

John M.

**NOT
APPROVED**

PERSONNEL COMMITTEE

JAN 15 1998

January 13, 1998

Present: Alton Saylor, Edmund Burdick, Preston Lucas, William Dibble, Kenneth Nielsen, Pat Regan, John Margeson, John Walchli, Dale Dutton.

Minutes of the December 1st and December 22nd Personnel Committee meetings were approved by a motion from P. Lucas, seconded by E. Burdick and carried.

John Margeson introduced Norm Stocker to the committee. Motion was made by E. Burdick, seconded by W. Dibble to go into Executive Session. Motion carried.

In regular session motion was made by E. Burdick to retain Norm Stocker as negotiator for Allegany County at a fee of \$65 per hour. Motion seconded by K. Nielsen and carried. **Prepare Resolution**

Motion was made by P. Lucas, seconded by W. Dibble to approve the appointment of Duane M. Griswold as Director of the Veterans' Service Agency effective 01/05/98. Motion carried. **Prepare Resolution**

Workers' Compensation

Doug Dillon reviewed 1997 hearing results with the committee.

Doug presented the summary of Claim report for the period 1988 - 1997 for review.

By motion from K. Nielsen, seconded by W. Dibble the committee approved the appointment of Douglas Dillon as Executive Secretary of

Allegany County Mutual Self-Insurance Plan for the 1998 calendar year. Motion carried.

Safety meetings are scheduled for February. Letters will be going to each legislator regarding these meetings.

Discussion was held regarding the leave policy Dale has put together. It is presently being reviewed by the County Attorney.

Linda Canfield introduced Steve Stout and Rich Ewell of Brown and Stout Agency, who reviewed liability insurance with the committee. Motion was made by K. Nielsen, seconded by P. Lucas to accept the proposal for a total cost of \$120,873. The cost provides for a S. I. R. per occurrence of \$100,000 with a stop loss aggregate of \$100,000, claims administration for \$11,000 and an optional \$1 million umbrella for \$5,604. Motion carried. **Prepare Resolution**

Referral was received from Human Services committee, which proposed the creation of a position in the Support Unit of Department of Social Services. The form process is underway.

Linda Canfield stated that Brian Baty was unable to attend today's committee meeting because of scheduling. He will be at the February committee meeting to discuss the renewal of the County's contract with Municipal Insurance Consultants for 1998.

Referral was received from Public Works Committee regarding the creation of a position in the Buildings and Grounds division of Public Works. The Personnel Department is working with Public Works on this.

Dale discussed with the committee the proposed reclassification of the Account Clerk Typist position in DWI/Youth Bureau. Dale

Personnel Committee Minutes
January 13, 1998

Page 3

recommended that due to the change of duties and additional duties, the title Senior Account Clerk Typist more specifically describes the duties of the position. Motion was made by P. Lucas, seconded by E. Burdick to abolish one position of part-time Account Clerk Typist and create one position of part-time Senior Account Clerk Typist in the DWI/Youth Bureau office. Motion carried. Prepare Resolution

Discussion was held regarding Full-Time Equivalencies Report Dale presented to the committee.

Pat Regan discussed with the committee the proposed Tourism Manager grading.

Motion was made by E. Burdick, seconded by K. Nielsen to go into executive session.

In regular session, meeting adjourned.

Respectfully submitted,

Ellen Ruckle

J. Margeson

PERSONNEL COMMITTEE

NOT
APPROVED

FEB 13 1998

February 10, 1998

Present: Alton Saylor, Kenneth Nielsen, Edmund Burdick, William Dibble, Preston Lucas, John Margeson, John Walchli, Dale Dutton, Doug Dillon.

Minutes of the January 13, 1998 committee meeting were moved for approval by E. Burdick, seconded by K. Nielsen and carried.

Workers' Compensation

Doug reported six hearings were held in January. Four cases were closed, two continued.

Discussion was held regarding the procedure for reporting accidents by employees and employers. Motion was made by P. Lucas, seconded by K. Nielsen to implement a form to be completed by the employee describing the accident. Motion carried. The C-2 form completed by the employer would still be required by Workers' Comp.

Doug stated he is looking to replace the copier used by Workers' Comp and DWI, which has made over 120,000 copies.

Brian Baty of Municipal Insurance Consultants, Inc. discussed with the committee the Brown and Stout liability insurance package. Discussion was held regarding open insurance claims and it was determined a quarterly report received from Mr. Baty to be reviewed with the committee by Dan Guiney would be appreciated.

Brian discussed with the committee the need to obtain quotes on employment practices liability insurance. Motion was made by P.

Lucas, seconded by K. Nielsen for Mr. Baty to get quotes. Motion carried.

Mr. Baty also stressed the need to obtain quotes on access insurance and stop-loss insurance. This insurance would protect against catastrophic claims. Motion was made by K. Nielsen, seconded by E. Burdick to have Mr. Baty obtain quotes on both insurances. Motion carried.

Mr. Baty presented the proposed contract with Allegany County and General Municipal Consultants for the year 01/01/98 ending January 1, 1999 at a cost of \$10,000 for the year. Motion was made by E. Burdick, seconded by P. Lucas to request the County Attorney to prepare a resolution to approve the contract with General Municipal Consultants for 1998. **Prepare Resolution**

No action was taken to grade the Tourism Manager title.

Linda Canfield reviewed with the committee a Summary of Expenditures report from Insurance Reserve Fund. Discussion was held.

Dale Dutton reviewed with the committee the proposed job specification for Instrumentation and Control Systems Technician. Motion was made by P. Lucas, seconded by K. Nielsen to place the title in Grade 16 of the Unit Salary Plan and to abolish one position of Building Maintenance Assistant and create one position of Instrumentation and Control Systems Technician. Motion carried. **Prepare Resolution**

John Margeson stated negotiations were scheduled for February 18th with the Sheriff's Association.

Respectfully submitted,

Ellen Ruckle

J. Margeson

NOT
APPROVED

MAR 4 1998

PERSONNEL COMMITTEE

March 2, 1998

Present: Alton Saylor, Edmund Burdick, Preston Lucas, William Dibble, Kenneth Nielsen, John Walchli, John Margeson, Dale Dutton, Doug Dillon.

Minutes of the February 10, 1998 Personnel Committee were moved for approval by E. Burdick, seconded by W. Dibble and carried.

Workers' Compensation

Doug stated 12 hearings were held in February. Seven (7) were closed, five (5) were continued.

Doug thanked legislators for attending the County Safety meetings held in February. Town and Village Safety Meetings are scheduled for March 11, 18 and 25.

Doug made the committee aware that the State Workers' Compensation Board is considering consolidating hearing sites. The Belmont site would be closed. This action is being proposed for the fall of 1998. Motion was made by P. Lucas that committee chairman write a letter to the Workers' Compensation Board supporting the continuation of the Belmont site for compensation hearings. Motion moved by P. Lucas, seconded by K. Nielsen and carried.

Motion was made by W. Dibble to direct the County Attorney to prepare the necessary resolution for the full board to support the continuation of the Belmont site for compensation hearings. Motion seconded by E. Burdick and carried. **PREPARE RESOLUTION**

Doug will notify all those agencies, private and municipal, that would be affected by the closing of the Belmont site.

Motion was made by E. Burdick, seconded by K. Nielsen to go into executive session. Motion carried.

In regular session Linda Canfield spoke to the committee regarding renewal of the contract with Willis Corroon Administrative Services Corp. Motion was made by P. Lucas, seconded by K. Nielsen to extend the contract with Willis Corroon Administrative Services Corp. from February 1, 1998 through January 31, 1999 at a cost of \$11,000. Motion carried. **PREPARE RESOLUTION**

J. Walchli stated that the County Attorney's Office would have the cases reviewed in the Insurance Reserve Fund once a year at a special meeting of the committee.

Discussion was held regarding drug testing. Dale and John Margeson were requested to look into this with the County Attorney and report at the April meeting.

Dale stated the policy statement on leaves of absence was being reviewed by the County Attorney for his opinion. The committee requested this be reviewed at the April meeting.

The hiring policy developed by Dale was discussed with department heads at a recent Department Head meeting. Input from the department heads was requested at that meeting. The committee requested the policy be reviewed at the April meeting.

Discussion was held regarding medical insurance held by County retirees. The practice of the County only paying for one spouse of a retiree was determined by the Committee that it should be continued.

Respectfully submitted,

Ellen Ruckle

John M.

**NOT
APPROVED**

PERSONNEL COMMITTEE

APR 16 1998

April 6, 1998

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

Minutes of the March 2, 1998 Personnel Committee meeting were approved by motion from K. Nielsen, seconded by P. Lucas and carried.

Workers' Compensation

Doug Dillon reported two hearings were held in March. Both hearings were continued.

Doug requested to attend the NYS Association of Self-Insured Counties Conference May 6-8. Motion was made by E. Burdick, seconded by K. Nielsen to approve Doug's attendance at the conference. Motion carried.

A letter has been written by Doug for the Committee Chairman's signature to the State Workers' Comp protesting the closing of the Belmont site for comp hearings.

K. Nielsen inquired as to accident report forms. Doug stated he was working on obtaining a more complete form.

Doug thanked the Legislators for attending the Safety Luncheons.

Linda Canfield presented to the committee a resolution adopted by the Cayuga County Legislature pertaining to unnecessary legal costs resulting from misplaced lawsuits. After discussion the motion was made by W. Dibble, seconded by K. Nielsen to direct the County to prepare a similar resolution as adopted by Cayuga County. Motion carried. **PREPARE RESOLUTION**

Dale discussed with the committee the payment procedure for Coroners. Motion was made by E. Burdick, seconded by P. Lucas to continue payment by voucher. Motion carried.

Discussion was held regarding drug testing.

The Policy on Leaves of Absence was reviewed. The County Attorney has no legal objection to the policy as written. The policy will be sent next to Department Heads and the unions.

Discussion was held regarding Hiring Policy. Motion was made by K. Nielsen, seconded by W. Dibble that the committee support the hiring policy to become effective immediately.

Discussion was held regarding organizational charts.

Dale discussed the progress and problems relating to the creation of a safety manual.

It was suggested that the next policy be discipline of employees.

A referral from Human Services was reviewed. The Office for the Aging has requested the creation of a Home Delivered Meal Coordinator position for the 1999 budget years. It was requested that the Personnel Committee approve the placement of the title in Grade 11 of the Unit Salary schedule. Motion was made by K. Nielsen,

Personnel Committee
April 6, 1998

Page 3

seconded by W. Dibble to support the placement of the title of Home Delivered Meals Coordinator in Grade 11 of the Unit Salary Schedule. Motion carried. Action is to take place upon creation of position by Human Services.

Discussion was held regarding exit interviews.

Motion was made by K. Nielsen, seconded by E. Burdick to go into Executive Session. Motion carried.

In regular session, meeting adjourned.

Respectfully submitted,

Ellen Ruckle

John M.

PERSONNEL COMMITTEE

May 4, 1998

**NOT
APPROVED
MAY 7 1998**

Present: Kenneth Nielsen, Edmund Burdick, Preston Lucas, William Dibble John Walchli, John Margeson, Doug Dillon.

Minutes of the April 6, 1998 Personnel Committee meeting were approved by motion from W. Dibble, seconded by P. Lucas and carried.

Workers' Compensation

Doug Dillon reported eight hearings were held in April.

Doug discussed with the committee the potential closing of the Belmont site for Comp hearings. State Workers' Comp appears to be changing numerous Comp hearing sites across the state.

Doug presented to the committee a draft supplemental Accident Report Form to be completed by employees. Discussion was held.

Discussion was held regarding awards to Fire Companies. Motion was made by P. Lucas to approve \$100 per award, seconded by W. Dibble. Motion carried.

Doug reviewed with the committee actual vs. to-date budget.

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

In regular session, P. Lucas stressed the need for organizational charts for the budget process.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle

John M.

PERSONNEL COMMITTEE

NOT
APPROVED

June 1, 1998

JUN 3 1998

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

Minutes of the May 4, 1998 Personnel Committee meeting were approved by motion from P. Lucas, seconded by E. Burdick and carried.

Workers' Compensation

Doug Dillon reported that eight hearings were held in May. Four were closed, four were continued.

Doug stated that his budget for 1999 by law has to be completed and submitted by July 15th. Motion was made by P. Lucas, seconded by E. Burdick to refer to the Budget Office for review with committee review at the July meeting.

Motion was made by P. Lucas, seconded by E. Burdick to approve \$125 for awards for fire companies and ambulance corps. Discussion was held regarding awards for ambulance corps.

Doug reported on the conference he attended for NYS Association of Self-Insured Counties. Doug was elected Vice-President of the Association.

Doug stated that the Supplemental Accident Reporting form was given to the Personnel Officer for review and will go out to municipalities.

Referred from Ways & Means Committee was the proposed creation of a position for Senior Real Property Tax Service Aide. Dale stated that he had been in contact with Bob Wright, Director of Real Property Tax and would appreciate the matter being deferred to next month's meeting.

Referred from Human Services was the creation of a position for Senior Support Investigator. Dale discussed with the committee the

proposed specification has been reviewed by AFSCME. It is Dale's recommendation to place the title in Grade 16 of the AFSCME Salary Plan. Motion was made by E. Burdick, seconded by P. Lucas and carried. **Prepare Resolution**

Dale stated that New York State is offering a 1998 Retirement Incentive Program. Discussion was held. Motion was made by W. Dibble, seconded by P. Lucas to direct the County Attorney to prepare the necessary resolution for Allegany County to participate in the Retirement Incentive Program. Motion carried. **Prepare Resolution**

Dale stated that the Leave of Absence Policy was given to the three unions. No comments were received back from the unions. Motion was made by P. Lucas, seconded by E. Burdick that the Personnel Committee endorse the Leave of Absence Policy to be effective immediately. Motion carried.

Discipline policy was discussed.

John Margeson stated that an arbitration was scheduled 06/11/98 with Allegany County and the Sheriff's Association.

Ray DeTine, Account Representative with North American Administrators will be at the July Personnel Committee meeting.

Dale recognized his staff for their years of service with the County. Joyce Brewer completed 20 years in February; Ellen Ruckle completed 25 years in April. October of next year will mark the 20th year of County service for Julie Carter.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle

John M.

**NOT
APPROVED**

JUN 15 1998

PERSONNEL COMMITTEE

June 8, 1998

Present: Kenneth Nielsen, Edmund Burdick, Preston Lucas,
Dale Dutton.

Dale Dutton requested a resolution for certain county employees eligible for an increment effective July 1, 1998. Motion was made by E. Burdick, seconded by P. Lucas to direct the County Attorney to prepare a resolution for July increments. Motion carried. **Prepare Resolution**

Meeting adjourned.

Respectfully submitted,

Dale Dutton

<u>Department/ Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate of Pay</u>	<u>Increment</u>
<u>Probation</u>				
J. Warriner	Probation Ofcr. Trnee	07/07/97	\$13.65	\$.47
K. Bolander	Typist	11/03/97	\$ 9.68	\$.20
C. Robbins	Typist	12/01/97	\$ 9.68	\$.20
<u>Social Services</u>				
R. Clark	Typist	10/23/97	\$ 9.68	\$.20
<u>District Attorney</u>				
N. Enders	Secretary to District Atty.	07/23/97	\$11.96	\$.48
<u>County Administrator</u>				
A. Alsworth	Secretary to Co. Admin.	12/08/97	\$11.28	\$.45
<u>Fire Service</u>				
A. Dickinson	Fire Dispatcher	08/11/97	\$10.20	\$.32

J. Margeson

**NOT
APPROVED**

JUL 16 1998

PERSONNEL COMMITTEE

July 10, 1998

Present: Alton Saylor, Edmund Burdick, Preston Lucas, Kenneth Nielsen, William Dibble John Walchli, John Margeson Dale Dutton, Doug Dillon.

Minutes of the June 1st and June 8th Personnel Committee meetings were approved by motion from E. Burdick, seconded by P. Lucas and carried.

The committee reviewed the referral from Human Services for the creation and grade slotting of an Early Intervention Services Coordinator. The Personnel Officer recommended the proposed job specification and the grade of 16 in the AFSCME General Unit. Motion was made by P. Lucas, seconded by K. Nielsen to create the position of Early Intervention Services Coordinator in the Health Department and to place the title of Early Intervention Services Coordinator in Grade 16 of the AFSCME Unit Salary Plan. Motion carried. **PREPARE RESOLUTIONS**

The committee reviewed the referral of Ways & Means to add the title of Senior Real Property Tax Service Aide to the AFSCME General Unit. Motion was made by E. Burdick, seconded by P. Lucas to place the title of Senior Real Property Tax Aide in Grade 13 of the AFSCME Unit Salary Plan. Motion carried. **PREPARE RESOLUTION**

Ray DeTine, Regional Sales Rep. with North American Health Plans reviewed with the committee various reports and addressed areas in the County's health insurance that could incur savings. It was moved by W. Dibble, seconded by E. Burdick that Mr. DeTine report to the committee in August with a savings package. Motion carried. P. Lucas moved to table the issue and go into executive session. No second received, the motion was lost. A call for a vote on the motion by W. Dibble was given. Motion carried.

Workers' Compensation

Doug reported four (4) hearings were held in June. Three were closed, one was continued. These hearings were the last to be held in Belmont. Hearings will be held in Hornell and Olean.

Doug presented the Workers' Comp budget, which was recommended by the Budget Officer. Motion was made by P. Lucas, seconded by E. Burdick to approve the budget for the Allegany County Self-Insurance Plan. Motion carried.

Discussion was held regarding closing of Workers' Compensation hearing sites.

Doug reviewed with the committee the Firefighter Physical Exam Compliance Report. Discussion was held.

The Supplemental Accident Reporting form has been finalized and ready for distribution.

Doug stated he is working with Brian Baty on excess insurance coverage. A report will be made at the August committee meeting.

Personnel Committee
July 10, 1998

Page 3

Doug stated that Workers' Compensation had leased a new copier which is being shared with STOP/DWI.

John Margeson presented a request from the Board of Elections to transfer funds to replace a fax machine. Motion was made by P. Lucas, seconded by K. Nielsen to approve the transfer of \$5000 from 1450.407 (Office Supplies) to 1450.2 (Equipment) for the purchase of a fax machine. Motion carried. **PREPARE RESOLUTION**

John Walchli discussed with the committee a program available to municipalities at a cost of \$1500 for a TQM evaluation.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle

John M.

NOT
APPROVED

AUG 10 1998

PERSONNEL COMMITTEE

August 3, 1998

Present: Alton Saylor, Edmund Burdick, William Dibble, Kenneth Nielsen, John Walchli, John Margeson, Doug Dillon and Dale Dutton

Minutes of the July 10, 1998 Personnel Committee meeting were approved with amendments: Board of Elections fax machine cost \$500; title correction Senior Real Property Tax Service Aide; page 2 first paragraph, first "Motion carried" deleted. Motion made by E. Burdick seconded by K. Nielsen to approve minutes as amended. Motion carried.

Terry Parker, District Attorney, spoke to the committee regarding abolishing a part-time Account Clerk Stenographer and creating a full-time Secretary to the District Attorney. Discussion was held. Motion was made by E. Burdick, seconded by K. Nielsen to abolish one part-time Account Clerk Stenographer position and create one position of Secretary to the District Attorney. Motion carried. **PREPARE RESOLUTION**

Workers' Compensation

Doug reported seven hearings were held in July. Two were closed, five were continued.

Doug presented the Participant Assessment Billing for approval. Motion was made by K. Nielsen, seconded by W. Dibble to approve billing. Motion carried.

Personnel Committee
August 3, 1998

Page 2

Doug has been working with Brian Baty in regards to Excess Workers' Compensation Insurance coverage. Motion was made by E. Burdick, seconded by K. Nielsen to accept coverage proposal #2 from Republic Western. Motion carried.

Discussion was held regarding safety awards.

Linda Canfield reported to the committee that she had received bills for the Corbin Hill Tower repair totaling \$6994. A transfer of funds would be necessary to cover the cost of the tower repair and to replenish the Uninsured Property Loss account for the remainder of this year. Motion was made by W. Dibble, seconded by K. Nielsen to approve payment and transfer of funds. Transfer of funds to be referred to Ways & Means Committee. Motion carried.

John Margeson presented the Employee Assistance Program Agreement with Employee Services Inc. for renewal. After discussion motion was made by W. Dibble, seconded by K. Nielsen to table agreement renewal until John Margeson could negotiate a lower cost. Motion carried.

Dale reported that the manual on discipline has been sent to Department Heads. The manual should be ready for approval at the next meeting.

Discussion was held regarding evaluation forms for employees and non-unit salary schedule review.

John Walchli discussed with the committee the TQM evaluation.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 8/3/98

We requested in the 1998 fiscal year to change the part time Acct. Clerk Steno position in our office to a full time position. The part time position has been included in our budget for many, many years, and was filled for a short time at the beginning of Jim Euken's tenure as District Attorney. We found that part time staff in the District Attorney's Office is not really a viable option, for several reasons. First, it was virtually impossible for us to schedule the workload to fit a part time person's schedule, since we must respond to issues and workload as they occur. Since we cannot predict when Motions will be made, what correspondence will be received, etc., in advance, we found that the work piled up on days when the part time person was absent, leading to more overwork for the one full time secretary in the office. Secondly, we found that if we did have a person who was qualified and we could work around, they invariably left for a full time position after we invested the time training them. This was especially upsetting if they took a position with a defense attorney's office. For these reasons, we requested full time help, rather than the part time position which is much less useful to us.

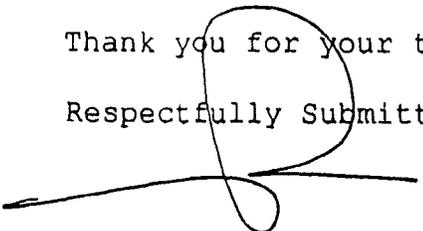
In the 1998 budget, we were again provided funding only for a part time position for secretarial help. From discussions with the STOP DWI Coordinator, it appears that there WERE monies made available from that source for additional funding, in the amount of \$9,500.00.

All the part time assistant DAs currently supply their own secretarial services for routine correspondence. There are two full time prosecutors in the Belmont office, but we have only one full time secretary, who is busy with the work given her by the DA and administrative duties. We need an additional person. The addition of the full time Domestic Violence position has overtaxed our limited staff, and one additional person is needed to avoid a bottleneck in completing the work.

For the 1999 budget year, we are submitting a request for funding for a full time confidential secretary to be added to our staff. It is my request that the committee allow me to change the part time account clerk stenographer position to a full time confidential position at this time. There are sufficient monies available under the 1998 budget to pay the costs of such a position without any additional cost. If this arrangement is satisfactory, we would continue it in the next year.

Thank you for your time and consideration.

Respectfully Submitted,



District Attorney

FISCAL IMPACT:

For further information regarding this matter, contact:

Terry Parker, District Attorney

Name and Department

268-9225

Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel and
Ways & Means

Date: August 3, 1998

Resolution is requested to transfer \$12,000 from Risk Retention Fund Account No. CS1933.4 Claims Approved by Supreme Court to Account No. CS1931 Uninsured Property Loss, to cover the costs of repair to the Corbin Hill Tower caused by lightning damage which totalled \$6,994. The balance will be used to replenish the Uninsured Property Loss account for the remainder of this year.

For further information regarding this matter, contact:

Linda J. Canfield, Clerk of the Board
Name/Department

268-9222
Telephone No.

John M.

NOT
APPROVED

PERSONNEL COMMITTEE

SEP 2 1998

September 1, 1998

Present: Kenneth Nielsen, Edmund Burdick, William Dibble, Preston Lucas, John Walchli, John Margeson.

The Committee reviewed the Personnel Department budget presented by Dale Dutton, Personnel Officer. Motion was made by W. Dibble, seconded by E. Burdick to approve .2 and .4 of the Personnel budget as recommended by J. Margeson. Motion carried.

J. Margeson reported to the committee that he had negotiated a lower cost for the contract with Employee Services, Inc. \$7500 for the year 09/01/98 - 08/31/99 with Employee Services, Inc. for the Employee Assistance Program. Motion was made by E. Burdick, seconded by W. Dibble and carried to approve the contract with Employee Services for the period 09/01/98 - 08/31/99 for \$7500. **PREPARE RESOLUTION**

Board of Elections Commissioner Margaret Gordon and Deputy Commissioner Elaine Herdman presented the Elections budget for review by the committee. Motion was made by E. Burdick, seconded by W. Dibble to accept the .2 and .4 accounts as recommended by J. Margeson. Motion carried.

Personnel Committee
September 1, 1998

Page 2

Linda Healy, Deputy County Clerk presented the County Clerk's budget. Motion was made by E. Burdick, seconded by W. Dibble to approve .2 and .4 accounts as recommended by J. Margeson. Motion carried.

Duane Griswold, Veterans Service Agency Director presented the Veteran's Agency budget for review. Motion was made by E. Burdick, seconded by W. Dibble to approve .2 and .4 accounts as recommended by J. Margeson. Motion carried.

Linda Canfield presented the budget for Unallocated Insurance. Motion was made by W. Dibble, seconded by E. Burdick to approve budget as presented. Motion carried.

John Margeson presented the budget for Health Insurance. Motion was made by E. Burdick, seconded by P. Lucas to approve budget as presented. Motion carried.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Personnel Technician

John M.

PERSONNEL COMMITTEE

**NOT
APPROVED**

SEP 10 1998

September 4, 1998

Present: Alton Saylor, Kenneth Nielsen, Preston Lucas, William Dibble, Edmund Burdick, John Walchli, Doug Dillon, Dale Dutton.

Minutes of the 08/03/98 and 09/01/98 meetings were approved by motion from E. Burdick, seconded by K. Nielsen and carried.

Workers' Compensation

Doug reported that five hearings were held in August. Four cases were continued, one was closed.

Doug shared a letter he wrote regarding scheduling concerns he had with September hearings. Discussion was held.

Doug discussed the proposed excess insurance coverage which cannot be instituted until the current coverage year ends 03/01/99.

Doug stated that a transfer of funds was needed within his 1998 budget. \$1200 from equipment to equipment rentals and \$16,600 from claimant indemnity to fees. Motion was made by P. Lucas, seconded by K. Nielsen to approve transfers. Motion carried.

Doug made the committee aware that he would be attending the NYS Association of Self-Insured Counties meeting 09/30-10/02 at Canandaigua.

**Personnel Committee
September 4, 1998**

Page 2

The Director of Veterans' Service Agency requested via letter to each committee member that the committee support a resolution to be voted on by the full Board that supports the "recommendation to stabilize funding and update the partial state reimbursement for the operation of County and City Veterans' Service Agencies." Motion was made by P. Lucas, seconded by K. Nielsen to support the recommendation. Motion carried. **Prepare Resolution**

Discussion was held regarding the request of the Director of Veterans' Service Agency to move the Assistant Director title from the Unit Salary Plan to the Non-Unit Salary Plan. Motion was made by P. Lucas, seconded by K. Nielsen to not approve request. Motion carried.

Dale reviewed the Disciplinary Manual with the committee. Discussion was held. Motion made by P. Lucas, seconded by K. Nielsen to approve Disciplinary Manual with a policy developed for Appendix A. Motion carried.

Discussion was held regarding the current computer payroll system. Motion was made by P. Lucas, seconded by E. Burdick that the Personnel Committee supports a study to enhance automation of payroll/leave accounting and has authorized P. Lucas to discuss this with the Technology Committee. Motion carried.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Personnel Technician

RECOMMENDATION TO STABILIZE FUNDING AND UPDATE
THE PARTIAL STATE REIMBURSEMENT FOR THE OPERATION
OF COUNTY AND CITY VETERANS' SERVICE AGENCIES

WHEREAS, New York State is the home of over two million veterans, AND

WHEREAS, applications and claims for veterans' entitlements are frequently complicated and confusing, and require skilled assistance in proper filing, AND

WHEREAS, County and City Veterans' Service Agencies provide the majority of advocacy services for New York State Veterans, AND

WHEREAS, the State of New York provided a formula in 1945 for the partial reimbursement of the operating expenses of said agencies, AND

WHEREAS, the operating expenses of said agencies have increased over 300% since the 1945 reimbursement formula was established, but without any increase in the 1945 reimbursement rate, AND

WHEREAS, payment of the partial state reimbursement to County and City Veterans' Service Agencies is at the discretion of the director or the State Division of Veterans Affairs, NOW, THEREFORE, BE IT

RESOLVED, that (your county) urges the New York State Legislature to amend Section 359 (1) of New York State Executive Law by eliminating the discretionary provision for the partial State reimbursement to County and City Veterans' Service Agencies by deleting the may and substituting the word shall in lieu thereof, AND BE IT FURTHER

RESOLVED, that the New York State Legislature be urged to further amend Section 359 (1) of the New York State Executive Law to update the formula for partial State reimbursement to County and City Veterans' Service Agencies, AND BE IT FURTHER

RESOLVED, That the Clerk of the Legislature shall forward certified copies of this resolution to the Hon. George E. Pataki, Governor of New York State; the Honorable Joseph Bruno, the Majority Leader of the Senate; the Hon. Sheldon Silver, Speaker of the Assembly; Sen. Raymond A. Meier, Chairman Senate Veterans and Military Affairs Committee; M of A Ronald C. Tocci, Chairman Assembly Veterans Affairs Committee and William J. Bingel, President of NYSAC.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: October 6, 1998

Request for transfer \$170.00 from 1450.405 Conference to
1450.210 Equipment for purchase of paper cutter

FISCAL IMPACT:

For further information regarding this matter, contact:

Joyce Bledsoe
Name and Department

295
Telephone Number

John M.

PERSONNEL COMMITTEE

**NOT
APPROVED**

October 14, 1998

OCT 20 1998

Present: Alton Saylor, Preston Lucas, Edmund Burdick,
William Dibble, Kenneth Nielsen, John Walchli,
John Margeson, Dale Dutton, Doug Dillon.

Minutes of the September 4, 1998 meeting were approved by motion from P. Lucas, seconded by E. Burdick and carried.

Workers' Compensation

Doug reported on 10 hearings held in September. Nine were held in Hornell, one in Olean. Three cases were closed; seven were continued. Most of the continued cases were rescheduled for the Olean site and calendar.

Doug noted that Gov. Pataki has signed in to law increases in Volunteer Fire Fighter Death Benefits. Discussion was held. Doug will be looking into insurance for these increases and contacting the State regarding unfunded mandates.

Discussion was held regarding the retirement of Duane Griswold, Veterans' Service Agency Director and the revised job specification of the position.

Personnel Committee
October 14, 1998

Page 2

Motion was made by P. Lucas, seconded by W. Dibble to go into Executive Session.

In regular session the Board of Elections requested a transfer of funds for the purchase of a paper cutter - \$170 from 1450.405 Conference to 1450.210 Equipment. Motion made by P. Lucas, seconded by K. Nielsen to approve transfer. Motion carried. **PREPARE RESOLUTION**

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

John M.

PERSONNEL COMMITTEE

NOT
APPROVED

November 3, 1998

NOV 5 1998

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

Minutes of the October 14, 1998 Personnel Committee were approved by motion from W. Dibble, seconded by E. Burdick and carried.

Workers' Compensation

Doug reported one hearing was held in October.

Analysis of expenses through September compared to budget was reviewed. Overages will be covered by fund balance.

Doug reported on the Self-Insured Counties meeting that he attended.

John Margeson reported to the committee that he had contact from a salesperson from the Equitable regarding Roth IRA's. After discussion the Committee supported John looking into this further.

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

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel and
Ways & Means

Date: November 30, 1998

Resolution is requested to transfer \$10,000 from Risk Retention Fund Account No. CS1933 Claims Approved by Supreme Court to Account No. CS1937 Expert or Professional Services. This account, from which legal fees charged by Block & Colucci are paid, is almost depleted. It is possible we may receive more invoices from Block & Colucci before year-end, but actual amounts are not known. Therefore, it is recommended that \$10,000 be transferred to cover costs for the remainder of 1998.

For further information regarding this matter, contact:

Linda J. Canfield, Clerk of the Board
Name/Department

268-9222
Telephone No.

ALLEGANY COUNTY
NON-UNIT SALARY PLAN 1999

GRADE	BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	INCREMENT
1	19754	20574	21394	22214	23034	23854	24674	25494	820
2	20375	21222	22069	22916	23763	24610	25457	26304	847
3	20992	21862	22732	23602	24472	25342	26212	27082	870
4	21616	22511	23406	24301	25196	26091	26986	27881	895
5	22241	23186	24131	25076	26021	26966	27911	28856	945
6	22865	23839	24813	25787	26761	27735	28709	29683	974
7	23481	24475	25469	26463	27457	28451	29445	30439	994
8	24105	25132	26159	27186	28213	29240	30267	31294	1027
9	24725	25797	26869	27941	29013	30085	31157	32229	1072
10	25344	26436	27528	28620	29712	30804	31896	32988	1092
11	25970	27091	28212	29333	30454	31575	32696	33817	1121
12	26589	27730	28871	30012	31153	32294	33435	34576	1141
13	27211	28405	29599	30793	31987	33181	34375	35569	1194
14	27837	29058	30279	31500	32721	33942	35163	36384	1221
15	28458	29704	30950	32196	33442	34688	35934	37180	1246
16	29078	30347	31616	32885	34154	35423	36692	37961	1269
17	29700	31017	32334	33651	34968	36285	37602	38919	1317
18	30320	31663	33006	34349	35692	37035	38378	39721	1343
19	30941	32309	33677	35045	36413	37781	39149	40517	1368
20	31565	32956	34347	35738	37129	38520	39911	41302	1391
21	32188	33630	35072	36514	37956	39398	40840	42282	1442
22	32812	34284	35756	37228	38700	40172	41644	43116	1472
23	33431	34923	36415	37907	39399	40891	42383	43875	1492
24	34056	35573	37090	38607	40124	41641	43158	44675	1517
25	34673	36244	37815	39386	40957	42528	44099	45670	1571
26	35295	36885	38475	40065	41655	43245	44835	46425	1590
27	35916	37532	39148	40764	42380	43996	45612	47228	1616

1999 NON-UNIT SALARY PLAN cont.

<u>GRADE</u>	<u>BASE</u>	<u>STEP</u> <u>1</u>	<u>STEP</u> <u>2</u>	<u>STEP</u> <u>3</u>	<u>STEP</u> <u>4</u>	<u>STEP</u> <u>5</u>	<u>STEP</u> <u>6</u>	<u>STEP</u> <u>7</u>	<u>INCRE-</u> <u>MENT</u>
28	36541	38186	39831	41476	43121	44766	46411	48056	1645
29	37163	38856	40549	42242	43935	45628	47321	49014	1693
30	37782	39499	41216	42933	44650	46367	48084	49801	1717
31	38407	40150	41893	43636	45379	47122	48865	50608	1743
32	39028	40798	42568	44338	46108	47878	49648	51418	1770
33	39650	41463	43276	45089	46902	48715	50528	52341	1813
34	40272	42112	43952	45792	47632	49472	51312	53152	1840
35	40893	42759	44625	46491	48357	50223	52089	53955	1866
36	41512	43405	45298	47191	49084	50977	52870	54763	1893
37	42135	44077	46019	47961	49903	51845	53787	55729	1942
38	42753	44720	46687	48654	50621	52588	54555	56522	1967
39	43372	45364	47356	49348	51340	53332	55324	57316	1992
40	43993	46008	48023	50038	52053	54068	56083	58098	2015

3% calculated on Base and Increment

John m.

PERSONNEL COMMITTEE

NOT
APPROVED

December 7, 1998

DEC 11 1998

Present: Alton Saylor, Edmund Burdick, Preston Lucas, Kenneth Nielsen, William Dibble, John Margeson, John Walchli, Doug Dillon, Dale Dutton

Minutes of the November 3, 1998 Personnel Committee were approved by motion from P. Lucas, seconded by K. Nielsen and carried.

Workers' Compensation

Doug reported five hearings in November were held. Two cases were closed, three were continued.

Doug is meeting with representatives from fire companies on January 7, 1999 regarding a letter Doug sent to the companies pertaining to law changes.

Doug stated that his budget is over budget due to expenses. It was suggested \$70,000 be withdrawn from fund balance. Motion made by P. Lucas, seconded by K. Nielsen to approve transfer. Motion carried.

Motion was made by W. Dibble, seconded by K. Nielsen to go into executive session. Motion carried.

In regular session, motion was made by K. Nielsen, seconded by P. Lucas 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, Deputy Sheriff's Association Local 3989 Salary Plan and Nurses' Association Salary Plan. Motion carried. **PREPARE RESOLUTION**

Linda Canfield requested a transfer of funds from Risk Retention Fund CS1933 to Expert or Professional Services CS1937 totaling \$10,000. Motion was made by E. Burdick, seconded by P. Lucas to approve transfer. Motion carried. **PREPARE RESOLUTION**

Motion was made by P. Lucas, seconded by E. Burdick to approve the re-appointment of Margaret Gordon, Election Commissioner for a four-year term beginning 01/01/99. Motion carried. **PREPARE RESOLUTION**

John Margeson presented the proposed contract with Allegany County and General Municipal Consultants for the year January 1, 1999 through December 31, 1999 at a cost of \$10,000. Motion was made by K. Nielsen, seconded by W. Dibble to approve the contract with General Municipal Consultants. Motion carried. **PREPARE RESOLUTION**

John Margeson stated that the field of candidates for Veteran's Director had been reduced to 5, possibly 6, to be interviewed by the Personnel Committee. The Committee agreed to meet Friday, December 11th at 1PM to hold interviews for the Veteran's Director position.

Discussion was held regarding a department head and supervisors meeting pertaining to disciplinary action.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician