives, Shawn & Tammy	MV Accident - Personal Injuries							0.00
96-07	Witter, Wendy/Cassandra	MV Accident - Personal Injuries							0.00
96-08	Ives, Ricky & Ives, Ryan Estate	MV Accident - Pers. Inj./Death							0.00
96-09	McDonald, Brian E. Estate	MV/Pedestrian Accident - Death							0.00
96-10	Shreve, Cassandra	MV Accident - Personal Injuries							0.00
96-11	Pastor, Joshuwa	MV Accident - Personal Injuries							0.00
96-12	Haynes, Danielle	MV Accident - Personal Injuries							0.00
96-13	Tuggle, Shawn B. Estate	MV Accident - Death							0.00

RISK RETENTION FUND – 1996

Account #CS1930.429 – Judgements

01–Jan	Opening Balance		85,000.00
11–Mar	ES1–Sheriff Dept. Lawsuit	75,000.00	10,000.00
31–Dec	Closing Balance		10,000.00

Account #CS1931.429 – Uninsured Property Loss

01–Jan	Opening Balance		15,000.00
31–Dec	Closing Balance		15,000.00

Account #CS1932.430 – Actions Approved by Courts

01–Jan	Opening Balance		15,000.00
31–Dec	Closing Balance		15,000.00

Account #CS1933.431 – Claims Approved by Supreme Court

01–Jan	Opening Balance		240,000.00
08–Apr	Transfer to CS1937.435 (Prof. Ser.)	30,000.00	210,000.00
31–Dec	Closing Balance		210,000.00

Account #CS1934.432 – Claims Less Than \$25,000 – Legislative Approval

01–Jan	Opening Balance		35,000.00
24–Jun	Kathy Cobb – Final Settlement	20,000.00	15,000.00
31–Dec	Closing Balance		15,000.00

Account #CS1935.433 – Claims \$5,000–\$15,000 – Committee Approval

01–Jan	Opening Balance		40,000.00
31–Dec	Closing Balance		40,000.00

Account #CS1936.434 – Claims Less Than \$5,000 – Chairman Approval

01–Jan	Opening Balance		25,000.00
08–Apr	Auto Glass Distributors (Replace DOH Windshield)	178.64	24,821.36
22–Apr	Romaine M. Bonney (Repairs – DPW Damages)	415.73	24,405.63
13–May	East Side Garage, Inc. (Repair DOH '93 Cavalier)	215.00	24,190.63
	Preston Auto Truck Center (Repair DOH '93 Cavalier)	140.60	24,050.03
10–Jun	Mike's Body Shop (Repair Sheriff's Dept. '87 Acura Legend)	250.60	23,799.43
	Pauline Walters (Repairs – DPW Damages)	439.28	23,360.15
08–Jul	Auto Glass Distributors		

	(Replace DOH Windshield)	257.01	23,103.14
	Lanny and Brenda Sweet		
	(Replace Windshield – DPW Damages)	491.40	22,611.74
12–Aug	John Juhasz		
	(Repairs – DPW Damages)	1,548.25	21,063.49
15–Oct	ITT Hartford Ins. – Lester Platt		
	(Property Damage Subrogation)	1,000.00	20,063.49
	D & J Body Shop		
	(Repair Comm. Ser. '95 Dodge Van)	1,123.25	18,940.24
	D & J Body Shop		
	(Repair Sheriff's Dept. '94 Caprice)	456.30	18,483.94
09–Dec	Auto Glass Distributors, Inc.		
	(Replace DOH Windshield)	258.41	18,225.53
31–Dec	Closing Balance		18,225.53

Account #CS1937.435 – Expert or Professional Services

01–Jan	Opening Balance		20,000.00
11–Mar	Block & Colucci, PC (Kathy Cobb)		
	Bodily Injury	2,105.84	17,894.16
08–Apr	Block & Colucci, PC (Karl Harrow)		
	Property Damages	3,684.24	14,209.92
	Block & Colucci, PC (Henry J. Manross)		
	Personal Injuries	3,035.12	11,174.80
	Nathan K. Buffum (Karen Cox)		
	Bodily Injuries	947.45	10,227.35
	Block & Colucci, PC (Lester Platt)		
	Property Damages	119.00	10,108.35
	Transfer from CS1933.431		
	Transfer – (Apprvd. By Supreme Court)	(30,000.00)	40,108.35
13–May	Block & Colucci, PC (Mosher–Simons[Eck])		
	DSS Foster Care – Death of Child	17,006.16	23,102.19
	Block & Colucci, PC (Mary E. Grinnel)		
	Sidewalk Fall – Bodily Injuries	340.50	22,761.69
	Block & Colucci, PC (Donna Plaisted)		
	MV Accident – Monetary Damages	669.00	22,092.69
	Block & Colucci, PC (Karl Harrow)		
	Property Damages – Septic	153.00	21,939.69
13–May	NYS Dept. of Motor Vehicles (Karen B. Cox)		
	MV Accident – Bodily Injuries	5.00	21,934.69
	NYS Dept. of Motor Vehicles (Pamela Pfahler)		
	MV Accident – Bodily Injuries	5.00	21,929.69
10–Jun	Cornell University – NRCC (Pamela Pfahler)		
	MV Accident – Bodily Injuries	12.00	21,917.69
	Pamela Rohrabacher (Mosher–Simons[Eck])		
	DSS Foster Care – Death of Child	1,226.50	20,691.19
	Block & Colucci, PC (Cox/Pfahler)		
	MV Accident – Bodily Injuries/Death	702.00	19,989.19
	Block & Colucci, PC (Kathy F. Cobb)		
	MV Accident – Bodily Injuries	1,387.50	18,601.69

08-Jul	Block & Colucci, PC (Payne & Dibble)		
	MV Accident – Death	289.00	18,312.69
	Loss Analysis, Inc.		
	Evidence Storage	90.00	18,222.69
	Block & Colucci, PC (Donna Plaisted)		
	MV Accident – Monetary Damages	1,765.76	16,456.93
	Block & Colucci, PC (Henry Manross)		
	Personal Injuries	399.50	16,057.43
11-Sep	Block & Colucci, PC (Pamela Pfahler)		
	MV Accident – Death	1,015.12	15,042.31
	Block & Colucci, PC (Kathy F. Cobb)		
	MV Accident – Bodily Injuries	513.15	14,529.16
	Block & Colucci, PC (Donna Plaisted)		
	MV Accident – Monetary Damages	1,532.08	12,997.08
	Block & Colucci, PC (Barbara Morabito)		
	Property Damage	379.00	12,618.08
	Block & Colucci, PC (Anne Gunn)		
	MV Accident – Bodily Injuries	1,308.36	11,309.72
	Cornell University–NRCC (Anne Gunn)		
	MV Accident – Bodily Injuries	12.00	11,297.72
15-Oct	Nathan K. Buffum (Anne Gunn)		
	MV Accident – Bodily Injuries	134.41	11,163.31
12-Nov	Block & Colucci, PC (Lester B. Platt)		
	MV Accident – Property Damage	153.00	11,010.31
	Block & Colucci, PC (Anne Gunn)		
	MV Accident – Bodily Injuries	694.80	10,315.51
	Nathan K. Buffum (Anne Gunn)		
	MV Accident – Bodily Injuries	854.70	9,460.81
	Block & Colucci, PC (Gapa/Myers)		
	Foster Care – Bodily/Pers. Injuries	3274.22	6,186.59
09-Dec	Block & Colucci, PC (Barbara Morabito)		
	Property Damages	110.50	6,076.09
	Block & Colucci, PC (Pamela Pfahler)		
	MV Accident – Death	46.55	6,029.54
	Block & Colucci, PC (Donna Plaisted)		
	MV Accident – Monetary Damages	1,885.76	4,143.78

1996 ACCOUNTS PAYABLE

13-Jan	Block & Colucci, PC (Mosher–Simons[Eck])		
	Foster Care – Death of Child	338.25	3,805.53
	Block & Colucci, PC (Lester Platt)		
	MV Accident – Property Damage	34.00	3,771.53
10-Feb	Block & Colucci, PC (Kathy Cobb)		
	MV Accident – Personal Injuries	25.50	3,746.03

Total Expended in 1996	148,028.44
Total Expended in 1995	43,046.59
Total Expended in 1994	46,732.03
Total Expended in 1993	52,617.73

Total Expended in 1992	38,088.78
Total Expended in 1991	2,263.56

Total Expended From Insurance Fund to Date	330,777.13

J. Margeson

NOT
APPROVED

PERSONNEL COMMITTEE

January 24, 1997

JAN 31 1997

Present: K. Nielsen; P. Lucas; R. Heineman; E. Burdick; J. Walchli; B. Baty, Municipal Insurance Consultants;

The purpose of this meeting was to follow up on the January 21st meeting at which the renewal proposals for the county's insurance program were considered.

Mr. Baty reported that Brown and Stout had submitted a revised proposal from CoRegis, providing for a S.I.R. per occurrence of \$100,000 with a Stop Loss Aggregate of \$100,000 for a total premium of \$107,421. In addition, the proposal offers claims administration for \$12,500 and an optional \$1 million umbrella for \$7,355. The committee unanimously agreed to give this proposal consideration.

A motion was made by Lucas, seconded by Burdick and carried, to go into executive session. Following the executive session, a motion was made by Burdick, seconded by Lucas and carried, to return to regular session.

Mr. Baty advised that the Brown & Stout revised option No. 3 was the best proposal of those submitted and he would recommend the county accept it, to include the claims administration and umbrella coverage for a total cost of \$127,276.

A motion was made by Burdick, seconded by Lucas and carried, that the county accept the Brown & Stout revised Option No. 3 to include the claims administration and umbrella coverage. County Attorney is requested to prepare resolution for consideration at the January 27, 1997 board meeting.

Also discussed with Mr. Baty were the terms and conditions of his contract with the county. He agreed to provide his company's services for 1997 at a fee of \$10,000, and to negotiate a long term contract beginning in 1998. This fee is \$5,000 less than in 1996. A motion was made by Burdick, seconded by Lucas and carried, to approve the contract with Municipal Insurance Consultants, for 1997, at a fee of \$10,000. County Attorney is requested to prepare a resolution for consideration at the January 27, 1997 board meeting.

John Margeson brought to the committee's attention a referral from the Human Services Committee requesting that the effective date of Resolution No. 244-96 be changed from January 1, 1997 to December 31, 1996 in order to provide

increments for the employees occupying the positions affected by that resolution. A motion was made by Lucas, seconded by Burdick and carried, to request the County Attorney to prepare a resolution amending the resolution as requested, for consideration at the January 27, 1997 board meeting.

A motion was made by Burdick, seconded by Lucas and carried, to go into executive session in order to discuss collective negotiations.

Following the executive session, a motion was made by Nielsen, seconded by Burdick and carried, to return to regular session.

Meeting adjourned.

J. Margeson

PERSONNEL COMMITTEE

NOT
APPROVED

FEB 7 1997

February 3, 1997

Present: Kenneth Nielsen, Robert Heineman, Preston Lucas, Edmund Burdick, John Walchli, John Margeson and Doug Dillon.

Minutes of the December 6, 13, 21, & 24 Personnel Committee meetings were approved by motion from P. Lucas, seconded by R. Heineman and carried.

Workers' Compensation

D. Dillon reviewed with the committee the report of Annual Summary of Claims for 1996 including comparisons of 1994 and 1995, and the report of Summary of Lost Time Claims. Discussion was held.

Doug reported that physical exams for fire companies was at the highest level with 89% and ambulance corps are near 100%.

Seven hearings were held in January. Five cases were continued, two cases were closed.

Safety Dinners are scheduled for the County for February 19 and 26. The Towns and Villages are scheduled for March 12, 17, & 19 for Safety Dinners.

Doug briefly explained the effect of the New York State Health Care Reform Act Surcharge on his budget.

James Gallman, Election Commissioner, introduced himself to the committee and gave an update of activities in the Election Office. Mr. Gallman explained the need for computer upgrades in the office. Motion was made by P. Lucas, seconded by R. Heineman to approve the purchase of a Pentium 166 with 32 megs of RAM and Windows 95, and another UPS system. Total cost \$2,100. Motion carried. PREPARE RESOLUTION

Referral was made to Ways and Means for the transfer of funds as Elections does not have the money in their budget.

Request was received from Joseph Presutti, County Clerk, for replacement of carpet in the County Clerk's Office. Motion was made by R. Heineman, seconded by P. Lucas to refer to Public Works Committee. Motion carried.

J. Margeson reported that his counterproposal of rates for Administrative Service Fees with North American Administrators for calendar year 1997 was accepted for \$7.40 for Medical, \$1.75 for Utilization Review, \$1.00 Pre-prescription; for calendar year 1998, \$7.75 for Medical, \$1.85 Utilization Review, Prescription \$1.00. Motion was made by R. Heineman, seconded by E. Burdick to accept these rates for the Allegany County Administrative Services Agreement for 1997 and 1998. Motion carried. PREPARE RESOLUTION

J. Margeson advised the committee that the Nurses' Association voted to ratify the terms and conditions of a three year Collective Bargaining Agreement. A motion was made by R. Heineman, seconded by E. Burdick to offer a resolution for legislative approval of the negotiated terms and conditions. Motion carried. PREPARE RESOLUTION

A motion was made by R. Heineman to direct the County Attorney to prepare the appropriate resolution for the appointment of Dale A. Dutton as Personnel Officer to a six year term at a starting salary of \$42,000 effective February 24, 1997. Motion seconded by P. Lucas and carried. PREPARE RESOLUTION

Meeting adjourned.

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 2/3/97

RESOLUTION Re: Funding for Computer Updates

The Board of Elections requests the necessary funds for the purchase of a Pentium 166 with 32 megs of ram and Windows 95.

Total amount needed is \$2,100 which includes another UPS system for the system that currently does not have one.

Upgrading the system now will avoid further complications with our program

A copy of the recommendation by Data Processing is attached.

FISCAL IMPACT:

For further information regarding this matter, contact:

Commissioners - Elections
Name and Department

Ext: 294
Telephone Number

MEMO

**To Commissioners: Margaret Gordon
James Gallman**

From: Deb Button, Director Data Processing *DB*

Re: Computer Updates

Date: 01/31/97

NTS will provide a free windows upgrade for their software however, the current computer systems do not have enough room or memory to operate the upgrades. The Voter Registration Department currently has two prolinea machines, a Pentium 75 and a DX/50. What we will need to do is buy another CPU to replace the DX/50. The new CPU will house the upgrade and act as the server for the network. I have talked with John Jennings to get the necessary configuration for a new CPU. We would need to purchase a Pentium 166 with 32 megs of ram and Windows 95. The New York State contract price for this machine is \$1,806.44. We will also need to add another UPS system for the system that currently does not have one. The total cost we need to ask for is \$2,100. We will use the existing monitor, modem, and scanner card. It will be necessary to upgrade one computer to allow program updates to take place. NTS will no longer provide updates for a DOS based program so it is my recommendation we upgrade now to avoid any further complications with this program.

J. Margeson

NOT
APPROVED

PERSONNEL COMMITTEE

February 10, 1997

FEB 12 1997

Present: Nielsen; Heineman; Lucas; Walchli;

The committee reviewed with John Margeson a proposed resolution which would amend the 1997 salary of the STOP-DWI Coordinator from \$15,450 to \$7,000. This resolution was approved for submission to the full board at the meeting to follow this committee meeting, on a motion by Lucas, seconded by Heineman and carried.

The committee also reviewed a proposed resolution submitted by Joseph Presutti, County Clerk, at the request of the New York State Association of County Clerks, which Association opposes Governor Pataki's proposed elimination of DMV mail-in registrations and mail-in licenses which comprise between 25% and 40% of County Clerks' revenue. It is requested that each county adopt a resolution in opposition to this elimination of mail-in DMV services and forward same to the Governor and state representatives, etc. Approved on a motion by Heineman, seconded by Lucas and carried. County Attorney is requested to prepare a resolution for consideration at the February 26th board meeting.

Meeting adjourned.

J. Margeson

MAR 6 1997
NOT
APPROVED

PERSONNEL COMMITTEE

March 3, 1997

Present: Kenneth Nielsen, Edmund Burdick, Preston Lucas,
Robert Heineman, John Walchli, John Margeson,
Dale Dutton, Doug Dillon.

Minutes of the February 3 and February 10 Personnel Committee meetings were approved by motion from P. Lucas, seconded by E. Burdick and carried.

Mr. Nielsen welcomed Dale Dutton, Personnel Officer to the County staff.

Workers' Compensation

D. Dillon stated no budget information was available from the Treasurer to present to the committee.

Seven hearings were held in February. Four cases were continued, three cases were closed.

On the request of Doug, motion was made by E. Burdick, seconded by P. Lucas to go into executive session. Motion carried.

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

Doug expressed thanks to the legislators that attended the County Safety Award Dinners.

Discussion was held regarding storage problem for confidential Workers' Compensation records.

Doug requested permission to attend the Spring Conference of Board of Directors for Self-Insured Counties. The conference is in May at Alex Bay, New York. Motion was made by E. Burdick, seconded by R. Heineman to approve Doug's request to attend the conference and to send Dale Dutton. Motion carried.

Discussion was held regarding the need to amend Resolution 129-90 to add titles and hours and to correct hours of titles listed. Motion was made by P. Lucas to table the action until next month after Dale Dutton and John Margeson get further information. Motion was seconded by R. Heineman and carried. Voting No: E. Burdick

J. Margeson made the committee aware of Assembly Member John J. Faso's effort re-introducing legislation which would expand §50-e of the General Municipal Law. The proposed legislation would expand instances when a notice of claim is required. He is interested in receiving resolutions of support from many localities throughout the State for the legislation. Motion was made by P. Lucas, seconded by R. Heineman to direct the County Attorney to prepare the appropriate resolution in support of legislation that would expand §50-e of the General Municipal Law. Motion carried.

PREPARE RESOLUTION

J. Margeson discussed with the committee the request that Non-Unit Graded employees use their anniversary date rather than the designated November 1 date to request to sell back vacation days. By a motion from R. Heineman the committee approves the policy for Non-Unit Graded employees that will allow them to bank up to 10 vacation days by notifying their Department Head prior to the anniversary date of hire and in such situation the employee shall be compensated for the banked vacation days in the final pay of the year. Motion was seconded by E. Burdick and carried.

Dale Dutton discussed with the committee goals, proposed projects and priorities of the Personnel Department.

Thank you was extended from John Margeson and the committee to Ellen Ruckle, Joyce Kemp, and Julie Carter for their work in the Personnel Department over the past few months.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle

9. Margeson

PERSONNEL COMMITTEE

NOT
APPROVED

April 7, 1997

APR 10 1997

Present: Kenneth Nielsen, Edmund Burdick, Preston Lucas,
Robert Heineman, John Walchli, John Margeson,
Dale Dutton and Doug Dillon

Minutes of the March 3, 1997 Personnel Committee meeting were approved by motion from P. Lucas, seconded by E. Burdick and carried.

Workers' Compensation

Doug presented for review the January and February 1997 Expense Analysis.

Doug reviewed with the committee a 1996 Monies Spent by Participant Summary Report which included indemnity and medical expenses paid in 1996. Discussion was held.

Doug explained the legislation being proposed to increase Workers' Compensation rates. Discussion was held. No action was taken.

Duane Griswold, Director, Veterans Service Agency, presented a request to the committee to purchase two Mobile E-Z View Ergonomic All-In-One Workstations with mouseboard at a cost of \$386.00. Money for the workstations would have to be transferred from contingency. Motion was made by E. Burdick, seconded by R. Heineman to approve purchase and refer to Ways and Means for transfer from contingency. Motion carried.

County Clerk Joseph Presutti requested a resolution for the transfer of funds from A 1410.430 (Current Indexing) to 1410.201 (Equipment) totalling \$1,543.00. The transfer was needed due to the breakdown of two Bates numbering machines. Motion was made by P. Lucas, seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the transfer of funds. Motion carried. PREPARE RESOLUTION

Dale Dutton presented a memo to the committee regarding priorities of the Personnel Department. Discussion was held regarding automation of the Personnel Department. Dale presented a Computer/Training Quote for the Personnel Department totalling \$13,010. After discussion, motion was made by E. Burdick, seconded by P. Lucas to accept the quote from D. Button, Data Processing Director and refer to Technology Committee for input and refer to

Ways and Means for transfer of funds. Motion carried.

J. Margeson reported that Legislator Pat Regan had been contacted by Micky Beall, Agent for Prudential to present Prudential's deferred compensation package. This was referred to John Margeson for reply.

J. Margeson stated that Joseph Beck of Municipal Employee Long Term Care would like to present their plan to the County. This was referred to the Personnel Department for response.

J. Margeson reported that the Nurses' contract is not signed yet due to a difference of opinion regarding what portions of the contract are retroactive to January 1, 1997. John is confident this will be resolved soon.

Meeting adjourned.

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 4/4/97

Please make the following transfers within the County Clerk's budget due to the unexpected breakdown of equipment (two bates numbering machines).

From Account No. A1410.430 (Current Indexing) to Account No. A1410.201 (Equipment) in the amount of \$1,543.00.

FISCAL IMPACT:

For further information regarding this matter, contact:

Joseph E. Presutti, County Clerk

Name and Department

ext. 270

Telephone Number

J. Margeson
NOT
APPROVED

PERSONNEL COMMITTEE

May 6, 1997

MAY 9 1997

Present: Kenneth Nielsen, Edmund Burdick, Robert Heineman, Preston Lucas, Alton Saylor, Ronald Truax, Doug Dillon and Dale Dutton

Meeting was called to order by K. Nielsen and welcomed A. Saylor. Minutes of the April 7, 1997 Personnel Committee meeting were approved by motion from P. Lucas, seconded by E. Burdick and carried.

Workers' Comp

Doug presented for review the March 97 expense analysis.

Doug reviewed the first quarter '97 Accident Report noting that 24 of 38 claims were from the County.

Doug also reviewed the Fire and Ambulance '96 Physical and Lost Time Reports.

Discussion was held regarding awards to Fire Companies with 100% physical compliance and no lost time. Decision to be made at the next meeting.

Doug reported that 6 hearings were held in April, 5 cases were closed.

Doug stated that he would have to present his budget for review at the June meeting. He will get copies to each committee member before then.

Linda Canfield requested a resolution for the renewal of a contract with Willis Corroon Administrative Services Corp. effective 02/01/97 through 01/31/98. The cost of the contract is \$11,500, a \$1,000 decrease from last year's contract. Motion was made by P. Lucas, seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the renewal of the contract with Willis Corroon Administrative Services Corp. effective 02/01/97 - 01/31/98 at a cost of \$11,500. Motion carried. PREPARE RESOLUTION

James Gallman, Election Commissioner gave an update of the activities in the office of the Board of Elections since his last visit to the Personnel Committee in February '97.

The Board of Elections requested a transfer of funds of \$400 from 1450.421 (Education) to 1450.201 (Equipment) for the pur-

chase of a fax machine. Motion was made by E. Burdick, seconded by P. Lucas to approve transfer. Motion carried. PRE-PARE RESOLUTION

Discussion was held regarding amending Resolution 129-90 which established hours per work week for certain elected and/or appointed officials who work less than full-time. Motion was made by P. Lucas, seconded by R. Heineman to amend Resolution 129-90 by adding the title of Safety Officer - 17.5 hours/work week, add the title of Chief Fiscal Officer - 12.5 hours/work week, and increase the hours of Executive Secretary, Workers' Compensation from 17.5 to 28 hours in a work week, remove the titles of Budget Officer and STOP-DWI Coordinator. Motion carried. PREPARE RESOLUTION

Dale Dutton made the committee aware of a referral from Public Safety Committee regarding the creation of a part-time position in Fire Service. After review of the New Position Duties Statement, it was determined by Dale and Keith Barber that the appropriate title for the position is Clerk. The title is currently graded in the Unit Salary Grades - Grade 4. The committee recommended the title of the position as Clerk by motion of R. Heineman, seconded by E. Burdick and carried. Voting No - P. Lucas. The creation of the position was referred to Public Safety Committee for action.

Dale referred to his memo given previously to the committee regarding priorities and goals of the Personnel Department. Discussion was held.

Dale noted that he had discussed with an employee who was requesting an upgrade that he believed the desire of the committee was to complete an overall classification review, not individual reviews at this time. The committee indicated this was their stand at this time.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle

J. Margeson

NOT
APPROVED

PERSONNEL COMMITTEE

June 2, 1997

JUN 6 1997

Present: Alton Sylor, Robert Heineman, Preston Lucas, Edmund Burdick, John Walchli, John Margeson, Doug Dillon and Dale Dutton

Minutes of the May 6, 1997 Personnel Committee meeting were approved by motion from E. Burdick, seconded by P. Lucas and carried.

J. Margeson introduced Leanne Martin, Account Representative from North American Health Plans, Inc. Ms. Martin presented information pertaining to Preferred Provider Organization. Discussion was held.

Workers' Compensation

Doug reviewed April '97 actual vs. budget expenses with the committee.

Discussion was held pertaining to the proposed 1998 Workers' Comp budget. Motion was made by P. Lucas, seconded by R. Heineman to refer the budget to J. Margeson for review before approval by the committee at a meeting to be held June 23, 1997. Motion carried.

Doug reported four hearings were held in Belmont in May. Three cases were continued, one case was closed. Two cases were controverted cases with no final decision made.

Doug gave to the committee a report on 1996 Workers' Compensation cost by type/claims handled. Discussion was held.

The referral from Public Works which related to physicals for management employees was discussed. Motion was made by P. Lucas, seconded by R. Heineman to have the Personnel Officer, Dale Dutton, obtain more information. Motion carried.

Dale stated that data collection from surrounding jurisdictions was requested to start the Non-Unit classification review. Outlines and reviews would be reported at the July meeting.

John Margeson stated that another early retirement incentive was being offered by the State. It was recommended that he bring further information to the committee at the meeting June 23rd.

Discussion was held regarding the 1996 Fire and Ambulance 100% Physicals and No Lost Time Compliance Awards. Motion was made by P. Lucas to refer to John Walchli, John Margeson and Doug Dillon to determine the appropriate gifts not to exceed \$100 per gift. Motion seconded by R. Heineman and carried.

The committee reviewed the monthly bills statement.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle

G. Margeson

PERSONNEL COMMITTEE

June 9, 1997

NOT
APPROVED

JUN 11 1997

Present: Kenneth Nielsen, Preston Lucas, Robert Heineman, Edmund
Burdick

Dale Dutton requested a resolution for certain county employees eligible for an increment effective July 1, 1997. Motion was made by R. Heineman, seconded by E. Burdick to direct the County Attorney to prepare a resolution for July increments. Motion carried. PREPARE RESOLUTION

J. Margeson

PERSONNEL COMMITTEE

June 23, 1997

NOT
APPROVED

JUN 25 1997

Present: Kenneth Nielsen, Robert Heineman, Preston Lucas, Edmund Burdick, Alton Saylor, John Walchli, Doug Dillon, John Margeson, Dale Dutton, and Linda Canfield

L. Canfield stated that the public officials liability policy was due for renewal 07/01/97. Premium is \$17,220. Brown and Stout Agency and Brian Baty, Municipal Consultant recommended purchasing enhanced employment practices liability at a cost of \$1,722.00. Added coverage is for alleged wrongful termination discrimination, civil rights violations, etc. Money is in the budget. Motion was made by E. Burdick, seconded by R. Heineman to renew the public officials liability policy and purchase the enhanced employment practices liability coverage. Motion carried.

D. Dillon presented the budget for 1998 for Workers' Compensation which provided for increased assessment to contributing jurisdictions of 2%. Motion was made by P. Lucas, seconded by E. Burdick to accept budget as presented. Motion carried.

J. Margeson and D. Dutton provided information for discussion at the next meeting regarding NYS Retirement System incentive and classification and compensation study drafts.

Meeting adjourned.

J. Margeson

NOT
APPROVED

PERSONNEL COMMITTEE

July 7, 1997

JUL 10 1997

Present: Kenneth Nielsen, Robert Heineman, Edmund Burdick, Alton Sylor, John Walchli, John Margeson, Dale Dutton and Doug Dillon

Minutes of the June 2, 9 and 23 Personnel Committee meetings were approved by motion from R. Heineman, seconded by E. Burdick and carried.

Workers' Compensation

Motion was made by A. Sylor, seconded by E. Burdick to approve chargeback to Towns, Villages and County. Motion carried.

Doug reported 10 hearings were held in June. One case received an award.

Doug displayed the plaques to be given to Fire Departments and Ambulance Corps that have 100% physical compliance and no lost time in '96. Plaques will be presented at the Fireman's Convention.

Discussion was held regarding reserves account.

Motion was made by A. Sylor to approve the request of Kim Toot, Director, Office for the Aging to adjust the pay scale in the Section 4 Salary Plan for Site Managers, Drivers and Aides to reflect the minimum wage increase -- \$5.15 - \$7.15. Motion seconded by E. Burdick and carried. PREPARE RESOLUTION

Upon referral from Planning and Development Committee, a classification review of the Senior Account Clerk Typist position was completed. It was determined by the Personnel Department that the appropriate title should be Account Clerk Typist. Motion was made by R. Heineman to abolish Senior Account Clerk Typist position and create one position of Account Clerk Typist in the Development and Planning Office, seconded by E. Burdick and carried.

PREPARE RESOLUTION

Discussion was held regarding Early Retirement Incentive. Motion was made by R. Heineman, seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for Allegany County to participate in the Early Retirement Incentive. PREPARE RESOLUTION

Discussion was held regarding the referral from Public Works Committee pertaining to physicals for the Landfill Supervisor, Deputies and the Superintendent. Motion was made by R. Heineman, seconded by A. Saylor to approve yearly physicals and Hepatitis B vaccinations for the Landfill Supervisor, Public Works Superintendent, Deputy Superintendent of Public Works I, and Deputy Superintendent of Public Works II. Motion carried.

Dale reviewed with the committee the Non-Unit Classification/ Compensation Study. Discussion was held.

Discussion was held regarding the health insurance information presented by Leanne Martin of North American Health Plans Inc. The committee asked for further information to be reviewed at the next Personnel Committee meeting.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

ER:jac

J. Margeson

NOT
APPROVED

PERSONNEL COMMITTEE

August 4, 1997

AUG 7 1997

Present: Kenneth Nielsen, Alton Saylor, Edmund Burdick, Preston Lucas, Robert Heineman, Doug Dillon, John Margeson, Dale Dutton and John Walchli

Minutes of the July 7, 1997 Personnel Committee meeting were approved by motion from P. Lucas, seconded by R. Heineman and carried.

Workers' Compensation

Doug reported in July that 10 hearings were held. Five cases were closed. Hearings are not held in August.

Doug stated that surprise and pleasure with the awards was the feedback for awards given to fire companies and ambulance corps for 100% physical compliance and No Lost Time.

Discussion was held regarding OSHA physicals for firemen. Doug was asked to look into this further.

The agreement between Allegany County and Employee Services Inc. for the Employee Assistance Program is up for renewal. The agreement shall begin on 09/01/97 and end on 08/31/98 at a cost of \$6,991.32 to cover 406 employees. Motion was made by P. Lucas, seconded by R. Heineman to review the Employee Assistance Program for the year September 1, 1997 through August 31, 1997 at a cost of \$6,991.32. Motion carried. Voting NO – A. Saylor. PREPARE RESOLUTION

Dale Dutton reviewed with the committee the Non-Unit Classification/Compensation Study. Discussion was held. Motion was made by P. Lucas, seconded by R. Heineman to proceed to full implementation of the study and to include performance evaluation study, completion date 06/01/98. It was also recommended that priority be given to evaluate Department Heads.

Request was received from Deborah Hunter, former Secretary to District Attorney to sell back sick days at the end of the year. As Secretary to Judge Euken, she asks that her request to sell back the sick days be approved though she is no longer a county employee. Motion was made by E. Burdick, seconded by R. Heineman to approve the request to pay 10 sick days at the end of the year. Motion carried.

Personnel Committee
August 4, 1997

Page 2

K. Nielsen received a request from Dale Dutton to attend Navy Reserves August 14 – August 27. Motion was made by A. Saylor, seconded by E. Burdick to approve request. Motion carried.

Discussion was held regarding Preferred Provider Organization. Motion was made by R. Heineman, seconded by E. Burdick to enroll in Preferred Provider Organization with no increase in benefits level. Motion carried.

Discussion was held regarding negotiations with the Deputy Sheriff's Association.

J. Walchli stated that the Technology Committee was requesting the Account Clerk Typist specification be revised by the Personnel Department.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

ER:jac

J. Margeson

PERSONNEL COMMITTEE

**NOT
APPROVED**

September 5, 1997

SEP 9 1997

Present: Kenneth Nielsen, Edmund Burdick, Alton Saylor, Preston Lucas, Robert Heineman, John Walchli, and John Margeson

Linda Canfield presented the budget for Comp. & Liability Insurance Fund. Motion was made by P. Lucas, seconded by E. Burdick to accept the budget as presented. Motion carried.

Duane Griswold, Director of Veterans Service Agency, presented the Veterans' budget. Motion was made by P. Lucas, seconded by A. Saylor to accept .2 and .4 accounts of the budget. Motion carried.

Dale Dutton, Personnel Officer, presented the Personnel/Civil Service budget. Motion was made by E. Burdick, seconded by A. Saylor to accept .2 and .4 accounts of the budget. Motion carried.

Joseph Presutti, County Clerk, presented the County Clerk's budget. Motion was made by R. Heineman, seconded by P. Lucas to accept .2 and .4 accounts of the budget. Motion carried.

James Gallman, Election Commissioner, presented the budget for the Board of Elections. Motion was made by P. Lucas, seconded by E. Burdick to accept .2 and .4 accounts of the budget. Motion carried.

John Margeson presented the budget for Risk Retention-Health. Motion was made by R. Heineman, seconded by E. Burdick to accept as presented.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

ER:jac

J. Margeson

NOT
APPROVED

PERSONNEL COMMITTEE

September 10, 1997

SEP 17 1997

Present: Kenneth Nielsen, Alton Sylor, Edmund Burdick, Preston Lucas, Robert Heineman, John Walchli, John Margeson, Doug Dillon, Dale Dutton.

Minutes of the August 4, 1997 Personnel Committee meeting were approved with the correction ... to renew the Employee Assistance Program... by motion from R. Heineman, seconded by P. Lucas and carried.

Workers' Compensation

Doug reported only one hearing was held in August. The case was continued.

Discussion was held with Doug, Keith Barber and the committee regarding OSHA Fire Fighting physicals. No action was taken.

Linda Canfield reported for insurance purposes that \$5300 damage was done to a 1994 Sheriff's vehicle. The car has over 140,000 miles. Bill Timberlake stated it was the request of the Sheriff's Department that the car be replaced rather than repaired. Motion was made by P. Lucas, seconded by R. Heineman to approve to pay the book value of the vehicle or repairs, whichever is less. Motion carried. Referred to Public Safety.

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

In regular session, motion was made by R. Heineman to enter into a discussion with Local 2574 concerning the payment of 50% of a deceased employee's sick leave to the employee's estate and to take appropriate action to include amendment of the collective bargaining agreement if appropriate. Motion seconded by A. Sylor and carried.

J. Margeson stated that he had received proposals from the Sheriff in regards to negotiations. No negotiation dates have been set with the Deputy Sheriff's Association.

Joseph Presutti, County Clerk, and a sales representative discussed with the committee the purchase of Lektriever filing system. Motion was made by E. Burdick to authorize that bids be let for the purchase of four Lektriever systems. Motion seconded by P. Lucas and carried.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

Addendum to Personnel Committee Minutes – Meeting of September 10, 1997

John Margeson discussed with Committee members the need to establish a salary for the Fifth Assistant District Attorney. On Motion of E. Burdick, seconded by A. Saylor, the committee established the annual salary for the position for 1997 at \$20,400.

J. Margeson

NOT
APPROVED

OCT 8 1997

PERSONNEL COMMITTEE

October 6, 1997

Present: Kenneth Nielsen, Alton Saylor, Preston Lucas, Edmund Burdick, Robert Heineman, John Walchli, Jr., Doug Dillon, John Margeson and Dale Dutton

Minutes of the September 5th and September 10th committee meetings were approved by motion from P. Lucas, seconded by R. Heineman and carried.

Workers' Compensation

Doug Dillon reported ten hearings were held in September – nine continued, one closed.

Doug explained the Firefighter Physicals Update Report. Doug stated that the number of active firefighters has dropped from last year.

Doug stated that his goal is to reduce long term liabilities. He has met with attorneys in regard to lump sum settlements, which he believes would save the county money.

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

In regular session, Linda Canfield spoke to the committee regarding establishing a checking account for routine minor and recurring expenses. Motion was made by P. Lucas, seconded by R. Heineman to approve authorization to establish a checking account for routine, minor and recurring expenses, subject to review by the County Treasurer and referral to Ways and Means if necessary. Motion carried.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

J. Margeson

NOT
APPROVED

NOV 7 1997

PERSONNEL COMMITTEE

November 3, 1997

Present: Alton Sylor, Preston Lucas, Robert Heineman, Edmund Burdick, John Walchli, John Margeson, Dale Dutton.

Minutes of the October 6, 1997 committee meeting were approved by motion from E. Burdick, seconded by R. Heineman and carried.

Doug Dillon was at a Workers' Compensation hearing in Hornell and unable to attend today's committee meeting.

The committee reviewed the referral from the Human Services Committee regarding JOBTRAK Supervisor positions and Community Service Aide positions. The motion was made by P. Lucas, seconded by R. Heineman to create three permanent positions of JOBTRAK Supervisor. After discussion R. Heineman withdrew his second. Action was tabled until the next meeting. The committee directed the Personnel Officer to talk further with the Commissioner regarding this.

Discussion was held regarding the New Position Duties Statement of Groundswoker in Buildings and Grounds. The committee reviewed the job specification of Groundswoker. The position title is proposed to be placed in Grade 9 of the Unit Salary Plan. Motion was made by R. Heineman, seconded by E. Burdick to place the title of Groundswoker in Grade 9 of the Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the proposed positions in Data Processing to be created January 1, 1998. It was recommended by Dale Dutton that the title of Microcomputer Network Administrator be placed in the Non-Unit Salary Plan, Grade 16, the title of Programmer be placed in the AFSCME Unit Salary Plan, Grade 17. Motion was made by P. Lucas, seconded by R. Heineman to place the title of Microcomputer Network Administrator in Grade 16 of the Non-Unit Salary Plan and to place the title of Programmer in Grade 17 of the AFSCME Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Personnel Committee
November 3, 1997

Page 2

A motion was made by P. Lucas, seconded by R. Heineman to direct the County Attorney to prepare the necessary resolutions for the compensation of County employees whose titles are in the Section 4 Salary Plan, Non-Unit Graded Salary Plan, AFSCME Unit Salary Plan, and Deputy Sheriff's Association Local 3989 Salary Plan. Motion carried. **PREPARE RESOLUTION**

Dale Dutton distributed Position Roster Report to the Committee for review.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

John M.

PERSONNEL COMMITTEE

November 10, 1997

**NOT
APPROVED**

NOV 12 1997

PRESENT: K. Nielsen, A. Saylor, R. Lucas, R. Heineman, E. Burdick

On motion of A. Saylor, seconded by K. Nielsen and unanimously carried moved to recommend the County sponsor a free Veterans Clinic in Wellsville. Details to follow.

John M.

PERSONNEL COMMITTEE

November 10, 1997

**NOT
APPROVED**

Corrected Minutes

NOV 13 1997

PRESENT: K. Nielsen, A Sylor, R. Lucas, R. Heineman, E. Burdick

PREPARE RESOLUTION

On motion of A. Sylor, seconded by K. Nielsen and unanimously carried, committee moved to sponsor a resolution in support of the establishment of a permanent Veterans Clinic to be placed in the Village of Wellsville, and staffed by the Bath VA Hospital.

John M.

PERSONNEL COMMITTEE

NOT
APPROVED

DEC 2 1997

December 1, 1997

Present: Kenneth Nielsen, Edmund Burdick, Robert Heineman, Preston Lucas, Alton Sylor, John Walchli, John Margeson, Dale Dutton and Doug Dillon.

Minutes of the November 3, 1997 Personnel Committee meeting were approved by motion from P. Lucas, seconded by E. Burdick and carried.

Doug Dillon reported eight hearings were held in October. Three cases were closed. In November 13 hearings were held, five cases were closed.

Doug presented a request for transfer of funds to cover payments of claims. Motion was made by P. Lucas, seconded by A. Sylor to approve transfers. Motion carried.

Discussion was held regarding placing JOBTRAK Supervisor in the AFSCME Salary Plan. This action was proposed by Commissioner Sinclair and accepted by AFSCME. Motion was made by P. Lucas, seconded by R. Heineman to remove the title of JOBTRAK Supervisor from the Section 4 Salary Plan and place the title of JOBTRAK Supervisor in Grade 10 of the AFSCME Salary Plan. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the proposed specification of Tourism Manager. Motion was made by R. Heineman, seconded by E. Burdick to direct Dale Dutton to review the specification with AFSCME before placement of the title in a salary plan. Motion carried.

Dale reviewed with the committee the employees taking advantage of the 1997 Early Retirement Incentive.

A motion was requested for the appointment of certain individuals to the Board of Ethics for a four-year term to expire December 31, 2001. Motion was made by A. Sylor, seconded by E. Burdick to direct the County Attorney to prepare the

Personnel Committee
December 1, 1997

Page 2

necessary resolution for the appointment of certain individuals to the Board of Ethics for a four-year term to expire December 31, 2001. Motion carried.

PREPARE RESOLUTION

Due to scheduling conflicts the January Personnel Committee meeting will be held on Tuesday, January 13th.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

9. Margeson

NOT
APPROVED

DEC 24 1997

PERSONNEL COMMITTEE

December 22, 1997

Present: Alton Saylor, Preston Lucas, Robert Heineman, Edmund Burdick, John Walchli, John Margeson, and Dale Dutton.

The County Administrator reported that Hale Systems Company of Western New York, Inc. was the sole bidder on a Lektriever filing system for the County Clerk's Office. Motion was made by R. Heineman, seconded by E. Burdick to award the contract to the bidder (Voting "No" - P. Lucas).

The Committee reviewed a job description for Tourism Manager and, upon motion by E. Burdick, seconded by P. Lucas, approved the title and placement of the position within Grade 8 of the Non-Unit Salary Plan and referred back to the Planning and Development Committee.

Meeting adjourned.

Dale Dutton
Personnel Officer