

John

**PERSONNEL COMMITTEE
MINUTES
DECEMBER 27, 1999**

**NOT
APPROVED**

Present: R. Lucas, R. Heineman, E. Burdick, Wm. Dibble

DEC 28 1999

Vice-Chairman Lucas called the meeting to order at 3:30 p.m.

J. Margeson advised the committee that the contract for insurance consultancy with Municipal Insurance Consultants, Inc. expires on December 31, 1999.

Margeson further advised that our account representative with Municipal Insurance Consultants, Mr. Brian Baty, had left Municipal Insurance Consultants and was affiliated with Humphrey & Vandervoort of Amherst, New York. Margeson advised the committee the County was in receipt of contract proposals from Municipal Insurance Consultants, Inc. and Humphrey & Vandervoort Risk Consultants, Inc.

The committee, after reviewing the proposed contracts, felt it in the County's best interest to retain the expertise and knowledge of our individual needs as has been provided by Brian Baty.

On motion of R. Heineman, seconded by E. Burdick and carried unanimously, the committee will sponsor a resolution to enter into contract with Humphrey & Vandervoort Risk Consultants, Inc. for calender year 2000 at a cost of \$10,000.

PREPARE A RESOLUTION

Meeting adjourned at 3:45 p.m.

J. Margeson

PERSONNEL COMMITTEE

NOT
APPROVED

December 6, 1999

DEC 9 1999

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

Motion was made by W. Dibble, seconded by R. Heineman to approve committee minutes of October 29, 1999 and November 1, 1999. Motion carried.

Workers' Compensation

Doug stated that the hearings for November were canceled.

Doug requested the committee move into executive session. Motion was made by R. Heineman, seconded by W. Dibble to go into executive session. Motion carried.

In regular session Doug stated that Diane of Cooperative Extension will assist with fire fighter training presentation.

Doug is working to obtain OSHA logs from fire companies.

The Friendship Fire Company has complied with getting physicals. Richard Fire Company is still not in compliance.

Doug reviewed with the committee the actual vs. budget which is overbudget. Discussion was held. Motion was made by E. Burdick, seconded by W. Dibble to transfer \$61,680 from reserves. Motion carried.

Motion was made by E. Burdick, seconded by W. Dibble 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 Salary Plan and Nurses' Salary Plan. Motion carried. **PREPARE RESOLUTION**

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

In regular session, Dale Dutton reported to the committee that the Non-Unit Classification review is progressing.

Scott Spillane, Director of the Veterans' Service Agency distributed to the committee the Monthly Report of contacts and services and a letter pertaining to yearly training of Veterans' Service Officers.

Scott stated that he had received his accreditation as Director. Scott also reported that the Veterans' Office was being repainted and recarpeted and the Office will be getting software that will assist in checking veterans' claims. In March or April of 2000 a clinic for veterans will be established through Jones Memorial Hospital.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

State of New York
 Division of Veterans' Affairs
 County Veterans' Service Agency

**MONTHLY REPORT OF
 CONTACTS & SERVICES**

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: 7 Court Street
 Belmont, NY 14813-1087

Month: NOVEMBER

Year: 1999

VETERAN STATUS			SERVICES			APPLICATIONS		
WWI	0	1	General	1	12	Pension	2	1
WWII	16	2	Agent Orange	0	13	Pension A&A	1	2
Korea	11	3	Armed Forces	53	14	Compensation	3	3
Vietnam	47	4	Blind	0	15	Education	0	4
Persian Gulf	14	5	Burial	49	16	Insurance	0	5
Other	182	6	Compensation	37	17	Burial	11	6
TOTAL 1-6:	270		Education	1	18	Other	0	7
Original	11		Vocational Rehab.	1	19	Subtotal 1-7:	17	8
TYPE			Insurance	3	20	Claims Opened	5	9
Veteran	106	7	Labor	1	21	Claims Maintained	1	10
Dependent/Widow	35	8	Legal	0	22	VA Medical Center	0	11
Other	129	9	Loan	6	23	Medical Insurance	0	12
TOTAL 7-9:	270		Medical	27	24	Social Security	0	13
MODE			Pension	48	25	Medicaid	0	14
Personal	50	10	PTSD	1	26	AFDC	0	15
Phone/Mail	302	11	Social Security	4	27	SSI	0	16
TOTAL 10-11:	352		Social Services	1	28	Subtotal 11-16:	0	17
			Tax	11	29	TOTAL 8 & 17:	17	
			Letter Review	1	30			
			Discharge Review	0	31			
			Other	55	33			
			TOTAL 12-33:	300				



COUNTY VETERANS SERVICE OFFICERS ASSOCIATION
OF NEW YORK STATE, INC.

Washington County
Veterans Service Agency
Municipal Center
383 Broadway
Fort Edward NY 12828

TO: County Executives
FROM: Dawn MacDougall *DM*
DATE: December 1, 1999
SUBJECT: Service Officer Training

It has come to my attention that there are counties within our state that are not aware of the importance or requirement for yearly training in order to maintain accreditation as a service officer.

The "commitment" for County Veteran's Service Officers reads as follows:

County Veterans' Service Officers are committed to providing the highest level of service within the limits of available resources. To maintain that commitment, expertise must be enhanced through continuous training and retraining. Skilled counseling and claims development is fully realized only by that commitment to the continuing education of Service Officers. Personal integrity and perseverance are hallmarks of successful Service Officers.

Your support of your veterans service officers commitment is extremely worthwhile and beneficial to your county. Obtaining veteran's benefits, many times, keeps veterans off your welfare rolls. But, in order for service officers to know what is available currently, they need to participate in, (at the very least) annual training.

If you have any further questions, please feel free to contact me.

John M.

PERSONNEL COMMITTEE

November 1, 1999

NOT APPROVED

NOV 4 1999

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

Minutes of the October 4, 1999 Personnel Committee were approved as amended to read five (5) hearings were held in September. Motion made by W. Dibble, seconded by R. Heineman to approve as amended. Motion carried.

A monthly report of contacts and services from the Director of Veterans' Services was distributed to the committee.

Workers' Compensation

Doug reported that six (6) hearings were held in October. Four (4) cases were continued; two (2) cases were closed.

Doug stated that the application for the Dept. of Labor Safety Grant was progressing. Discussion was held.

Doug made the committee aware that he has written to Richburg Fire Department and Friendship Ambulance that no lists of active members for 1999 have been submitted.

Richardson and Stout Agency presented to the Personnel Committee information pertaining to WISE Program (Workplace Insurance Services for Employees) available through Utica Mutual Insurance Company. Aaron Whitehouse, John Richardson of Richardson and Stout and Jack Rockwell of Utica Mutual gave information and answered questions. The decision of the committee was not to accept the offer.

Employee recognition was discussed by the committee. It was decided commendations for employees can be placed in the County newsletter.

Dale stated that an AFLAC representative wants to give a presentation to the committee for 125 program. The committee decided not at this time.

Dale reported that the classification reviews were going well. Drafted specifications have gone to department heads for review. The next step will be to get the job specifications to the employee.

Discussion was held regarding the meeting with Ray DeTine of North American Health Plans. Motion was made by P. Lucas to go with Option 1 and consider Option 2. In discussion it was determined information was needed pertaining to which municipalities were using Express Scripts, how well it was working, etc.

John stated that a mediation was scheduled 10/16/99 with the Sheriff's Union and the County.

Dates for negotiations with AFSCME could be the week of November 22nd.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

FROM THE DIRECTOR'S DESK

H. Scott Spillane

ISSUE: Recently a problem developed where someone in another county made a copy of someone's discharge and distributed it for public view in one of our towns. This was a less than honorable discharge and should not have been made public. In our county our discharges are not sealed. The question is should all discharges in Allegany County be sealed! We are working with Joe Presutti's office to come up with a plan of action.

ISSUE: I recently attended the American Legion's Advanced Course in Syracuse, NY for Accredited Reps. New and well-grounded claims is the current buzz word in VA circles. This will make our daily work much more demanding.

ISSUE: Enclosed is the monthly activity report of contacts and services.

ISSUE: I plan to give a class early next year to all my post service officers what is considered a Well-Grounded Claim and what their role should be so they can better serve their members.

State of New York
 Division of Veterans' Affairs
 County Veterans' Service Agency

**MONTHLY REPORT OF
 CONTACTS & SERVICES**

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: 7 Court St.
 County Office Bldg.
 Belmont, NY 14813-1087

Month: OCTOBER

Year: 1999

VETERAN STATUS			SERVICES			APPLICATIONS		
WWI	0	1	General	7	12	Pension	2	1
WWII	5	2	Agent Orange	1	13	Pension A&A	0	2
Korea	16	3	Armed Forces	32	14	Compensation	2	3
Vietnam	29	4	Blind	3	15	Education	0	4
Persian Gulf	9	5	Burial	54	16	Insurance	0	5
Other	136	6	Compensation	40	17	Burial	18	6
TOTAL 1-6:	195		Education	6	18	Other	2	7
Original	11		Vocational Rehab.	0	19	Subtotal 1-7:	24	8
TYPE			Insurance	5	20	Claims Opened	4	9
Veteran	71	7	Labor	7	21	Claims Maintained	0	10
Dependent/Widow	20	8	Legal	0	22	VA Medical Center	4	11
Other	104	9	Loan	6	23	Medical Insurance	0	12
TOTAL 7-9:	195		Medical	22	24	Social Security	0	13
MODE			Pension	35	25	Medicaid	0	14
Personal	43	10	PTSD	2	26	AFDC	0	15
Phone/Mail	235	11	Social Security	1	27	SSI	0	16
TOTAL 10-11:	278		Social Services	4	28	Subtotal 11-16:	4	17
			Tax	12	29	TOTAL 8 & 17:	28	
			Letter Review	4	30			
			Discharge Review	0	31			
			Other	28	33			
			TOTAL 12-33:	269				

John n.

PERSONNEL COMMITTEE

**NOT
APPROVED**

October 29, 1999

NOV 4 1999

Present: Kenneth Nielsen, William Dibble, Edmund Burdick, Robert Heineman, Preston Lucas, John Walchli, John Margeson, Dale Dutton

The Committee heard a presentation from Ray DeTine, North American Health Plans, Inc. concerning Flexible Spending Accounts (Section 125 Plan).

The Committee heard a presentation from Barbara Aldrich, Express Scripts concerning prescription plans.

Chairman Walchli suggested the committee consider further an employee recognition program.

Meeting adjourned.

Respectfully submitted,

Dale Dutton
Personnel Officer

John M.

**NOT
APPROVED**

OCT 5 1999

PERSONNEL COMMITTEE

10/04/99

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

Personnel Committee minutes of September 10th and September 16th were approved by motion made by W. Dibble, seconded by P. Lucas. Motion carried.

Workers' Compensation

Doug reported four hearings were held in September. Discussion was held.

Doug reviewed with the committee the year to date August vs. actual budget.

Doug reported on the conference of Self-Insured Counties which he attended.

John Margeson reported on the progress of negotiations with Allegany County and the Sheriff's union.

John stated that the Nurses' negotiator and the County's negotiator were attempting to schedule dates for negotiation. The County's negotiator and the AFSCME representative would be scheduling dates to negotiate.

Dale Dutton and Brenda Hotchkiss discussed with the committee the proposal to make the Mail Clerk position full-time. After discussion the motion was made by W. Dibble, seconded by R. Heineman to increase the hours of the Mail Clerk position to 30 hours per week. Motion carried.
Voting NO – Preston Lucas

Personnel Committee
October 4, 1999

Page 2

Dale reported that to have the County Administrator approve filling of all positions it would take an amendment to the local law. After discussion no action was taken.

A monthly report of contacts and services from the Director of Veterans' Services was distributed to the committee.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle, Personnel Technician

State of New York Division of Veterans' Affairs County Veterans' Service Agency MONTHLY REPORT OF CONTACTS & SERVICES	County: ALLEGANY	
	Director: H. SCOTT SPILLANE	
	Address: ALLEGANY COUNTY 7 COURT STREET BELMONT, NY 14813-1087	
	Month: SEPTEMBER	Year: 1999

VETERAN STATUS			SERVICES			APPLICATIONS		
WWI	0	1	General	2	12	Pension	2	1
WWII	11	2	Agent Orange	0	13	Pension A&A	2	2
Korea	12	3	Armed Forces	38	14	Compensation	5	3
Vietnam	38	4	Blind	3	15	Education	0	4
Persian Gulf	10	5	Burial	63	16	Insurance	1	5
Other	169	6	Compensation	35	17	Burial	7	6
TOTAL 1-6:	240		Education	5	18	Other	1	7
Original	10		Vocational Rehab.	2	19	Subtotal 1-7:	18	8
TYPE			Insurance	5	20	Claims Opened	7	9
Veteran	85	7	Labor	2	21	Claims Maintained	1	10
Dependent/Widow	49	8	Legal	0	22	VA Medical Center	1	11
Other	106	9	Loan	6	23	Medical Insurance	1	12
TOTAL 7-9:	240		Medical	26	24	Social Security	0	13
MODE			Pension	46	25	Medicaid	0	14
Personal	62	10	PTSD	0	26	AFDC	0	15
Phone/Mail	266	11	Social Security	1	27	SSI	0	16
TOTAL 10-11:	328		Social Services	3	28	Subtotal 11-16:	2	17
			Tax	11	29	TOTAL 8 & 17:	20	
			Letter Review	8	30			
			Discharge Review	0	31			
			Other	30	33			
			TOTAL 12-33:	286				



STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF VETERANS' AFFAIRS

5 Empire State Plaza
Suite 2836
Albany, New York 12223-1551

George P. Basher
Director

September 28, 1999

Allegany County Treasurer
Court House
Belmont, NY 14813

Dear Treasurer:

Under the provisions of Section 359 of the Executive Law, an allocation of \$5,000 has been made from the Aid to Localities Funds to provide services to veterans in your locality.

This allocation represents the maximum amount of the State Aid which you can receive during the period April 1, 1999 to March 31, 2000.

You will be reimbursed, up to the allocated amount, for fifty percent of actual, approved expenditures. Prior to the disbursement of any funds, an approved Budget must be on file in this office and you must be in compliance with requirements to submit the Monthly Report of Contacts and Services to the State Director.

Payment is on a cash basis rather than an accrual basis; claims should be made from expenses incurred during the period January 1, 1999 through December 31, 1999.

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Harvey J. McCagg".

Harvey J. McCagg
Director, Public Relations & Training

cc: Veterans Service Agency Director ✓

**PERSONNEL COMMITTEE
MINUTES
SEPTEMBER 16, 1999**

Present: K. Neilsen, R. Heineman, R. Lucas, E. Burdick

Chairman Neilsen called the meeting to order at 11:00 a.m.

Scott Spillane, Veterans Services Agency Director presented his budget for Fiscal Year 2000. After some discussion, R. Heineman moved to accept the budget officers recommendation which was seconded by R. Lucas and carried.

J. Margeson presented the proposed Fiscal Year 2000 Budget for the Self-insured Medical Insurance Plan.

R. Heineman moved to approve the budget officers recommendation which was seconded by E. Burdick and carried.

James Gallman and Bruce Reuning, Republican and Democrat Election Commissioners respectively presented the Fiscal Year 2000 Budget for the Board of Elections. The budget officers recommendation was approved on motion of R. Lucas, seconded by E. Burdick.

B. Hotchkiss, Clerk of the Board, presented the Fiscal Year 2000 Budget for Comprehensive/Liability Insurance. It was approved on motion of R. Lucas, seconded by E. Burdick.

Linda Healy, Deputy County Clerk I. presented the budget of the County Clerks Office for the up-coming year. After general discussion, the budget officers recommendations were approved on motion of R. Lucas, seconded by R. Heineman.

Meeting adjourned at 11:30 a.m.

John M.

**NOT
APPROVED**

PERSONNEL COMMITTEE

SEP 15 1999

September 10, 1999

Present: Kenneth Nielsen, Edmund Burdick, Preston Lucas, William Dibble, Robert Heineman, John Margeson and Dale Dutton

Minutes of the August 2, 1999 Personnel Committee meeting were approved by motion from R. Heineman, seconded by P. Lucas and carried.

A monthly report of contacts and services for August was distributed to the committee from the Veterans' Agency Director, Scott Spillane.

Dale presented to the committee the Personnel Department budget for 2000. Motion was made by P. Lucas, seconded by E. Burdick to approve the budget as recommended by the Budget Officer, John Margeson. Motion carried.

Dale gave an update of the Non-Unit Classification and Compensation Study. Two meetings were held for all non-unit employees with 95% attendance. Approximately 1/3 of the questionnaires have been returned. Dale hopes to have a majority of the job specifications revised by early October.

Dale stated that the Early Retirement Incentive has had response from employees.

John Margeson reported to the committee that the contract with Employee Services Inc. for the Employee Assistance Program was up for renewal. John negotiated a lesser cost of \$7421.40 per year and for a three year agreement for the period 09/01/99 - 08/31/2002. Motion was made by R. Heineman, seconded by P. Lucas to approve a three-year contract with Employee Services Inc. at the cost of \$7421.40 per year for the period

09/01/99 through 08/31/2002. Motion carried. **PREPARE
RESOLUTION**

A Personnel Committee meeting was set for 11AM on Thursday, September 16, 1999 for the review of the County Clerk and Veterans' Agency budgets.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

Allegany County Veterans Service Agency
Fall 1999
H. Scott Spillane, Director

DIRECTORS' DESK: The Summer months have seen many small accomplishments by our office.

We were able to work with our Veteran groups and our County Legislators approved the naming of Route 17 running through Allegany County as the "Allegany County Veterans Memorial Highway." This designation will be also placed on the new I-86 interstate highway.

I was honored to present to the family of the late SSG Charles H. Conklin at his gravesite in Clara, PA two very overdue medals. Mr. Conklin was a POW from Bataan and was held by Japanese for the duration of WWII. I presented to the Conklin family the Purple Heart as well as the POW Medal. It was quite a moving ceremony. We can only imagine what this soldier went through during those 3 plus years.

Our office worked with the Davis family on the Reopening and Dedication of the Lattice Bridge Cemetery in Hume, N.Y. This cemetery contains Veterans and their descendants that date back to the Civil War. Special thanks goes to Kathy Schumann of Friendship for her many hours of dedicated work to make this a wonderful event.

I had the pleasure of assisting the Friendship American Legion Commander Schneider and his able staff, in a special awards ceremony for three deserving WWII veterans on Sunday, August 8, 1999. The recipients of these long overdue awards were Dr. Paul DeR Kolish, Frederick Hanks and Craig Weart. Special thanks goes to Mark Voorhees for his many hours of dedicated work on the behalf of all Veterans.

I have a new E-Mail address. It seems to work better than the old one. I can be reached at
H_SCOTT_SPILLANE@EXCITE.COM

DID YOU KNOW?

Our two New York Senators, Patrick Moynihan and Charles Schumer voted against the flag amendment! Let us not elect a new Senator who will not support a flag amendment. All Americans should be concerned with the rights of veterans and the dignity of protection for our flag!

There is a Patient Advocate Program at every VA Medical Center and at many VA Outpatient Clinics. The Patient Advocate is the link between the Veteran and the medical center/clinic administration. At the Buffalo VA Hospital the Patient Advocate is Mr. Hank Patronski and his phone number is (716) 862-8852 and is located in room 107C.

Anyone who helped win WWII, whether in battle or on the home front is eligible for the Remembrance Registry which will be created in Washington, DC as part of the WW II Memorial. Applications to have your name or someone else's name if you wish to honor them for their service during the war years should contact the American Battle Monuments Commission at P.O. Box 96766, Washington D.C. 20090-6766. They can be reached at toll free 1-800-639-4WW2.

Many of our women veterans are overlooking basic health care at VA medical centers and clinics. Also overlooked by both men and women veterans is the state's veteran home program that provides high quality nursing home care.

"The Wall" The Vietnam Veterans Memorial in Washington, DC can now be seen on your computer's monitor. Visitors to www.the-wall-usa.com will find a message center from which you can extract a person's name from the wall as well as other useful information.

Care for veterans and dependents spans centuries. There are widows and children of the Civil War and Indian War veterans who still draw VA benefits. Some 939 children and widows of Spanish-American War Veterans are receiving VA Compensation or pension benefits.

The procedures for applying for a VA loan have changed a little since 1 July 1999. Our office can still submit applications through our normal channels. The VA is now submitting these applications to their Winston/Salem office for processing. The Buffalo VA will entertain waik-ins in their Buffalo office in room 805 at 111 W. Huron St., Buffalo, NY 14202. The Buffalo office phone number is (716) 5515293. To check on an application at the Winston/Salem office you can call 1-888-244-5711.

Veterans are enrolling in VA Healthcare in record numbers. Between the year 1998 and 1999 over 800,000 Veterans signed on. Every veteran should assist other veterans in need to get enrolled ASAP. You can call Social Security toll free at 1-800-772-1213 and change your direct deposit by telephone.

TOLL FREE NUMBERS

Small BusinessAdministration 1-800-U-ASK-SBA

WWII Memorial Campaign- 1-800-639-4992

Finance Centers for Military Retirees-Survivors

Air Force 1-800-525-1014

Army 1-800-428-2290

Navy 1-800-321-5955

Marine Corps 1-800-645-2024

For TRICARE INFORMATION and HEALTHCARE BENEFITS 1-800-827-1090

VA BENEFITS 1-800-827-1000

WEB SITES

Korean War 50th Anniversary Web Site <http://korea50.army.mil>

Military medical centers .links: www.wramc.amedd.army.mil/afids/links.htm

Prescriptions by mail: www.onlinedrugstore.com

Dieting and wellness: www.Greenree.com

Information on Diseases: www.medicline/Diseases/index.html

Social Security's new Web site. Access America for Seniors, at www.seniors.gov

State of New York
 Division of Veterans' Affairs
 County Veterans' Service Agency

**MONTHLY REPORT OF
 CONTACTS & SERVICES**

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: 7 COURT STREET
 BELMONT, NY 14813-1087

Month: AUGUST

Year: 1999

VETERAN STATUS			SERVICES			APPLICATIONS		
WWI	0	1	General	2	12	Pension	3	1
WWII	7	2	Agent Orange	0	13	Pension A&A	5	2
Korea	18	3	Armed Forces	39	14	Compensation	9	3
Vietnam	29	4	Blind	0	15	Education	0	4
Persian Gulf	13	5	Burial	51	16	Insurance	0	5
Other	189	6	Compensation	57	17	Burial	10	6
TOTAL 1-6:	256		Education	5	18	Other	3	7
Original	6		Vocational Rehab.	0	19	Subtotal 1-7:	30	8
TYPE			Insurance	5	20	Claims Opened	10	9
Veteran	79	7	Labor	3	21	Claims Maintained	4	10
Dependent/Widow	61	8	Legal	0	22	VA Medical Center	0	11
Other	116	9	Loan	6	23	Medical Insurance	0	12
TOTAL 7-9:	256		Medical	25	24	Social Security	0	13
MODE			Pension	66	25	Medicaid	0	14
Personal	62	10	PTSD	0	26	AFDC	0	15
Phone/Mail	294	11	Social Security	1	27	SSI	0	16
TOTAL 10-11:	356		Social Services	2	28	Subtotal 11-16:	0	17
			Tax	12	29	TOTAL 8 & 17:	30	
			Letter Review	7	30			
			Discharge Review	0	31			
			Other	19	33			
			TOTAL 12-33:	300				

John M.
**NOT
APPROVED**

PERSONNEL COMMITTEE

AUG 4 1999

August 2, 1999

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

Motion was made by P. Lucas, seconded by W. Dibble to approve the minutes of July 6th Personnel Committee meeting. Motion carried.

Workers' Compensation

Doug Dillon reported that four hearings were held in July. All four cases were continued.

Doug Dillon presented his budget for the year 2000. He noted a 3.9% increase. Motion was made by E. Burdick, seconded by P. Lucas to approve the budget as presented for the Allegany County Mutual Self-Insurance Plan. Motion carried.

A discussion was held concerning the ideal percentage of the budget a municipality's experience should warrant. Also, discussed was the level of reserves. D. Dillon will report back to the committee on these areas.

Veterans' Service Agency

Each committee member received a memo from H. Scott Spillane along with a request for transfer of funds. Motion was made by P. Lucas and seconded by E. Burdick to transfer \$400 from A6510.101 Regular Pay to A6510.402 Mileage. Motion carried. **PREPARE RESOLUTION**

Personnel

The Committee reviewed a policy on Family and Medical Leave prepared by Dale Dutton in consultation with the County Attorney and the Unions. Motion was made by P. Lucas and seconded by W. Dibble to approve the policy. Motion carried.

The 1999 Retirement Incentive Program was discussed. Motion was made by W. Dibble and seconded by P. Lucas to begin the process to enact a local law to participate in the 1999 Retirement Incentive Program. **PREPARE RESOLUTION**

A methodology to conduct a non-unit classification and compensation review which would result in a new salary schedule was discussed by Dale Dutton. Motion was made by E. Burdick and seconded by R. Heineman to proceed with the study. Motion carried. Voting "NO" – P. Lucas

A general discussion was held on health insurance coverage.

The Committee directed Dale Dutton to consult with the County Attorney regarding a resolution which would identify authorized levels of staffing and would grant the County Administrator the authority to authorize the filling of position vacancies.

Meeting adjourned.

Respectfully submitted,

Dale Dutton
Personnel Officer

of New York
of Veterans' Affairs
Veterans' Service Agency

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: VETERANS SERVICE AGENCY
7 COURT STREET
BELMONT, NY 14813-1087

MONTHLY REPORT OF
CONTACTS & SERVICES

Month: JULY

Year: 1999

VETERAN STATUS			SERVICES			APPLICATIONS		
	0	1	General	5	12	Pension	6	1
	13	2	Agent Orange	0	13	Pension A&A	2	2
	24	3	Armed Forces	53	14	Compensation	5	3
	35	4	Blind	0	15	Education	0	4
Gulf	9	5	Burial	44	16	Insurance	0	5
	168	6	Compensation	40	17	Burial	14	6
1-6:	249		Education	7	18	Other	1	7
	8		Vocational Rehab.	3	19	Subtotal 1-7:	28	8
TYPE			Insurance	6	20	Claims Opened	8	9
	102	7	Labor	3	21	Claims Maintained	6	10
nt/Widow	43	8	Legal	1	22	VA Medical Center	0	11
	104	9	Loan	17	23	Medical Insurance	0	12
7-9:	249		Medical	20	24	Social Security	0	13
MODE			Pension	57	25	Medicaid	0	14
	66	10	PTSD	1	26	AFDC	0	15
ail	299	11	Social Security	1	27	SSI	0	16
10-11:	365		Social Services	3	28	Subtotal 11-16:	0	17
			Tax	13	29	TOTAL 8 & 17:	28	
			Letter Review	6	30			
			Discharge Review	2	31			
			Other	28	33			
			TOTAL 12-33:	310				

MEMO

TO: Personnel Committee

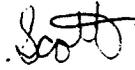
FROM: H. Scott Spillane

DATE: July 29, 1999

RE: Request for a resolution to transfer \$400.00 from A6510. Regular Pay to A6510.402 Mileage.

Gentlemen,

I need to request that additional monies be transferred between accounts so I can travel to my state, county and local veterans meetings. The reason for this one time request is that I used my travel monies for my Washington, DC accreditation trip.


Scott

PURPOSE

The purpose of the non-unit classification and compensation study is to ensure the proper classification of positions; to update job descriptions as may be necessary; to reinforce internal pay equity; to establish, to the extent feasible, competitiveness with external pay practices; and to provide a foundation for a formal performance evaluation system.

July 1999

J. Margeson

**NOT
APPROVED**

PERSONNEL COMMITTEE

JUL 7 1999

July 6, 1999

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

Motion was made by R. Heineman, seconded by P. Lucas to approve the minutes of June 24 and June 28 Personnel Committee meetings. Motion carried.

There was no Workers' Compensation report. Doug Dillon was at a compensation hearing.

Each committee member received a memo from the desk of H. Scott Spillane.

Brenda Hotchkiss, Clerk of the Board requested a resolution from the Committee for the appointment of Bruce W. Reuning as Election Commissioner effective 07/16/99 due to the resignation of Margaret Gordon. Motion was made by W. Dibble, seconded by R. Heineman to approve the recommendation of the County Democratic Committee of Bruce W. Reuning to fill the vacancy of Election Commissioner created by the resignation of Margaret Gordon effective 07/16/99. Motion carried. **PREPARE RESOLUTION**

Dick Young, Superintendent of Public Works presented the Committee with more information regarding the position of Deputy Superintendent of Public Works III. Discussion was held regarding the job specification. Motion was made by R. Heineman, seconded by P. Lucas to include the minimum qualifications on the final specification. Motion carried. Motion was made by P. Lucas, seconded by E. Burdick to create position of Deputy Superintendent of Public Works III. Motion carried. **PREPARE RESOLUTION**

Dale discussed with the committee the proposed retirement incentive being offered by New York State. John and Dale are to bring recommendations to the next Personnel Committee meeting.

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

Discussion was held regarding salary vs. per diem pay for Legislators. Formal proposal should be made to the Ways and Means Committee.

Discussion was held regarding revenues received in Motor Vehicle Division of County Clerk's Office.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

FROM THE DIRECTOR'S DESK

H. Scott Spillane

ISSUE: Director is currently on the Internet. His E-Mail address is : MAJHSS@HOTMAIL.Com.

ISSUE: I was asked by the Public Works Committee to ask my various veteran groups for an all purpose name honoring all veterans in Allegany County for the current Route 17/ soon to be I-86 Highway. The group consensus was to call it the "Allegany County Veterans Memorial Highway." I gave this information to Dick Young.

ISSUE: Enclosed is the monthly activity report of contacts and services.

ISSUE: The Veterans Service Agency Summer Newsletter is currently on our county's Webpage . We have received good feedback from our veterans.

ISSUE: Our various veteran groups are beginning to get their County Personal Computers up and running. I have been asked by several posts to express their sincere appreciation to our legislators.

ISSUE: This office has been working with The Davis-Rice Descendants in the Reopening and Dedication of Lattice Bridge Cemetery in Hume, NY on July 17, 1999. Governor Pataki's office is also working with family members by way of a proclamation.

State of New York
 Division of Veterans' Affairs
 County Veterans' Service Agency

**MONTHLY REPORT OF
 CONTACTS & SERVICES**

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: Veterans Service Agency
 Allegany County
 7 Court St., Belmont, NY 14813-1087

Month: JUNE

Year: 1999

VETERAN STATUS			SERVICES			APPLICATIONS		
WWI	0	1	General	2	12	Pension	4	1
WWII	15	2	Agent Orange	0	13	Pension A&A	3	2
Korea	18	3	Armed Forces	45	14	Compensation	5	3
Vietnam	50	4	Blind	1	15	Education	0	4
Persian Gulf	9	5	Burial	58	16	Insurance	1	5
Other	176	6	Compensation	39	17	Burial	20	6
TOTAL 1-6:	268		Education	10	18	Other	0	7
Original	5		Vocational Rehab.	0	19	Subtotal 1-7:	33	8
TYPE			Insurance	10	20	Claims Opened	9	9
Veteran	118	7	Labor	3	21	Claims Maintained	3	10
Dependent/Widow	45	8	Legal	0	22	VA Medical Center	0	11
Other	105	9	Loan	14	23	Medical Insurance	0	12
TOTAL 7-9:	268		Medical	23	24	Social Security	0	13
MODE			Pension	47	25	Medicaid	0	14
Personal	85	10	PTSD	2	26	AFDC	0	15
Phone/Mail	268	11	Social Security	0	27	SSI	0	16
TOTAL 10-11:	353		Social Services	3	28	Subtotal 11-16:	0	17
			Tax	19	29	TOTAL 8 & 17:	33	
			Letter Review	7	30			
			Discharge Review	0	31			
			Other	29	33			
			TOTAL 12-33:	312				

The Davis - Rice Descendants
Opening and Dedication of
Lattice Bridge Cemetery

Old Council House Road

Hume, New York

July 17, 1999 (Saturday)

10:00 a.m. - 1:00 p.m. Introduction of family
and friends. Canadea Methodist
Church Rte. 19 Canadea, N. Y.

1:00 p.m. - 2:30 p.m. Ceremony at Lattice Bridge
Cemetery, Old Council House Road
Canadea, N. Y.

2:30 p.m. - 4:00 p.m. Return to Canadea Methodist
Church for conversation and lite
refreshments.

Questions?

Steve Davis
(941) 815-0137

Harry Schumann
(716) 973-2229

John M.

**NOT
APPROVED**

PERSONNEL COMMITTEE

June 28, 1999

JUN 30 1999

Committee Members Present

K. Nielsen, P. Lucas, R. Heineman, E. Burdick, W. Dibble, J. Walchli

Insurance Claim

On a motion by Lucas, seconded by Burdick and carried the committee approved a settlement to an individual in the amount of \$302.90. This amount represents the outstanding medical expenses an individual incurred from the treatment of discomforts and injuries he suffered after his fall at the Caneadea Transfer Station on March 5, 1999.

At the direction of the County Attorney, the committee requested Brenda Hotchkiss, Clerk of the Board, to process the claim after a signed and notarized Release form has been received.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

John m.

**NOT
APPROVED**

PERSONNEL COMMITTEE

JUN 11 1999

June 7, 1999

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

Minutes of the May 3, 1999 Personnel Committee meeting were approved by motion from W. Dibble, seconded by R. Heineman and carried.

Workers' Compensation

Four hearings were held in May. Two cases closed, two were continued. Discussion held.

Motion was made by P. Lucas, seconded by W. Dibble to have Dale Dutton review the 207C Law and maintain a list of those employees on same. Motion carried.

Doug reported that there was 89% physical compliance among fire companies within Allegany County and 73% physical compliance of ambulance corps.

Discussion was held regarding an insurance coverage rider to cover certain firematic activities. Doug will look into this.

Doug received a letter and information from Mr. Shields of NYSDOL regarding the new physicals, the cost being the responsibility of the fire district.

The committee reviewed the 2000 budget for Workers' Compensation which must be in place by 07/15/99. Motion was made by P. Lucas, seconded by W. Dibble that the committee be prepared to approve the budget at the next meeting. Carried.

A resolution was requested for certain employees who were hired during the period 07/01/98 – 12/31/98 to receive an increment 07/01/99. Motion was made by E. Burdick, seconded by P. Lucas to direct the County Attorney to prepare the necessary resolution for July increments. Motion carried.

PREPARE RESOLUTION

Brenda Hotchkiss, Clerk of the Board, made the committee aware of an insurance claim against the County. After discussion a motion was made by E. Burdick to deny the insurance claim, seconded by P. Lucas and carried.

Motion was made by E. Burdick, seconded by W. Dibble to go into Executive Session. Voting No – P. Lucas, R. Heineman. Motion carried.

In regular session the committee requested more information from Dick Young, Public Works Superintendent for the next Personnel Committee meeting.

Motion was made by W. Dibble, seconded by E. Burdick to hire Norm Stocker to negotiate for the County.

Discussion was held regarding naming Route 17.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

FROM THE DIRECTOR'S DESK

H. Scott Spillane

ISSUE: Director is currently on the Internet. His E-Mail address is : MAJHSS@HOT
MAIL.Com.

ISSUE: The possible designation of a portion of Route 17 from Steuben County line West to the Cattaraugus County line known as the "88th Infantry Division, The Blue Devil Memorial Highway project has been transferred to the Public Works Committee.

ISSUE: Enclosed is the monthly activity report of contacts and services.

ISSUE: The Veterans Service Agency submitted its Summer Newsletter to Deb Button to be installed on the upcoming new Veterans Website incorporated in with the Allegany's County own Website.

State of New York
 Division of Veterans' Affairs
 County Veterans' Service Agency

MONTHLY REPORT OF
 CONTACTS & SERVICES

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: 7 COURT STREET
 BELMONT, NY 14813-1087

Month: MAY

Year: 1999

VETERAN STATUS			SERVICES			APPLICATIONS		
WWI	0	1	General	0	12	Pension	4	1
WWII	12	2	Agent Orange	0	13	Pension A&A	3	2
Korea	15	3	Armed Forces	48	14	Compensation	4	3
Vietnam	38	4	Blind	0	15	Education	0	4
Persian Gulf	15	5	Burial	56	16	Insurance	0	5
Other	191	6	Compensation	51	17	Burial	9	6
TOTAL 1-6:	271		Education	1	18	Other	5	7
Original	6		Vocational Rehab.	0	19	Subtotal 1-7:	25	8
TYPE			Insurance	3	20	Claims Opened	8	9
Veteran	97	7	Labor	0	21	Claims Maintained	3	10
Dependent/Widow	36	8	Legal	0	22	VA Medical Center	0	11
Other	138	9	Loan	7	23	Medical Insurance	0	12
TOTAL 7-9:	271		Medical	22	24	Social Security	0	13
MODE			Pension	45	25	Medicaid	0	14
Personal	61	10	PTSD	0	26	AFDC	0	15
Phone/Mail	309	11	Social Security	0	27	SSI	0	16
TOTAL 10-11:	370		Social Services	2	28	Subtotal 11-16:	0	17
			Tax	11	29	TOTAL 8 & 17:	25	
			Letter Review	5	30			
			Discharge Review	0	31			
			Other	45	33			
			TOTAL 12-33:	296				

State of New York
 Division of Veterans' Affairs
 County Veterans' Service Agency

MONTHLY REPORT OF
 CONTACTS & SERVICES

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: 7 COURT STREET
 BELMONT, NY 14813-1087

Month: MAY

Year: 1999

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			Tax	11	29	TOTAL 8 & 17:	25	
			Letter Review	5	30			
			Discharge Review	0	31			
			Other	45	33			
			TOTAL 12-33:	296				

Allegany County Veterans Service Agency
Summer 1999
H. Scott Spillane, Director

DIRECTORS' DESK: Our office has made great strides in computer technology this past spring. Our two computers are now tied into each other. Our old dBase information has been converted into the new Access format where each of us can view the other's database. Wow ! what strides?

You are probably seeing this on our new Allegany County Web Site at www.co.allegany.ny.us. under Veterans Service Agency. My E-Mail address www.majhss@hotmail.com. Veterans and their families should be able to download this newsletter as well as access the VA Website at www.vba.va.gov.

Allegany County has been kind enough to loan to all our veterans' organizations out of date computers. Thank you John W. Walchi Jr. and Pat Regan for the great idea. And special thanks go to our Deb Button and Brian Klever for making this happen.

The insurance hoax that first appeared more than 40 years ago continue to plague the Dept. of Veterans Affairs. Persian Gulf veterans are now reportedly receiving correspondence claiming they are due a so-called insurance dividend. The fact is there is no such dividend for veterans who did not keep their insurance in force. Remember if it looks too good to be true, it probably is!

DID YOU KNOW?

Burial flags will be provided for reservist, reserve veterans and reserve retirees. expanding a benefit that formally was restricted to active-duty members, veterans of active service and retirees from active service.

If you have 40% service connected compensation, you are entitled to:

1. State Park Access Pass (716) 354-9101.
2. N.Y.S. Child of Veteran Scholarship Award. 1-800-635-6534.
3. N.Y.S. Hunting and Fishing license for \$5.00.

Our office currently has a list of State and VA National Crematories. Thanks goes to our County Historian, Mr. Craig Braack for the updated list.

The Buffalo VA Regional Office has over 40 VA properties for sale in 14 Western counties in New York State. (716) 551-5295.

You can request your Personal Earnings and Benefits Estimate Statement (PEBES) from the Social Security by calling 1-800772-1213. Internet users can request the form at www.ssa.gov. It takes about 6 weeks to receive the PEBES by mail.

Veterans are enrolling in VA Healthcare in record numbers. Between the year 1998 and 1999 over 800,000 Veterans signed on. Every veteran should assist other veterans in need to get enrolled ASAP. You can call Social Security toll free at 1-800-772-1213 and change your direct deposit by telephone. If you call you will need to have your social security number handy. Be sure to wait to close your old Account until after you begin receiving monies in your new account.

TOLL FREE NUMBERS

RETIREMENT SERVICE OFFICER AT FORT DRUM - 1-800 -556-9790.

VETERANS EMPLOYMENT HOTLINE – 1-800-342-3358

VA WNY HEALTHCARE SYSTEM – 3495 Bailey Ave., Buffalo, NY (716) 834-9200.

TRICARE INFO – 1-888-999-5195.

PERSIAN GULF VETERANS HOTLINE – 1-800-749-8387.

NATIONAL CENTER FOR PTSD 1-800-296-5132.

TOLL FREE TO YOUR CONGRESSMAN OR SENATOR IN WASHINGTON – 1-800-449-3511 and ask for them by name.

WEB SITES

USA JOBS – www.usa.jobs.opm.

AMERICA'S CAREERS – www.acinet.

Military retirement service officer – www.drum.army.mil

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: June 7, 1999

Recommended by Department Heads increment to be given July 1st for certain employees hired between 07/01/98 - 12/31/98.

<u>Department/ Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate of Pay</u>	<u>Increment</u>
<u>District Attorney</u> R. Peavey	Secy to Dist. Atty.	10/05/98	\$12.32	\$.49
<u>Social Services</u> B. Golish	Typist	10/13/98	\$ 9.97	\$.21
L. Young	Com. Serv. Aide	12/21/98	\$ 9.97	\$.21
<u>Aging</u> S. Guinnip	Typist	09/28/98	\$ 9.97	\$.21
<u>Health</u> R. Wilcox	Early Inter. Serv. Coordinator	10/26/98	\$14.06	\$.48
G. Dunmire	Acct. Clerk Typist	09/08/98	\$10.77	\$.26
<u>Sheriff</u> T. Brown	Deputy Sheriff	07/14/98	\$11.02	\$.33
B. Hannon	Correction Officer	08/01/98	\$10.69	\$.30
S. Herdman	Correction Officer	08/01/98	\$10.69	\$.30

For further information regarding this matter, contact:

Dale Dutton, Personnel Officer

268-9212

Name and Department

Telephone Number

John M.

**NOT
APPROVED**

PERSONNEL COMMITTEE

May 3, 1999

MAY 6 1999

Present: Kenneth Nielsen, Edmund Burdick, Robert Heineman, William Dibble, Preston Lucas, Doug Dillon and Dale Dutton

Minutes of the April 6, 1999 committee meeting were approved by a motion from E. Burdick, seconded by W. Dibble and carried.

Workers' Compensation

One hearing was held in April.

Doug reported on year to date actual vs. budget for March 1999.

Discussion was held regarding recent Firematic Claims.

Scott Spillane, Veterans Director spoke to the committee regarding a request to designate Route 17 as the 88th Infantry Division Blue Devils Memorial Highway. The committee asked Scott to come to the June meeting with more information.

Discussion was held regarding smoke free workplace.

Discussion was held regarding health insurance costs.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

John M.

PERSONNEL COMMITTEE

NOT
APPROVED

April 6, 1999

APR 9 1999

Present: Kenneth Nielsen, Edmund Burdick, William Dibble, Robert Heineman, Preston Lucas, Doug Dillon

Minutes of the March 5, 1999 meeting were approved by motion from E. Burdick, seconded by W. Dibble and carried.

Each committee member received a packet of information from the desk of H. Scott Spillane, Director of the Veterans' Service Agency.

Workers' Compensation

Doug reported four hearings were held in March. One case was closed, three were continued.

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

In regular session Doug presented the committee with a Summary of Lost Time Report which covered the last four years.

Discussion was held regarding a light duty program to be established for the County. P. Lucas suggested J. Margeson and D. Dutton work on this.

Doug discussed with the committee the total number of dollars in revenues in Workers' Comp.

Keith Barber and Dale Dutton discussed with the Committee the referral from Public Safety Committee to create 4 positions of E-911 Enumerator and to increase the hours of the part-time Clerk position to 35 hours per week. It was proposed to place the title of E-911 Enumerator in Section 4 Salary Plan at \$10/hour. These are temporary positions as the numbering project is expected to be completed in one year. The job specification for E-911

Enumerator was reviewed. Activity additions were recommended. A motion was made by R. Heineman, seconded by W. Dibble to create four (4) positions of E-911 Enumerator and to place the title of E-911 Enumerator in the Section 4 Salary Plan at \$10/hour. A motion was made by P. Lucas to table the issue. As there was no second to his motion, the original motion was brought to a vote. Motion carried. Voting No – P. Lucas. **PREPARE RESOLUTION**

The Committee approved the increased hours of the part-time Clerk position to 35 hours per week for one year.

Discussion was made regarding the referral from Public Works to upgrade the position of Instrumentation and Control System Technician. The Public Works Committee supports an upgrade of the position. Dale made the committee aware that he would be working with Dick Young to determine the proper grade and report back at May's Committee meeting for action by the Committee. A motion was made by E. Burdick that the Personnel Committee support the request of the Public Works Committee to upgrade the Instrumentation and Control System Technician. The motion was not seconded.

A request was received from Brenda Hotchkiss, Clerk of the Board for a resolution to approve the renewal of the contract with Willis Corroon Administrative Services Corp. for the period 02/01/99 – 01/31/2000 at a cost of \$11,000. Motion made by P. Lucas, seconded by W. Dibble to approve renewal of said contract. Motion carried. **PREPARE RESOLUTION**

Dale discussed with the Committee the need to hire temporary held. Joyce Brewer, Personnel Clerk will be off 6-8 weeks because of surgery. Motion was made by R. Heineman, seconded by P. Lucas to approve request. Motion carried.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 04/06/99

The creation of four (4) positions, titled by the Personnel Committee as E-911 Enumerator, was referred by Public Safety Committee. The positions are needed for approximately one year to number and renumber buildings throughout Allegany County.

It is proposed to place the E-911 Enumerator title in the Section 4 Salary Plan at \$10/hour.

FISCAL IMPACT:

For further information regarding this matter, contact:

Keith Barber or Rodney Bennett, Chairman, Ext. 244
Name and Department Public Safety Comm. Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

Date: March 31, 1999

Resolution is requested to approve a renewal Addendum to the Contract with Willis Corroon Administrative Services Corp., to extend the contract period from February 1, 1999 through January 31, 2000. This contract, required under the terms of the county's self-insured retention package, relates to the servicing of claims arising out of coverages provided under insurance policies issued by the CoRegis Insurance Company. The cost for this contract period is \$11,000, the same as last year's contract.

FISCAL IMPACT: \$ 11,000.00

This amount has been budgeted in the 1999 Allegany County Budget under Account #A1910.406. The said expense of \$11,000 was included in our February 8, 1999 check to Brown & Stout Agency in the amount of \$120,873 for renewal of Coregis's insurance proposal.

For further information regarding this matter, contact:

Brenda R. Hotchkiss, Clerk of the Board
Name/Department

268-9222
Telephone

FROM THE DIRECTOR'S DESK

H. Scott Spillane

ISSUE: Final monthly update of Duane Griswald's time sheet

January 99 – 25 hours

February 99 – 28 hours

March 99 – 24 hours

TOTAL 77 HOURS

ISSUE: H. Scott Spillane successfully completed the American Legion's Department Service Officer's Class March 16 – 19. Paperwork is being submitted through the American Legion for full Accreditation.

ISSUE: Our office received two new Dell personal computers with a laser printer. Each computer has the Capability of communicating with each other. Enclosed is a copy of our first newsletter our office will be distributing through our veteran channels.

ISSUE : Enclosed is the monthly activity report of contacts and services. 301 contacts for a county of this of our size is a lot of individual activities.

ALLEGANY COUNTY VETERAN SERVICE AGENCY

SPRING, 1999

H. SCOTT SPILLANE, DIRECTOR

DIRECTORS DESK:

OBSERVATIONS OF MY FIRST MONTH-

* EVERY VETERAN BOTH OLD AND NEW SHOULD HAVE THEIR DD214 DISCHARGE PAPER REGISTERED IN THEIR COUNTY CLERK'S OFFICE. OUR OFFICE CAN PROVIDE THIS SERVICE FOR ALL VETERANS.

* ALL HONORABLY DISCHARGED VETERANS SHOULD APPLY FOR ENROLLMENT IN THE VA HEALTHCARE SYSTEM. ANY VETERAN CAN APPLY BY VISITING, CALLING OR WRITING THEIR NEAREST VA HEALTHCARE LOCATION, OR BY CALLING TOLL FREE 1-877-222-VETS(1-877-222-8387) VETERANS WILL BE ISSUED A CARD THAT CAN BE USED ANYWHERE IN THE VA SYSTEM.

*ALL VA MEDICAL CENTERS ARE REIMBURSED BY THE NUMBER OF SERVICE CONNECTED AND NON SERVICE CONNECTED THEY TREAT. "IF YOU DON'T USE US TODAY, WE MAY NOT BE THERE FOR YOU TOMORROW".

TOLL FREE NUMBERS

VA HOME LOAN INFO:

1-800-729-5772 X 3933

VA EDUCATION BENEFITS:

GI BILL:

1-888442-4551

VA HOTLINE NUMBER:

1-800-871-8387

VA HEALTHCARE

ENROLLMENT:

1-800-532-VETS

INTERNET ACCESS:

WWW.VA.GOV OR

WWW.VA.GOV/HEALTH/ELIG

KOREAN WAR VETS:

WWW.KOREANWAR.ORG

THE BATH VA MEDICAL CENTER IS CURRENTLY OFFERING TREATMENTS FOR INDIVIDUALS, FAMILIES AND GROUP TREATMENTS. THEIR IN-HOUSE PSYCHOLOGISTS WILL BE CONDUCTING GROUP TREATMENTS IN AREAS AS "POST TRAUMATIC STRESS" DISORDERS, "QUIT SMART SMOKING", "ANGER MANAGEMENT," "MANAGEMENT OF DEPRESSION" AND "MANAGEMENT OF GRIEF AND LOSS". OTHER GROUPS WILL BE DEVELOPED AS NEEDED. FOR MORE INFORMATION CALL: (607) 776-1955.

DID YOU KNOW?

THE BUFFALO VA HOSPITAL HAS AVAILABLE FOR VETERANS WHO NEED TO BE THERE EARLY IN THE MORNING, A HOSPITALITY SUITE FOR THEIR LODGING NEEDS. THOSE ROOMS ARE AVAILABLE BY CALLING 1-800-532-VETS, DIAL OPERATOR. VA EXPENDITURES FOR ALLEGANY COUNTY 1998~

THERE ARE 4,960 VETERANS LIVING IN OUR COUNTY. THE ESTIMATED VA EXPENDITURES FOR THE COUNTY WERE AS FOLLOWS THE VA PAID OUT:
COMPENSATION BENEFITS: \$3,143,157.
NONSERVICE CONNECTED: \$368,793
EDUCATION BENEFITS: \$391,236.

State of New York
 Division of Veterans' Affairs
 County Veterans' Service Agency

MONTHLY REPORT OF
 CONTACTS & SERVICES

County: ALLEGANY

Director: H. SCOTT SPILLANE

Address: 7 Court Street
 Belmont, NY 14813-1087

Month:

Year:

VETERAN STATUS			SERVICES			APPLICATIONS		
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Dependent/Widow	57	8	Legal	1	22	VA Medical Center	0	11
Other	115	9	Loan	10	23	Medical Insurance	0	12
TOTAL 7-9:	265		Medical	22	24	Social Security	0	13
MODE			Pension	62	25	Medicaid	0	14
Personal	51	10	PTSD	0	26	AFDC	0	15
Phone/Mail	296	11	Social Security	1	27	SSI	0	16
TOTAL 10-11:	347		Social Services	0	28	Subtotal 11-16:	0	17
			Tax	12	29	TOTAL 8 & 17:	20	
			Letter Review	3	30			
			Discharge Review	2	31			
			Other	36	33			
			TOTAL 12-33:	301				

John M.

PERSONNEL COMMITTEE

**NOT
APPROVED**

March 5, 1999

MAR 9 1999

Present: Kenneth Nielsen, Edmund Burdick, Robert Heineman, Preston Lucas, William Dibble, Doug Dillon, Brenda Hotchkiss, John Margeson and Dale Dutton

Minutes of the 01/25/99, 02/01/99 and 02/15/99 committee meetings were approved by motion of R. Heineman, seconded by P. Lucas and carried.

Workers' Compensation

Doug Dillon reported that six hearings were held in February. Two cases were closed and four cases were continued.

Doug presented statistical data of 1998 claims vs. 1997 claims. Loss claims increased to 24 in 1998 from 16 in 1997 due primarily to fire department claims.

Doug updated a budget overrun of \$21,299, which was offset by approximately \$24,000 in reimbursements. Final balances and reserves were reviewed.

Doug noted that Brian Baty was comparing workers' compensation claims against health coverage claims to ensure claims were classified correctly and were not duplicated.

Brenda Hotchkiss provided a summary of expenditures from the insurance reserve fund and a report of activity within the 1998 risk retention fund.

Scott Spillane provided an overview of his first two months as Director of the Veterans' Service Agency. He discussed activities and noted he would be attending a school to obtain his American

Legion accreditation March 16-20, 1999. A monthly report on contacts and services was distributed and discussed. Scott was asked to provide this monthly report to all legislators.

Dale Dutton provided a two-year summary history of arbitrations/grievances between Local 2574 and the County.

John Margeson requested establishment of a \$500 petty cash fund for the County Clerk. Motion was made by P. Lucas, seconded by W. Dibble and carried to so create. **PREPARE RESOLUTION**

John Margeson requested creation of a position of Index Clerk in the County Clerk's Office. Motion was made by E. Burdick, seconded by R. Heineman and carried to so create. **PREPARE RESOLUTION**

Meeting adjourned.

Respectfully submitted,

Dale Dutton
Personnel Officer

John M.

NOT
APPROVED

FEB 5 1999

PERSONNEL COMMITTEE

February 1, 1999

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

Minutes of the January 4, 1999 committee meeting were approved by motion from R. Heineman, seconded by P. Lucas and carried.

Workers' Compensation

Doug stated that the safety meeting dates have been set for the County February 17 and 24, Towns March 10 and 12, Villages March 17.

Doug reported that six hearings were held in January. Three cases were closed and three cases were continued.

The meeting held with the Fire Comp. Representatives was successful. Doug thanked E. Burdick and J. Walchli for attending.

Doug's request of the fire companies and ambulance corps to receive copies of their by-laws and/or constitutions has only resulted in 3 responses.

The supplemental accident report is receiving a less than 50% response.

Discussion was held regarding firefighter and ambulance corps physicals. Doug is to get a price from Jones Memorial Hospital on the cost of a more comprehensive physical and try to negotiate a price.

Doug reported to the committee pertaining to chargebacks of comp bills. The local law currently prohibits this action.

Doug reviewed the Summary of Claims with the Committee. Discussion was held.

The committee approved the appointment of Douglas Dillon as Executive Secretary of the Allegany County Mutual Self-Insurance Plan for the 1999 calendar year.

Old Business: Discussion was held regarding a nepotism policy. Motion was made by R. Heineman, seconded by P. Lucas to adopt a Nepotism Hiring Policy. Motion carried. **PREPARE RESOLUTION**

P. Lucas requested that the committee refer to Ways & Means the request that all Departments submit organizational charts in time for the year 2000 budget preparation. After discussion, J. Walchli said he would write a letter to Department Heads requesting organizational charts be submitted to Dale and/or John Margeson.

New Business: Dale presented to the committee the request from the Veterans' Office regarding TERA (Temporary Early Retirement Authority). With the completion of the necessary forms, Allegany County will be registered as a public service organization with the Federal Government, which would benefit early military retirees for additional service credit at age 62. Motion made by R. Heineman, seconded by P. Lucas to approve action. Motion carried.

John Margeson presented the referral from Human Services regarding the creating and grading of Director of Services. After discussion motion was made by P. Lucas to create the position of Director of Services and place the title in Grade 18 of the Non-Unit Salary Plan. Motion was seconded by R. Heineman and carried.

PREPARE RESOLUTION

John Margeson stated that Brian Baty was unable to attend today's meeting due to a death in his family. The committee will meet Friday, February 5th at 2PM to meet with Brian Baty.

John Walchli requested of Dale a count of grievances received over the last 2 years, and the number of arbitrations won or lost.

Discussion was held regarding employee suggestions on County savings and/or cost cutting ideas.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 02/05/99

The Personnel Committee is proposing this Nepotism Hiring Policy for adoption in the interest of avoiding conflicts of interest between work-related and family-related obligations, reducing favoritism, nepotism or even the appearance of such and preventing family conflicts from affecting the workplace.

FISCAL IMPACT:

For further information regarding this matter, contact:

Dale Dutton, Personnel Officer
Name and Department

268-9212
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

Date: 1/29/99

The Department of Social Services is seeking to modify the work assignment of the Deputy Commissioner and to subsequently create the Grade 18 non-unit position of Director of Services. The Deputy Commissioner position will be filled by a current Grade 18 non-unit employee, whose current position will not be filled. This shift in duties and creation of a new title and position will simultaneously allow the Department to appropriately recognize and value a long-time and highly skilled employee, and create a career track in the Services division.

The Personnel Director has developed a job description for the modified Deputy Commissioner position and the proposed Director of Services. Both job descriptions are available for review upon request.

A referral to the Personnel Committee for approval of the changes is required.

FISCAL IMPACT: There will be no fiscal impact as a result of these changes. The Department currently has, and will retain, three non-unit Grade 18 positions.

John M.
**NOT
APPROVED**

PERSONNEL COMMITTEE

FEB 2 1999

JANUARY 25, 1999

Present: K. Nielsen, R. Heineman, R. Lucas, Wm. Dibble, E. Burdick, J. Margeson

The meeting was called to order at 1:00 p.m. by Chairman Nielsen. J. Margeson informed the committee of the need to retain the services of an accredited representative of the American Legion and Veterans of Foreign Wars. Duane Griswold, former Veterans Services agency officer, is an accredited representative while H. Scott Spillane, the newly appointed Veterans Services agency officer, is not. Mr. Spillane will be making arrangements to secure such status, though in the meantime it was recommended the County contract with Mr. Griswold who, by virtue of possessing such accreditation, is empowered to perform certain administrative functions on behalf of the County veterans community.

On motion of Wm. Dibble, seconded by R. Lucas, the committee approved the preparation of a contract and resolution to approve same. Said contract will remunerate Mr. Griswold at a rate of \$25.00 per hour. The contract restricts Mr. Griswold's commitment of time to no more than 100 hours per month and the contract is to terminate on March 31, 1999. **Prepare resolution**

Mr. Lucas requested that Mr. Spillane inform the committee on a monthly basis as to the number of hours Mr. Griswold performs pursuant to the contract and to advise the committee of his own progress in becoming accredited. Mr. Margeson suggested the committee sponsor a resolution to transfer \$1,500 from A6510.101 Veterans Affairs- Personal Services to A6510.431 Veterans Affairs- General Govt. Support to cover the cost of the contract.

On motion of Wm. Dibble, seconded by E. Burdick the committee approved this transfer. **Prepare resolution**

Meeting adjourned at 1:15 p.m.

John Margeson

John M.

PERSONNEL COMMITTEE

**NOT
APPROVED**

January 4, 1999

JAN 6 1999

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

Minutes of the December 7, 1998 Personnel Committee were approved by motion from P. Lucas, seconded by E. Burdick and carried.

Workers' Compensation

Doug reported eleven hearings were held in December. Three were closed, eight were continued.

Motion was made by P. Lucas, seconded by E. Burdick to have Doug investigate the possibility of billing back a portion of compensation insurance to the agency served. Motion carried. Doug will report back at next month's meeting.

On January 7, 1999 at 7 PM Doug will be meeting with County Firemen.

Motion was made by P. Lucas, seconded by W. Dibble for the County Attorney to prepare a resolution for the appointment of Harvey (Scott) Spillane for the term of one year - 01/04/99 - 12/31/99 as Director of Veterans' Service Agency. Motion carried. **PREPARE RESOLUTION**

Motion was made by P. Lucas, seconded by R. Heineman to direct the County Attorney to prepare a resolution to amend the Section 4 Salary Plan to show the increase in the District Attorney's salary to be \$119,800 effective 01/01/99. Motion carried. **PREPARE RESOLUTION**

Personnel Committee
December 7, 1998

Page 2

Preston Lucas stated items he would like to see initiated in 1999. Revision in health insurance to reflect a savings to the county; change the procedure for filling and/or creating positions; establish a policy regarding nepotism for the County; and creating a committee agenda with old and new business preceding the committee meeting.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician