

**NOT
APPROVED**

Personnel Committee
December 3, 2001

John M.
RECEIVED
DEC 4 2001
COUNTY
LEGISLATORS

Present: Robert Heineman, Kenneth Neilsen, Curtis Crandall, Preston Lucas, Edmund Burdick, Edgar Sherman, William Dibble, Doug Dillon, Bernie Morris and John Margeson

Minutes of November 5, 2001 Personnel Committee were approved by motion from W. Dibble, seconded by C. Crandall and carried.

Workers' Compensation

In November five hearings were held. Two cases were closed. Three were continued. Two of the three continued cases were due to claimants not appearing.

Doug reviewed the budget actual through October and projected November and December 2001. He's under budget by \$80,000.

Doug presented a number of transfers to be made within accounts. Motion was made by P. Lucas, seconded by K. Nielsen to approve transfers. Motion Carried.

Doug reviewed with the committee the report of participant injury relating to assessment of municipalities. Discussion was held. Motion was made by W. Dibble, seconded by C. Crandall to accept assessment Proposal #3 for the year 2003 and directed the County Attorney to prepare the necessary resolution. Motion carried. Prepare Resolution.

The committee supported upon the recommendation of W. Dibble Doug writing a letter to the State Workers' Compensation Office regarding the scheduling of workers' compensation hearings.

H & V Risk Consultants contract reviewed by the County Attorney for the year 01/01/02 - 01/01/03 at the cost of \$10,000 was approved by motion from P. Lucas, seconded by K. Nielsen and carried. Prepare Resolution.

Referral from Human Services committee to continue 3 temporary positions of Caseworker, Employment Specialist and Social Welfare Examiner in the Social Services Department was reviewed by the committee. These positions

are 100% funded by the State. Motion was made by P. Lucas, seconded by E. Burdick to approve above positions until 12/31/02. Motion Carried. Prepare Resolution.

The committee directed the county attorney to prepare the necessary resolution for the compensation of county employees whose titles are in the Section 4 Salary Plan, Non-Unit Salary Plan, Deputy Sheriff's Salary Plan, AFSCME Unit Salary Plan and Nurses' Salary Plan for the calendar year 2002 by motion from C. Crandall, seconded by W. Dibble. Motion carried. Prepare Resolution.

Human Services Committee in Executive Session approved Doctor Anderson's request to increase the salary of the Intensive Case Manager Coordinator to \$40,061 to be effective 12/1/01. The action and referral to Personnel Committee was omitted from the Human Services Committee minutes. Motion was made by P. Lucas and seconded by W. Dibble to approve the salary increase to be effective 12/1/01. Motion carried. Prepare Resolution.

Human Resources Department requested a resolution for the transfer of funds from 1430.424 of \$240 to 1430.201 Equipment. Motion was made by K. Nielsen, seconded by W. Dibble to approve transfer. Motion carried. Prepare Resolution.

Motion was made by P. Lucas, seconded by E. Burdick to approve the change of civil service examination fees to the following schedule \$5.00 decentralized exams, \$7.50 state exams; \$12.50 uniformed state exams to be effective January 1, 2002. Motion carried. Prepare Resolution.

Motion was made by W. Dibble, seconded by K. Nielsen to change personnel titles in the Non-Unit salary schedule to Human Resource Specialist (Personnel Technician) and Human Resource Assistant (Personnel Clerk). Motion carried. Prepare Resolution.

Discussion was held regarding the request of Terri Ross, Deputy Co. Treasurer to be paid her accumulated sick, personal and vacation. The sick accruals to be paid at 50% of the accumulated time. Motion was made by P. Lucas, seconded by E. Burdick to approve payment of accumulated vacation and personal benefit time. The sick accruals to be paid at 50% of the accumulated benefit. Motion carried.

Motion was made by P. Lucas, seconded by E. Burdick to establish the policy for civil service employees elected to county positions ie. Treasurer, Sheriff, will receive payment of accumulated sick, personal and vacation. Sick accruals to be paid at 50% of the accumulated time. The Human Resources Department will keep record of time paid to such employee. Motion carried.

Bernie reported a new proposal had been submitted to AFSCME.

Bernie referred to the Human Services minutes of October 14, 2001 which made mention of establishing three Registered Professional Nurse position to cover weekends. After discussion it was determined that Human Services committee should create these positions at the next meeting.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 12/03/01

Changing titles in the Non-Unit Salary Plan of Personnel Technician to Human Resource Specialist and Personnel Clerk to Human Resource Assistant to go along with department name change.

FISCAL IMPACT: none

For further information regarding this matter, contact:

Bernard J. Morris, Personnel Officer

Name and Department

268-9212

Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 12/03/01

In an effort to increase recruitment in examination process, the fees are being decreased to what the State Civil Service Dept. requires.

FISCAL IMPACT: \$1000.00

For further information regarding this matter, contact:

Bernard J. Morris, Personnel Officer
Name and Department

268-9212
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 12/03/01

Transfer of funds for the purchase of a file cabinet for the Human Resources Dept.

FISCAL IMPACT: \$240.00

For further information regarding this matter, contact:

Bernard J. Morris, Personnel Officer
Name and Department

268-9212
Telephone Number

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NOV 28 2001

ALLEGANY COUNTY
LEGISLATORS

John m.

PERSONNEL COMMITTEE MINUTES

November 5, 2001

NOT
APPROVED

Present:

Robert Heineman, Kenneth Nielsen, Edmund Burdick, Preston Lucas, William Dibble, Ed Sherman, Brenda Hotchkiss, James Gallman, Bruce Reuning, Dan Guiney, Brian Baty and Bernie Morris

Called to order @ 1:00 PM

Minutes of the October 2, 2001 meeting were approved.

Election Commissioners Gallman and Reuning reviewed their Deputies request for an increase in salary. The Committee directed the Personnel Officer to evaluate the positions and salaries relative to jobs of similar responsibility in Allegany and surrounding counties.

Brian Baty quoted the cost of increasing the County's Umbrella Liability coverage from the current \$2,000,000 to \$5,000,000. The Committee authorized increasing coverage to \$5,000,000.

Brian provided an overview of the general insurance market and potential for cost increases when coverages are next renewed.

Doug Dillion and Brian are researching various Workers' Compensation funding methods for participants and the setting of appropriate reserves.

Moved to Executive Session for Attorney/Client discussion of an insurance matter with County Attorney Guiney.

After return to regular session discussed the Salary Step placement of Traffic Program Coordinator Kath Buffington, but took no action.

Advised by Bernie Morris that some progress was made in negotiations with AFSCME, but more needs to be done particularly in the area of health insurance before an agreement is reached.

After discussion tabled a Referral from Way & Means on the topic of Department Head and Section 4 Employees annual salary evaluation.

Adjourned @ 2:20 PM

BJM

11/27/2001

PERSONNEL COMMITTEE MINUTES

October 2, 2001

Present:

Robert Heineman, Kenneth Nielsen, Edmund Burdick, Preston Lucas, Curtis Crandall, William Dibble, Edgar Sherman, Doug Dillon, Dan Guiney, John Margeson and Bernie Morris

Called to order @ 1:05 PM

Minutes of the September 4, 2001 were read and approved.

Worker's Compensation

Doug Dillon reviewed W/C Self Insured Fund performance through September, noting there were no hearings conducted during the month as a consequence of the ALJ's being reassigned to deal with cases arising from the 9/11, NYC attack.

Doug continues to study funding various methods to provide for the most equitable means of assessing Fund members.

The composition and costs of pre-employment physicals for newly hired employees were discussed. Doug Dillon and Bernie Morris are to continue studying and report cost effective recommendations for employee and volunteer fire service physicals.

Moved to Executive Session

In regular session approved ratification of the tentative labor agreement between NYSNA and Allegany County covering the period 1/1/2000 – 12/31/2003.

PREPARE RESOLUTION

Moved to Executive Session for Attorney/Client discussion of an insurance matter with County Attorney Guiney.

After return to regular session approved Veterans Agency request for transfer of funds, \$209.24 from A6510.401 Postage/Freight to A6510.201 Equipment.

PREPARE RESOLUTION

Committee approved Personnel Officer's request to change the Department's name from Personnel and Civil Service Department to Human Resources and Civil Service Department to reflect current commonly used terminology.

PREPARE RESOLUTION

Acting on a referral from the Public Works Committee, Personnel approved the creation of eight (8) temporary Motor Equipment Operator I positions to be created only in the event that a Snow & Ice control side agreement cannot be reached with AFSCME Local 2574 for the 2001 – 2002 snow season.

PREPARE RESOLUTION

Acting on a referral from the Committee of the Whole, Personnel requested the Personnel Officer research the preparation of a job description for Medical Director.

The Committee discussed dealing with the possibility of employees who are EMS volunteers being called to assist in disaster relief efforts by New York State.

The Committee noted Traffic Program Coordinator Kath Buffington's participation in the highly successful Packages of Caring effort for NYC rescue workers.

Legislator Lucas expressed his concern in the light of recent events that the County address the security of County electronic data records.

Adjourned @ 3:45 PM

BJM

10/11/2001

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 10/2/01

A resolution is requested to transfer \$209.25 from A6510.401 (Postage/Freight) to A6510.201 (Equipment).

The purpose is to purchase a chair for the Director.

FISCAL IMPACT: \$209.25

For further information regarding this matter, contact:

H. Scott Spillane

Name and Department

716-268-9388

Telephone Number

**NOT
APPROVED**

PERSONNEL COMMITTEE

September 4, 2001

RECEIVED

SEP 10 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Kenneth Nielsen, Edgar Sherman, Curtis Crandall, William Dibble, Edmund Burdick, Preston Lucas and John Margeson

Minutes of the August 6, 2001 meeting were approved by motion from K. Nielsen, seconded by C. Crandall and carried.

Workers' Compensation

Six hearings were held in August. One case was closed and five were continued.

Hearing officers for the 207-C Workers' Compensation cases have been hired. A hearing date has been set for October 2001.

Doug is still working with Brian Baty on new apportionments.

Doug will be meeting with Bernie Morris on new physical forms and appropriate fees.

Doug will be attending the Self-insured Counties Association meeting October 3-5, 2001.

The Board of Elections requested a transfer of funds from 1450.401 to 1450.210 for divided inserts for fireproof files totaling \$1616. Motion made by P. Lucas, seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the transfer of funds. Motion carried. **PREPARE RESOLUTION**

Veterans' Director, Scott Spillane, presented the Veterans' Agency budget to the Committee for review. Motion was made by W. Dibble, seconded by E. Burdick to approve .2 and .4 accounts of the Veterans' budget as recommended by Budget Officer John Margeson. Motion carried.

Elaine Herdman, Deputy Elections Commissioner, presented the Board of Elections budget to the Committee. Motion was made by E. Burdick, seconded by P. Lucas to approve .2 and .4 accounts of the Elections budget as recommended by Budget Officer John Margeson. Motion carried.

Board of Elections Report for months of May, June, July, August 2001 was given to the Committee.

Bernie Morris, Personnel Officer presented the Personnel Department budget. Motion was made by C. Crandall, seconded by W. Dibble to approve .2 and .4 of the Personnel budget as recommended by Budget Officer John Margeson. Motion carried.

Bernie reported to the Committee regarding crediting time of Legislators to the Retirement System. After discussion, motion was made by E. Burdick, seconded by W. Dibble to support a resolution for the purpose of determining days worked reportable to NY State and Local Employees' Retirement System with the following standard workday for its members, five day workweek, six hour day retroactive to 01/01/00. Motion carried. Voting NO: P. Lucas. Refer to Ways & Means Committee.

Brenda Hotchkiss, Clerk of the Board presented the Insurance budget. Motion was made by P. Lucas, seconded by K. Nielsen to approve as presented. Motion carried.

Bernie stated that it has been requested by AFSCME Union 2574 that the February 9, 2001 Personnel Committee minutes which stated a contract proposal made by AFSCME should read a contract proposal made by Mediator Adam Kaufman. Motion was made by P. Lucas, seconded by E. Burdick that the contract proposal in the minutes of February 9, 2001 is clarified as a proposal from the mediator. Motion carried.

John Margeson presented the health insurance budget. Motion was made by E. Burdick, seconded by K. Nielsen to accept as presented. Voting NO: P. Lucas. Motion carried.

Linda Healy, Deputy County Clerk, presented the County Clerk's budget. Motion was made by W. Dibble, seconded by C. Crandall to approve .2 and .4 accounts of the budget as recommended by Budget Officer John Margeson. Motion carried.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 8/17/2001

Trasfer \$1616.00 from 1450.401 to 1450.210 for the purpose of paying for devided inserts for the fireproof files.

FISCAL IMPACT:

For further information regarding this matter, contact:

Joyce Bledsoe, Board of Elections

Name and Department

295

Telephone Number

Board of Elections Monthly Report

Months of May, June, July, August, 2001

Public Information Requests

Request for access to public records	269	
Requests for lists	136	
Requests for disks	29	
Requests for absentee information	464	
Faxed information out	36	
Faxes received with information /requests	14	
Requests for registration forms	450	
Phone calls received	430	(plus 4 weeks with no phones, other than cell phone, which worked spottily, and messages at court house)
Phone calls made	120	
OTHER Requests for petitions and or information	51	
Request for financial disclosure information	19	
Financial disclosure information received	13	

Registrations

NYS DMV transmittals	528	
Agencies	256	
Mail	328	total of 1112
Forwarded from other counties	39	
Sent to other counties	33	
Scanned signatures	458	

Cancellations

Deaths	canceled 62	looked up only 21
Moved to other counties re voter	21	
	Re other counties 48	
	Re other states 21	
State BOE		
State DMV or Vital Statistics	23	
Felons	letters sent and canceled 9	looked up only 16 forwarded to other counties - 6
People now registered in Allegany County		
	Notices sent to other counties to cancel 49	
	Notices sent to other states to cancel 29	

Mailings

Acknowledgement cards	1112
Change of Enrollment Cards	79
Registrations	115
Sent registration for more information	56
Mailings returned with forwarding order, NFO, etc. that required extra mailings or work	- 57

Election Operations

1. worked with the maintenance people on the remodeling of the new office
2. redistricting letters were sent to those voters affected in the towns of Alfred and Bolivar
3. NTS worked on the computer on 4 separate occasions
 - a. making sure we were connected right after the move
 - b. updating the mail check files
 - c. updating the new changes NTS made in the files
 - d. working on the poll book files
4. did the NCOA mailings in May
there were a total of 586 voters flagged
 - 292 were family moves
 - 257 were individual moves
 - 37 were returned NFO
 - 239 confirmation and 253 transfer notices were sent out
 - 41 we had already updated
 - 7 went to nursing homes
 - 9 were military33 transfer notices were returned with the correct information as were 25 confirmation notices
5. worked with the candidates and/or their respective treasurers on the financial disclosure forms
6. Party calls from the respective parties were filed in the office
7. Petitions filed
 - Republican – 82
 - Conservative – 42
 - Democrat – 5
 - Green – 1
 - Independence – 6
 - Independent – 19 one petition was challenged and disqualified
8. letters were sent to all of our inspectors/alternates and those interested in becoming inspectors about training class
9. five inspector schools were held at the Board to update our inspectors (76 inspectors and alternative attended)
10. we sent out lists of voters and permanent absentee voters to their respective school districts
11. worked with candidates on their petitions
12. revamped our filing system when the new fire proof cabinets came in
13. Deputies Herdman & Bledsoe attended the Spring Election Commissioner's Conference in Old Forge. (topics of discussion were: redrawing of election district lines, recanvass procedures, county attorney's responsibilities to the BOE, reviewing current forms, question and answer period with the SBOE, inspector training and recruitment, legislative updates to election law, a speaker from the nycitizen.org regarding handicapped accessibility, and regional meetings.)
14. updated the voter information for the Judicial Court System
15. ordered poll books from NTS, ballots from Fort Orange Printing

16. faxed the media (tv, radio, newspaper) candidate information for the September primary
17. sent letters to the Town Clerks regarding their duties on Primary day and when they need to pick up and return their election supplies to the BOE
18. sent a letter to the Town Board in Amity regarding inspector salaries (they are the lowest paid inspectors \$4.54 per hour in the County)
19. redistricted Wellsville, updated maps and street listings for inspectors
20. spoke with the SBOE several times regarding questions on petitions, right to sign petitions and vote at caucuses, residency, and their interpretation of the election law
21. ordered supplies for the election bags

**NOT
APPROVED**

PERSONNEL COMMITTEE

August 6, 2001

John M.
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AUG 10 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Kenneth Nielsen, Edmund Burdick, Preston Lucas, Curtis Crandall, William Dibble, Edgar Sherman, Bernie Morris and John Margeson

Minutes of the 07/02/01 Personnel Committee were amended to read ... Self-Insurance budget in place by July 15... not June 15, by a motion from C. Crandall, seconded by K. Nielsen. Motion carried. Motion to approve the minutes as amended moved by E. Burdick, seconded by P. Lucas and carried.

Workers' Compensation

Doug Dillon was not in attendance due to hearings.

Doug requested the committee take action to approve the 2002 Assessments to plan participants. Motion was made by C. Crandall, seconded by P. Lucas to approve the 2002 Assessments to plan participants as presented. Motion carried.

Doug is still working with Brian Baty to formulate a plan to change the assignment method to participants.

Request was received from the Personnel Department for a resolution to transfer \$236.00 from Account No. 1430.434 to Account 1430.201 Equipment. Motion was made by P. Lucas, seconded by W. Dibble to approve the transfer. Motion carried.

PREPARE RESOLUTION

Bernie reported that the Supreme Court Judge NeMoyer denied the AFSCME motion to have Arbitrator Schmidt's decision of the Snow and Ice Arbitration overturned.

Bernie stated that the County and AFSCME met with the mediator, Adam Kaufman, in July. Proposals and counter-proposals were discussed. Another negotiating meeting will be scheduled in August.

Bernie said that the County and the Nurses met with the fact-finder, Donna Beal, in July. Positive steps were made. Next meeting is scheduled for August 15th.

Bernie reviewed with the Committee the designation of the two Deputy Sheriffs assigned to the Drug Task Force doing investigatory duties. Discussion held. Motion was made by W. Dibble to have Bernie and John Margeson finalize status of this issue. Motion seconded by P. Lucas. Motion carried.

Discussion was held regarding credited time given to the Legislators by the Retirement System. The Committee asked Bernie to look into this.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 8/6/01

Personnel Department requests transfer of funds from Account No. 1430.434 to Account No. 1430.201 Equipment totaling \$236.00.

FISCAL IMPACT: \$236.00

For further information regarding this matter, contact:

Bernie Morris

Name and Department

Ext. 212

Telephone Number

RECEIVED

JUL 9 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

July 2, 2001

John M.
**NOT
APPROVED**

Present: Robert Heineman, Preston Lucas, Edmund Burdick, Kenneth Nielsen, Curtis Crandall, William Dibble, Doug Dillon, Bernie Morris and John Margeson

Motion was made by W. Dibble, seconded by K. Nielsen to amend minutes of June 11, 2001 to read Assistant Public Defender. Motion carried. Motion was made by W. Dibble, seconded by K. Nielsen to approve the minutes of June 1, 2001 and the minutes of June 11, 2001 as amended. Motion carried.

Workers' Compensation

Doug reported one hearing was held. The claimant did not attend. The judge denied benefits as the claimant had not reported wages earned while on comp.

Doug presented the 2002 Self-Insurance Budget, which has to be in place by June 15, 2001. The budget has been approved by the Budget Officer. Motion was made by P. Lucas, seconded by E. Burdick to approve the 2002 Self-Insurance Budget.

Doug reported on attending the June meeting of Fire Chief and members in Petrolia. The awards were well received as were the booklet on use of forms and the insurance speaker.

Recent developments on 207-c participants have determined the participants are no longer eligible for 207-c benefits and have been notified the benefits will soon cease.

Discussion was held regarding workers' compensation coverage for the Sheriff's SWAT Team. Doug will contact the County Attorney for further clarification.

The appeal in the Rabies case is currently in the County's favor.

Discussion was held regarding the Data Analyst position in the Sheriff's Department. Motion was made by P. Lucas, seconded by C. Crandall to create one position of full-time temporary Data Analyst in the Sheriff's Department. Motion carried. PREPARE RESOLUTION

Motion was made by P. Lucas, seconded by K. Nielsen to place the title of Data Analyst in the Section 4 Salary Plan with the salary of \$26,978. Motion carried. **PREPARE RESOLUTION**

Discussion was held regarding the Traffic Program Coordinator. Motion was made by P. Lucas, seconded by W. Dibble to create on position of Traffic Program Coordinator in the Sheriff's Department to be abolished should the funding by the Governor's office end. Motion carried. Voting NO: E. Burdick
PREPARE RESOLUTION

Motion was made by W. Dibble, seconded by C. Crandall to place the title of Traffic Program Coordinator in the Non-Unit Salary Plan at Grade 6, Step 4. Motion carried. Voting NO: E. Burdick
PREPARE RESOLUTION

Bernie Morris reported that he and John Margeson reviewed the salary of the Undersheriff. Due to the progression of increasing responsibility their recommendation to the committee was to place the title of Undersheriff in Grade 10 of the Non-Unit Salary Plan. Motion was made by P. Lucas, seconded by K. Nielsen to remove the title of Undersheriff from Grade 9 and place the title in Grade 10 of the Non-Unit Salary Plan. Motion carried.
PREPARE RESOLUTION

Bernie reported the fact-finding hearing for the NYSNA contract is scheduled for July 19, 2001.

The AFSCME Local 2574 Negotiating Committee is meeting July 9th to consider a proposal from the County.

July 27, 2001 a court hearing is being held for the Snow & Ice Arbitration decision, which is being sought by Local 2574 to overturn.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: July 2, 2001

Based on review of duties by Bernie Morris, Personnel Officer, the proposed position was titled Traffic Program Coordinator. Position jurisdictional classification is Competitive. Position will be in the Sheriff's Department.

FISCAL IMPACT: \$31,160 salary - 100% funding by Governor's office

For further information regarding this matter, contact:

B. Morris/R. Belmont
Name and Department

Ext. 212/200
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: July 2, 2001

Based on review of duties by Bernie Morris, Personnel Officer, the proposed position was titled Data Analyst. Position jurisdictional classification is Competitive. Position will be in the Sheriff's Department.

FISCAL IMPACT: \$26,978 annual salary

For further information regarding this matter, contact:

B. Morris/R. Belmont

Name and Department

Ext. 212/200

Telephone Number

**NOT
APPROVED**

PERSONNEL COMMITTEE

June 11, 2001

John M.
RECEIVED

JUN 13 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Curtis Crandall, Edmund Burdick, Preston Lucas, William Dibble, Kenneth Nielsen, Brian Baty, Dan Guiney, Brenda Hotchkiss, Bernie Morris

Dan Guiney asked if the committee would go into Attorney/Client session. Motion made by W. Dibble, seconded by C. Crandall to go into Attorney/Client session. Motion carried.

In regular session, Brian Baty reviewed Public Officials Liabilities Quotes. Motion was made by P. Lucas, seconded by W. Dibble to accept Hanover Insurance Company quote of \$20,658 with a renewal date of 07/01/01. Motion carried.

The committee requested aggregate coverage quotes from Brian, which he will secure as soon as possible.

On a referral from Public Safety, motion was made by P. Lucas, seconded by W. Dibble to create one position of Public Defender (3) Part-time. After discussion W. Dibble moved to amend the motion to have the position end 12/31/01. P. Lucas seconded the motion. Motion carried. Motion carried on the original motion as amended to create one position of Public Defender (3) Part-time for a period ending 12/31/01. PREPARE

RESOLUTION

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

Allegany County

Public Officials Liability Quotes

	Expiring	Coregis Quote	Hanover Ins. Co. Quote
	<i>Coregis</i>	<i>Best Rating = A</i>	<i>Best Rating = A+</i>
Policy Form	Claims-Made Indemnity Form	Claims-Made Indemnity Form	Claims-Made Duty to Defend
Limits	\$1,000,000 per occur. \$1,000,000 aggregate	\$1,000,000 per occur. \$1,000,000 aggregate	\$1,000,000 per occur. \$1,000,000 aggregate
Defense Costs	Inside Limits	Inside Limits	Outside Policy Limits
Retention / Deductible	\$10,000 retention	\$15,000 retention	\$10,000 deductible
Retroactive Date	None	None	None
Coverages	Employment Practices Liability- Included Coverage for defense of Non-Monetary claims - Included	Employment Practices Liability- Included Coverage for defense of Non-Monetary claims - Included	Employment Practices Liability – Included Coverage for defense of Non-Monetary Claims – In cluded Back Wages Coverage
Premium	\$20,588	\$25,435	\$20,658

Notes:

The current policy with Coregis and the Coregis renewal quote do not exclude coverage for Adoption/Foster Care services or Medical Malpractice.

**NOT
APPROVED**

PERSONNEL COMMITTEE

June 1, 2001

John M.
RECEIVED
JUN 11 2001
ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Edmund Burdick, William Dibble, Curtis Crandall, Kenneth Nielsen, Doug Dillon and Bernie Morris

Minutes of Personnel Committee of May 1st and May 14th were approved by motion from K. Nielsen, seconded by C. Crandall. Motion carried.

Worker's Compensation

Doug stated that two (2) hearings were held in May. Both cases were closed.

Doug presented a proposed Worker's Comp budget which has to be adopted by July 15, 2001. Overall the budget reflects a 1.1% increase to participants. Action to be taken at the July meeting.

Doug said he hoped to attend a County Fire meeting in Scio in mid-June. He would be presenting a booklet to companies which would explain use of forms, procedures, etc. He also plans to present Firematic awards.

Doug reported that two employees of 207C had their status reviewed. A determination should be made soon.

A proposed 207C language change is pending before the State legislature. Doug will bring more information to the committee for possible resolution supporting no change in the 207C language.

County Clerk, Joseph Presutti requested a transfer of funds of \$300 from A1410.411 (Repairs) to A1410.201 (Equipment) to purchase a time stamp clock for recording and filing of legal documents. Motion made by W. Dibble and seconded by C. Crandall to approve transfer. Motion carried. PREPARE RESOLUTION

Motion was made by K. Nielsen, seconded by E. Burdick to direct the County Attorney to prepare a resolution for July increments for certain County employees. Motion carried. **PREPARE RESOLUTION**

Referral from Technology Committee to set an hourly rate for Data Processing Aide was reviewed. Motion was made by K. Nielsen, seconded by E. Burdick to set the hourly rate at \$8.50/hour for the Data Processing Aide to end September 1, 2001. Motion carried.

The Committee reviewed the request to create a position of Solid Waste Equipment Mechanic. Specification was reviewed. Motion was made by W. Dibble, seconded by K. Nielsen to place the title of Solid Waste Equipment Mechanic in Grade 14 of the AFSCME Salary Plan. Motion carried. **PREPARE RESOLUTION**

Motion was made by W. Dibble, seconded by K. Nielsen to create one position of Solid Waste Equipment Mechanic and abolish one position of Automotive Mechanic in the Public Works Department. Motion carried. **PREPARE RESOLUTION**

Bernie stated that the action of the Committee to set an hourly rate for temporary summer nurses has been grieved by the Nurses Association due to setting an hourly rate outside of the salary schedule. The Committee approved \$15.11 as the summer hourly rate for temporary nurses hired for the Health Department.

Bernie said he had been looking at benefits extended to part-time employees based on Personnel Committee action in 1986. He would evaluate and make a recommendation to the Committee. The Committee extended their approval for him to proceed.

Motion was made by W. Dibble to go into Executive Session, seconded by K. Nielsen. Motion carried.

In regular session Bernie stated that he and John Margeson would be making a recommendation soon on the Undersheriff's salary.

Reference was made to the letter received from the Public Health Sanitarians requesting a salary upgrade. It was decided this was a matter for negotiations, not committee action.

The meeting set for June 4, 2001 to meet with Brian Baty on insurance matters was changed to June 11, 2001 at 1PM.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

Introduction No: _____
(clerk's use only)

COMMITTEE: PERSONNEL

DATE: May 16, 2001

A Resolution is requested approving the transfer of funds from A1410.411 (Repairs) to A1410.201 (Equipment) to purchase a time stamp clock for recording and filing of legal documents.

FISCAL IMPACT: \$300.00

For further information regarding this matter, contact:

Joseph E. Presutti, Allegany County Clerk
(716)268-9270

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: June 1, 2001

July increment for certain County employees hired between 07/01/00 through 12/31/00. Department Head approval received. Resolution to take effect 07/01/01.

<u>Dept.</u>	<u>Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate of Pay</u>	<u>Increment</u>
Co. Clerk	B. Gardner	Index Clerk	08/15/00	\$10.52/hr	\$.25
Health	L. Roeske	Acct.Clk.Typ.	09/05/00	\$10.77/hr	\$.26
Treasurer	J. Budinger	Sr. ACT	09/18/00	\$11.58/hr	\$.33
	C. Dunham	Acct.Clk.Typ.	09/25/00	\$10.77/hr	\$.26
DSS	D. Biancuzzo	Typist	12/06/00	\$9.97/hr	\$.21
	A. Blakeslee	Sr. Typist	07/11/00	\$10.77/hr	\$.26
DPW	B. Billings	HME01	10/11/00	\$11.19/hr	\$.33
	J. Schneider	Auto. Mech.	10/16/00	\$11.19/hr	\$.33
Probation	P. Chamberlain	Typist	08/28/00	\$9.97/hr	\$.21
	R. Glasspoole	PO Trainee	09/25/00	\$14.06/hr	\$.48
	G. Harris	PO Trainee	09/25/00	\$14.06/hr	\$.48
	C. Muhleisen	PO Trainee	11/16/00	\$14.06/hr	\$.48

FISCAL IMPACT:

For further information regarding this matter, contact:

Bernard Morris, Personnel Officer

Ext. 212

Name and Department

Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: June 1, 2001

Job classification review completed by Personnel Officer, Bernie Morris established Solid Waste Equipment Mechanic. Place title in Grade 14 of AFSCME Salary Plan. One position of Automotive Mechanic to be abolished.

FISCAL IMPACT:

For further information regarding this matter, contact:

Bernie Morris/John Mancuso
Name and Department

Ext. 212/230
Telephone Number

**NOT
APPROVED**

John M.
RECEIVED
MAY 17 2001
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

May 14, 2001

Present: Robert Heineman, Edmund Burdick, Preston Lucas, William Dibble, Kenneth Nielsen, Curtis Crandall, Edgar Sherman

Bernie Morris, Personnel Officer presented a request from Gary Ogden, Public Health Director to hire an employee for the position of Physically Handicapped Children's Program Coordinator at Step 5 of Grade 5 of the Non-Unit Salary Plan based on the candidates education, years of experience and duties of the position. The motion was made by P. Lucas to approve hiring at Grade 5, Step 5 of the Non-Unit Salary Plan, seconded by W. Dibble. After discussion, motion was made by C. Crandall to amend the original motion to Step 4, seconded by K. Nielsen. Motion carried. Voting NO: P. Lucas. R. Heineman called for a vote on the original motion as amended. Motion carried. Voting NO: P. Lucas.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

**NOT
APPROVED**

John M.

RECEIVED

MAY 10 2001

PERSONNEL COMMITTEE

May 1, 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Edmund Burdick, William Dibble, Kenneth Nielsen, Preston Lucas; Curtis Crandall, Doug Dillon and Bernie Morris

Minutes of the April 2, 2001 meeting were approved by motion from E. Burdick, seconded by K. Nielsen and carried.

Workers' Compensation

Doug reported seven (7) hearings were held in April. Three (3) cases were closed, three (3) cases were continued and one (1) was cancelled. Discussion held.

Doug discussed with the Committee the questions he had been asked regarding Wellsville becoming a city and what effect that would have on Workers' Comp. K. Nielsen thanked Doug for the information he had provided.

Doug reported that the end of year 2000 report showed the self-insurance fund below plan by \$89,000.

Doug is still working to finish reassessments. Needs County's information.

Discussion was held with Sheriff Belmont and the Committee regarding his request for a temporary full-time position. After review of the duties, the position was titled Data Analyst by Bernie Morris, Personnel Officer. Motion was made by E. Burdick, seconded by P. Lucas to create one full-time temporary position of Data Analyst in the Sheriff's Department. Motion carried. **PREPARE RESOLUTION**

Discussion was held regarding the salary of the position. Under contract the salary is \$35,000. It was moved by W. Dibble, seconded by K. Nielsen to

refer back to Public Safety Committee for salary recommendation. Motion carried.

Discussion was held with Sheriff Belmont regarding participation in the Drug Task Force.

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

In regular session, on a referral from Human Services, a motion was made by P. Lucas, seconded by E. Burdick to change the salary of the Intensive Case Manager titles (2 & 3) in the Section 4 Salary Plan to \$30,000 from \$29,000. Motion carried. PREPARE RESOLUTION

Motion was made by P. Lucas, seconded by K. Nielsen that a description of duties for the Consumer Advocate which was referred from Human Services was needed from Community Services before action was taken to create a position.

Discussion was held regarding the referral from Human Services to increase the hourly rate to hire temporary Registered Professional Nurses from \$13.00 to \$17.00 per hour. Motion was made by K. Nielsen, seconded by C. Crandall to increase the hourly rate to hire temporary Registered Professional Nurses for the Health Department to \$17/hour for the period June 1, 2001 to September 1, 2001. E. Burdick made the motion to change the hourly rate to \$15/hour, seconded by K. Nielsen. Motion carried. Voting on the original motion as amended to \$15/hour to hire temporary Registered Professional Nurses for the Health Department for the period June 1, 2001 to September 1, 2001. Motion carried. PREPARE RESOLUTION

Motion was made by W. Dibble, seconded by C. Crandall to direct the County Attorney to prepare the necessary resolution to amend the Non-Unit Salary Plan to change the title of Director of Data Processing to Director of Information Technology, create one position of Director of Information Technology and abolish one position of Director of Data processing and appoint a Director of Information Technology. Motion carried. PREPARE RESOLUTION

Bernie discussed with the Committee the current status of negotiations with the Nurses and AFSCME. A fact finder has been appointed for the Nurses. AFSCME has not held negotiations since shortly before elections in April. Another vote to determine certain committee members (to be held in May) should facilitate scheduling negotiations.

Motion was made by W. Dibble, seconded by K. Nielsen to adjourn.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 05/01/01

Referral from Human Services to increase the salary of temporary Registered Nurses in the Health Department from \$13/hour to \$15/hour to cover for the summer months vacation schedule.

FISCAL IMPACT:

For further information regarding this matter, contact:

Gary Ogden, Public Health Director
Name and Department

Ext. 250
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 05/01/01

Upon referral from Human Services Committee, salary for Intensive Case Manager titles (2) and (3) in the Section 4 Salary Plan be increased to \$30,000 due to recruiting difficulties.

FISCAL IMPACT:

For further information regarding this matter, contact:

<u>Dr. Robert Anderson, Director, Comm. Svcs. Agy.</u>	<u>593-1990</u>
Name and Department	Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 05/01/01

Upon receipt of a New Position Duties Statement form from the Sheriff's Department, the classification of Data Analyst was created by Bernie Morris, Personnel Officer. Personnel Committee proposed creation of the position 05/01/01.

FISCAL IMPACT:

For further information regarding this matter, contact:

Randal Belmont, Allegany County Sheriff

Name and Department

Ext. 200

Telephone Number

**NOT
APPROVED**

PERSONNEL COMMITTEE

April 2, 2001

John M.
RECEIVED

APR 11 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Kenneth Nielsen, Edmund Burdick, Curtis Crandall, Preston Lucas, William Dibble, Edgar Sherman

Minutes of February 9, 2001 were approved and minutes of March 3, 2001 were approved as amended. "Voting No on the motion to create one full-time position of E-911 Enumerator – P. Lucas, E. Burdick, K. Nielsen," by motion from K. Nielsen, seconded by P. Lucas and carried.

Motion was made by P. Lucas, seconded by K. Nielsen to go into Attorney/Client session with Dan Guiney, County Attorney. Motion carried.

In regular session Doug Dillon gave the Workers' Compensation report.

Three hearings were held in March. Two cases were continued, one was closed.

Doug presented the committee with the report given at a recent Public Safety Committee regarding firefighter claims information for 2000 and 2001. Discussion was held.

Doug shared ideas for Firematic Safety Awards for 2000 which was a Streamlight rechargeable lantern. Seven would be needed at an approximate cost of \$109. Money is budgeted for the awards. Motion was made by P. Lucas, seconded by W. Dibble to approve the purchase of the lanterns for Firematic Safety Awards. Motion carried.

Doug stated that he would be attending NYS Association of Counties May 2 – 4.

A referral dated 03/28/01 was received from the Public Safety Committee pertaining to the creation of a position in the Sheriff's Department. No action was taken as further information was needed from Bernie Morris, Personnel Officer.

A referral was received from the Human Services Committee pertaining to Meals of Wheels Drivers for the Office for the Aging. Bernie or Ellen was unable to contact Kim Toot for more information. If another position of

Driver needs to be created, that action is done by Human Services Committee and does not need a referral to Personnel Committee.

James Gallman and Bruce Reuning, Elections Commissioners spoke to the committee. J. Gallman reviewed the Board of Elections Monthly Report for the month of March, reported on hearings held by the Assembly Standing Committee on Election Law, and a regional Board of Elections meeting held in Monroe County which he attended. Discussion was held.

Jim and Bruce reviewed with the Committee the proposed move of the Board of Elections Office to Schuyler Street and equipment request for the new office space. Motion made by P. Lucas, seconded by E. Burdick to approve the office equipment request. Motion carried.

Brenda Hotchkiss, Clerk of the Board informed the committee she was in receipt of a check from St. Paul insurance carrier totaling \$1008.35 for auto damages to an Office for the Aging Vehicle. Motion was made by K. Nielsen, seconded by W. Dibble to refer to Ways and Means Committee for action. Motion carried.

Bernie Morris, who was unable to attend due to negotiations, sent a memo to Chairman Heineman and the Personnel Committee requesting a resolution to place the title of Mail Clerk in the AFSCME Unit Salary Plan. Motion was made by P. Lucas, seconded by E. Burdick to remove the title of Mail Clerk from the Section 4 Salary Plan and place the title in Grade 4 of the AFSCME Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Joe Presutti, County Clerk requested permission to fill a vacant position of Motor Vehicle Cashier Examiner. Motion was made by E. Burdick, seconded by W. Dibble to approve request. Motion carried.

John Margeson updated the committee regarding negotiations with AFSCME and the Nurses.

Discussion was held regarding the Committee's offer to make county property available for Union election of officers meetings and the response from the Union.

The Committee received a letter from Heidi Burdick, Probation Officer, pertaining to the Trial Telecommuting Policy.

Ellen reported for Bernie that the Snow and Ice reimbursement decision made by Arbitrator Ed Schmidt was approximately \$4120, disbursed among five (5) Public Works employees. The employees have been paid.

The Committee discussed the request to increase the salary of the Undersheriff. It was the Committee's decision to hold action until 2002 budget year.

The Committee moved the June Personnel Committee meeting to June 1st at 2PM.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: April 2, 2001

RE: Appropriation of Insurance Proceeds

The Clerk of the Board's office requests a resolution to accept a \$1,008.35 check received for damages from our insurance carrier, St. Paul, and appropriate these insurance proceeds to revenue account A07 2680 (Insurance Recoveries).

Date of Accident: February 26, 2001

Office for the Aging - 1997 Plymouth Voyager, Plate #C54382
VIN #2P4GP25R8VR363538

Original Estimate was \$1,508.35 less \$500 deductible = \$1,008.35 insurance check.

Collision repair made by Preston Auto/Truck Center on March 16, 2001 for \$1,674.71. This amount included brake pads plus the cost of a bar that broke while being replaced. The cost of the broken bar will be submitted to St. Paul for reimbursement.

FISCAL IMPACT:

For further information regarding this matter, contact:

Brenda R. Hotchkiss, Clerk of the Board

268-92220

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 4/2/01

The Personnel Officer is requesting the part-time Mail Clerk title currently placed in the Section 4 Salary Plan be removed and placed in the AFSCME Unit Salary Plan, Grade 4. The position would increase from 30 to 35 hours per week.

FISCAL IMPACT: \$1090 increase for 2001

For further information regarding this matter, contact:

Bernie Morris, Personnel Officer

Name and Department

268-9212

Telephone Number

**NOT
APPROVED**

PERSONNEL COMMITTEE

March 5, 2001

John M.
RECEIVED

MAR 7 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Preston Lucas, Edmund Burdick, Curtis Crandall, William Dibble, Kenneth Nielsen, Edgar Sherman, John Margeson and Bernie Morris

Minutes of the February 5 and February 14, 2001 Personnel Committee meetings were approved by motion from K. Nielsen, seconded by C. Crandall. Motion carried.

Workers' Compensation – No report due to the illness of Doug Dillon.

William Timberlake, Undersheriff, spoke to the committee regarding his salary. He requested of the committee to consider moving him to Step 11 of Grade 9 of the Non-Unit Salary Grade. Discussion was held. No action was taken.

Brenda Hotchkiss, Clerk of the Board, explained to the committee an insurance check for \$916.40 had been received from insurance carrier St. Paul. To accept the check and appropriate to the proper account a resolution would be required. Motion was made by P. Lucas, seconded by K. Nielsen to refer the matter to Ways and Means Committee for action. Motion carried.

Brenda stated the signatures of the Board Chairman and Personnel Committee Chairman were needed on an accident settlement claim which was under \$2000. After discussion motion was made by P. Lucas, seconded by W. Dibble to support action of the Personnel Chairman. Motion carried.

Referral was received from Ways and Means Committee to increase the salary of the Real Property Tax Direction by \$1000. Motion was made by K. Nielsen, seconded by C. Crandall to support the request for a \$1000 increase. Discussion was held. Motion carried. Voting No – P. Lucas.

PREPARE RESOLUTION

Discussion was held regarding the referral from Public Safety for the creation of a full-time position in Fire Service for duties related to rural numbering. Motion was made by W. Dibble to create one full-time position of E-911 Enumerator, the title to be placed in Grade 10 of the Unit

Salary Plan. Motion seconded by K. Nielsen. Motion carried. Voting No
– P. Lucas, E. Burdick, C. Crandall. PREPARE RESOLUTION

Bernie Morris reported that the Arbitration over JobTrak was found in favor of the County.

Bernie and John Margeson had been interviewing Director of Development candidates.

The Snow & Ice Arbitration should have a financial decision within 45 days from the arbitrator.

Improper Practice charge was filed by AFSCME for placing the title of Coordinator, Services for the Aging in the Non-Unit Salary Plan.

Motion was made by W. Dibble, seconded by K. Nielsen to go into Executive Session. Motion carried.

In regular session W. Dibble stated that complaints had been received by the VA in Bath regarding the VA Clinic doctor in Wellsville.

Nurses negotiations continue.

Contract with AFLAC available at next meeting.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

**NOT
APPROVED**

John M.
**PERSONNEL COMMITTEE
MINUTES
FEBRUARY 9, 2001**

RECEIVED
FEB 13 2001
ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: K. Neilsen, P. Lucas, Wm. Dibble, C. Crandall, E. Burdick, J. Margeson, B. Morris

Vice-Chairman Neilsen called the meeting to order at 3:45 p.m.

J. Margeson informed the committee that on-going negotiations with North American Administrators had resulted in mutually agreeable language for a three year renewal of the Administrative Services Agreement between North American Administrators and the County.

Mr. Margeson asked the committee to sponsor a resolution to approve the agreement for the period of January 1, 2000 to December 31, 2002.

Mr. Burdick moved to accept the agreement which was seconded by Mr. Crandall and carried unanimously.

PREPARE A RESOLUTION

Mr. Margeson informed the committee that on February 8, 2001 A.F.S.C.M.E. Local 2574 provided a proposal for continuation of the Collective Bargaining Agreement. The proposal was a 2.5% across-the-board increase retroactive to January 1, 2000 and a 2.5% across-the-board increase for 2001. In addition the proposal called for an increase in the prescription card co-pay from \$3.00 per prescription to \$5.00 per prescription. The County counter-proposed the following:

- A 3% across-the-board increase for each of the years 2000, 2001 and 2002.
- A \$7.00 co-pay for generic drugs and a \$10.00 co-pay for brand name drugs.
- An increase in the annual deductibles from \$100.00 to \$250.00 for a single policy plan and from \$200.00 to \$400.00 for a dependant policy plan.
- Removal of the ability to submit claims for 80% reimbursement of co-payments on prescriptions.

The County's counter-proposal was rejected by the union negotiating team.

Mr. Margeson advised the committee that the A.F.S.C.M.E. offer was neither accepted nor rejected as he wanted to give the committee the option to accept or reject. Mr. Burdick sought Mr. Margeson's recommendation as to the A.F.S.C.M.E. offer. Mr. Margeson recommended that the offer not be accepted due to the fact the offer will have only a minimal impact on the County's total cost for employee health benefits and due to the fact the pact is only through December 31, 2001 which puts the County and the Unit back at the negotiating table in the fall of 2001.

After discussion, the committee opted not to accept the A.F.S.C.M.E. proposal.

Meeting adjourned at 4:15 p.m.

Recorder: J. Margeson

**NOT
APPROVED**

PERSONNEL COMMITTEE

February 5, 2001

John M.
RECEIVED

FEB 9 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present: Robert Heineman, Curtis Crandall, Kenneth Nielsen, Preston Lucas, Edmund Burdick, William Dibble, Edgar Sherman, Brent Reynolds, John Margeson and Bernie Morris

Minutes of the January 3, 2001 and January 17, 2001 meetings were approved by motion from P. Lucas, seconded by K. Nielsen and carried.

Workers' Compensation

Doug reported eleven (11) hearings were held in January 2001. Four cases were closed, seven cases were continued. Discussion was held.

Doug presented Lost Time Claims for 2000. Claims were down by half the number in 1999.

Firefighter and ambulance corps physical compliance has reached 86%.

Doug gave a status report on payroll information gathering for assessing Towns and Villages. Seventeen (17) of twenty-nine (29) towns and two (2) villages have not submitted payroll information.

Safety luncheons are scheduled for Department of Public Works employees and Town and Village highway departments. Doug encouraged legislators to attend.

Doug stated he will be stepping down as Treasurer of Self-Insured Counties Association after three years of holding the office.

Brenda Hotchkiss, Clerk of the Board requested a resolution for the settlement of a claim involving motor vehicle accident resulting in the death of David C. Thacher. Settlement of the claim is \$25,000. Motion was made by P. Lucas, seconded by E. Burdick to direct the County Attorney to prepare a resolution for the settlement. Motion carried.

PREPARE RESOLUTION

A summary of Expenditures from Insurance Reserve Fund and a summary of all accounts in Risk Retention fund for 2000 were reviewed by the committee. Discussion held.

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

In regular session Karl Kruger, AFSCME President, and Monica Cole, Chief Union Steward, spoke to the committee regarding a phone usage memo from David Roeske, Superintendent of Public Works, and the timeliness of grievance handling.

Referral from the Technology Committee requested the creating and grading of positions in the Data Processing Department. After discussion, motion was made by E. Burdick, seconded by K. Nielsen to create one position of Network Technician, title to be placed in Grade 17 of the Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Motion was made by P. Lucas, seconded by K. Nielsen to create position of Information Technology Network Administrator, title to be placed in Unit Salary Plan at \$19.78/hour. Motion carried. PREPARE RESOLUTION

Position reclassification review was completed by the Personnel Department for the Treasurer's Office Computer Operator position. It was determined by the Personnel Department that the job specification of Senior Account Clerk Typist best described the duties performed rather than Computer Operator. Motion was made by P. Lucas, seconded by K. Nielsen to abolish one position of Computer Operator and created one position of Senior Account Clerk Typist in the Treasurer's Office. Motion carried. PREPARE RESOLUTION

Position reclassification review was completed by the Personnel Department for the Employment and Training Department Clerk position. It was determined by the Personnel Department that the job specification for Senior Clerk best described the duties performed rather than Clerk. Motion was made by P. Lucas, seconded by C. Crandall to abolish one position of Clerk and create one position of Senior Clerk. Motion carried. PREPARE RESOLUTION

Bernie stated that the representatives from AFLAC have held pre-tax deduction meetings with county employees. Two of the three unions signed off to have their employees participate.

Mediation is in process with the Nurses. Another meeting is scheduled for February.

Bernie reported on recent arbitration held regarding phone calls received in the clerk of the Board's Office.

Discussion was held regarding use of county property for Union election of officers meetings. Bernie was directed to notify the unions that for Union election of officers meetings use of County property ie., Board Chambers, Room 8 can be used.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 02/07/01

Reclassification by Personnel Department of Computer Operator position to Senior Account Clerk Typist. Request for review received from County Treasurer.

FISCAL IMPACT: Both titles in same salary grade
Computer Operator vacant due to retirement
\$11.26/hour to start

For further information regarding this matter, contact:

James Mulholland, County Treasurer

Name and Department

Ext. 290

Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 02/07/01

Reclassification by Personnel Department of Clerk position to Senior Clerk. Request for review received from Employment and Training Director.

FISCAL IMPACT: \$.35/hour increase

For further information regarding this matter, contact:

Jerry Garmong, Employment & Training Director

Ext. 240

Name and Department

Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: February 5, 2001

RE: Settlement of Claim

The Clerk of the Board's office requests a resolution in relation to the settlement of the claim of Carol Sherwood as Limited Administratrix of David C. Thacher, deceased, in the amount of \$25,000.

Date of Service of Claim: October 29, 1998

David C. Thacher was involved in a motor vehicle accident resulting in death on August 17, 1998, at approximately 2:25 p.m. on County Road 18, Town of Alma, County of Allegany, New York.

The claim alleges that Mr. Thacher was injured and died as a result of the negligence of the County to maintain part of County Road 18.

Account: CS1934.432 (Risk Retention Fund - Claims Less Than \$25,000
Requires Legislative Approval)

FISCAL IMPACT: \$25,000 (In 2001 Budget)

For further information regarding this matter, contact:

Brenda R. Hotchkiss, Clerk of the Board

268-92220

DATE: January 29, 2001

Willis

TO: Ms. Brenda Hotchkiss
Clerk of the Board
7 Court Street
Belmont, NY 14813

Telephone 518-454-9200
Fax 518-454-9204

From: Maureen Perkins
Sr. Claims Adjuster

RECEIVED

REGARDING: Claim Payment Request
Allegany County Insurance Program

JAN 31 2001

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Dear Ms. Hotchkiss:

Please process the below listed payment request(s). The check(s) should be send directly to the payee unless otherwise indicated.

Claim: Allegany County/ David Thacher

Claim Number: 1009800039-01

Department: Public Works

Dwyer & Black, P.C.
Payee: and Carol Sherwood as Lmtd Admin of David C. Thacher

Amount: \$25,000.00

Mail To: Block & Colucci, P.C.

Attn: Patrick Gallaher

11/31/01
OK
MS

.....
Claim: Allegany County/

Claim Number: _____

Department: _____

Payee: _____

Amount: _____

Mail to: _____

BLOCK & COLUCCI, P.C.

ATTORNEYS
2000 LIBERTY BUILDING
424 MAIN STREET
BUFFALO, NEW YORK 14202-3695
(716) 853-4080
Facsimile: (716) 854-4070

Writer's direct dial:
(716) 854-4076

January 13, 2001

Ms. Maureen Perkins
Willis Administrative Services
Executive Park
4 Tower Place
P.O. Box 3506
Albany, New York 12203

Re: *Thacher v. County of Allegany*

Dear Ms. Perkins:

Supplementing previous correspondence and confirming my telephonic status report, following is a status update.

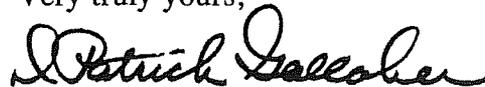
On January 8, 2001, I attended oral argument of our request to renew the motion for summary judgment. After presenting the arguments, the court engaged in pretrial agreement negotiation. With the court's intercession, the Thacher estate agreed to settle its claims against the County of Allegany for \$25,000. This ends the County's direct involvement in the case. The Thacher estate still maintains its action against Jason Rogers. That case is still set for trial in late February. I anticipate that County employees may be subpoenaed as witnesses. I offer my services to help prepare them for their testimony.

The settlement check in this matter should be made payable to Carol Sherwood as Limited Administratrix of the Goods, Chattels and Credits of David C. Thacher, deceased, and Dwyer & Black, P.C., as attorneys. I have requested the Dwyer & Black Tax I.D. number and will forward it as soon as possible.

TAX ID # 161028959

Thank you for your cooperation.

Very truly yours,



D. Patrick Gallaher
for Block & Colucci, P.C.

DPG:mz

JAN 18 2001

BLOCK & COLUCCI, P.C.

Ms. Maureen Perkins

January 13, 2001

Page 2

cc: Daniel J. Guiney, Esq.
County Attorney

Betty Bergman
Coregis Insurance

JAN 18 2001

**NOT
APPROVED**

PERSONNEL COMMITTEE

January 22, 2001

John M.
RECEIVED
JAN 24 2001

ALLEGANY COUNTY
LEGISLATIVE STAFF

Committee Members Present

R. Heineman, E. Burdick, W. Dibble, P. Lucas, C. Crandall

Others Present

J. Margeson, B. Morris, B. Hotchkiss, R. Bennett

Executive Session

A motion was made by Dibble, seconded by Crandall and carried, to go into executive session to discuss the financial, credit or employment history of a particular individual. Following the executive session, a motion to return to regular session was made by Dibble, seconded by Crandall and carried.

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

JAN 24 2001

January 17, 2001

Present: Robert Heineman, Preston Lucas, Curtis Crandall, William Dibble,
John Margeson and Bernie Morris

Special Personnel Committee meeting was called to order at 2:45 PM by
Legislator Heineman.

Brenda Hotchkiss, Clerk of the Board gave the St. Paul Insurance quote of
\$128,862 for a one year period starting 02/01/01. Motion was made by W.
Dibble, seconded by C. Crandall to accept the insurance quote of \$128,862 for
St. Paul Insurance for one year beginning 02/01/01. Motion carried. Voting NO
– P. Lucas. **PREPARE RESOLUTION**

Bernie discussed the request of Public Works Superintendent Roeske to appoint
an incumbent to the Public Works Engineer position at a higher step based on
education and experience and civil service qualifications of the proposed
candidate. Motion was made by P. Lucas, seconded by C. Crandall to approve
the hiring at Step 5 of Grade 8 of the Non-Unit Salary Plan. Motion carried.

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician

John M.

**NOT
APPROVED**

PERSONNEL COMMITTEE

RECEIVED

JAN 8 2001

**ALLEGANY COUNTY
BOARD OF LEGISLATORS**

January 3, 2001

Present: Robert Heineman, Edmund Burdick, William Dibble, Curtis Crandall, Preston Lucas, Edgar Sherman, Bernie Morris and John Margeson

Minutes from the December 4, 2000, December 11, 2000 and December 22, 2000 Personnel Committee meetings were approved by motion from P. Lucas, seconded by W. Dibble and carried.

Election Commissioners Bruce Reuning and James Gallman and County Attorney Dan Guiney discussed with the committee the election law pertaining to Election Coordinators. Discussion was held regarding Election Inspectors and payment of same. The Committee supported increased efforts to be made to educate and inform the public regarding the need for Election Inspectors. J. Gallman highlighted upcoming Village elections and the November elections.

Workers' Compensation

Seven comp hearings were held in December 2000. Four cases were continued, three were closed.

Doug gave a financial reporting stating 10% under budget for 2000.

The committee approved the appointment of Douglas Dillon as Executive Secretary of the Allegany County Mutual Self-Insurance Plan for the 2001 calendar year by a motion from P. Lucas, seconded by W. Dibble and carried.

Doug stated that he attended the Fire Chiefs meeting. Six safety awards were presented.

Doug stated work was still progressing on the 207C Policy Manual, assessment of Workers' Compensation to Towns and Villages and physical forms.

Motion was made by E. Burdick, seconded by P. Lucas to approve the appointment of Harvey Scott Spillane as Director of the County Veterans' Service Agency for the calendar year 01/02/01 – 12/31/01. Motion carried. **PREPARE RESOLUTION**

Motion was made by P. Lucas, seconded by W. Dibble to go into executive session. Motion carried.

In regular session the committee decided to meet January 17 at 2:45PM to discuss insurance with Dennis Dye. If quote can be received by the Board meeting of January 8, the committee will meet the 8th at 1PM.

Bernie Morris reported that a review had been made of the duties statement received for Senior Index Clerk in the County Clerk's Office. B. Morris recommended no change in title or salary grade. Motion was made by P. Lucas, seconded by E. Burdick to support the Personnel Officer's decision. Motion carried.

Discussion was held regarding arbitrator's decision regarding the snow and ice grievance. January 16, 2001 is the next mediation with the Nurses' Association.

John Margeson presented the committee with information regarding the renewal of the agreement with NTS Data Service for the Board of Elections. The Data Service will update the software, continue support, maintenance and poll book printing service. The agreement term is from 01/01/01 – 12/31/05 at a cost of \$44,130. Motion made by P. Lucas, seconded by W. Dibble to approve renewal of the agreement with NTS Data Service for the term 01/01/01 – 12/31/05 at a cost of \$44,130. Motion carried. **PREPARE RESOLUTION**

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

In regular session motion was made by P. Lucas, seconded by E. Burdick to increase the Personnel Officer salary by \$1200. Motion carried. **PREPARE RESOLUTION**

Meeting adjourned.

Respectfully submitted,

Ellen Ruckle
Personnel Technician