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John Margeson
RECEIVED
JAN 9 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE
January 7, 2002

Present: Robert Heineman, Kenneth Nielsen, Daniel Russo, Edmund Burdick, Curtis Crandall, William Dibble, Rodney Bennett, Edgar Sherman, Bernie Morris, John Margeson, and Doug Dillon

Minutes of the December 3, 2001 meeting were approved by a motion from K. Nielsen, seconded by E. Burdick and carried.

R. Heineman welcomed D. Russo to the Committee.

Workers' Compensation

The Committee approved the appointment of Doug Dillon as Executive Secretary of the Allegany County Self Insurance Plan for the calendar year January 1, 2002 through December 31, 2002.

Doug gave to the committee handouts of the Workers' Compensation local law, history and highlights of Workers' Compensation in Allegany County.

Doug reported that four hearings were held in December. Two cases were closed and two were continued.

Doug reviewed with the Committee the firefighter physical compliance report and claims for the year 2001. Discussion was held.

Doug reported on his view of the situation with a firefighter and the Fillmore Fire Company regarding insurance coverage. The Committee requested that Doug contact the County Attorney regarding this and then notify Fillmore, Centerville and Rushford Fire Companies with the County Attorney's decision.

Two representatives from the Volunteer Fire Advisory Committee Jody Kenyon and George Givens discussed briefly Workers' Compensation claims submission and payment. A meeting was scheduled for Monday, January 14th at 8PM in Room 8 to discuss and clarify issues with Volunteer Fire Advisory Committee Representatives, R. Bennett, R. Truax, C. Crandall, R. Heineman, and D. Dillon.

A motion was made by C. Crandall, seconded by W. Dibble to amend the Section 4 Salary Plan 2002 to include the title Intensive Case Manager (4) at a salary of $30,900. This is to correct an omission. Motion Carried. Prepare Resolution.

Motion was made by D. Russo, seconded by E. Burdick to approve the appointment of Harvey Scott Spillane as Director of the Allegany County Veterans Service Agency for the period January 2, 2002 through December 31, 2002 and direct the County Attorney to prepare the necessary resolution for Board action. Motion Carried. Prepare Resolution.

A date of Friday, January 25th at 1PM was set for the Personnel Committee to review insurance renewal quotes.

R. Heineman requested that with the February Personnel Committee meeting and each monthly meeting there after the starting time would be 2PM. The Committee agreed.

Bernie handed out information pertaining to the request of the Election Commissioners for a review of the Deputy Election Commissioners salaries. Motion was made to go into Executive Session by K. Nielsen, seconded by W. Dibble and carried.

In regular session the motion was made by E. Burdick and seconded by C. Crandall to increase the .1 account of the Board of Elections $1200. Motion carried. Refer to Ways and Means.

Bernie reported that negotiations with the mediator and AFSCME is scheduled for January 23rd.

John Foels, Director of Development discussed with the Committee the referral from Planning and Development Committee regarding the reclassification of the clerical positions in the Development Office. Motion was made by K. Nielsen, seconded by E. Burdick to table the matter until the February meeting. More cost information was requested. Motion carried.

Discussion was held regarding the evaluation process of County Non-Unit employees.

J. Margeson stated that Gary Ogden, Public Health Director requested that the County sponsor a smoking cessation program for employees. Discussion was held. Motion was made by W. Dibble, seconded by K. Nielsen to table the matter until the February meeting. More cost information was requested. Motion carried.

As there was no further business a motion was made by K. Nielsen, seconded by C. Crandall to adjourn the meeting. Motion carried.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

Margeson

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RECEIVED
FEB 6 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
FEBRUARY 4, 2002

Present: Robert Heineman, Dan Russo, Curt Crandall, Edmund Burdick, Kenneth Nielsen, William Dibble, Edgar Sherman, John Margeson, Brenda Hotchkiss, Bernie Morris

Minutes of the Personnel Committee of January 7, 2002 were approved by motion from K. Nielsen seconded by C. Crandall and carried.

Dennis Dye, of the Dye Agency and Brian Baty, of H & V Risk Consultants discussed insurance renewal quotes from St. Paul Insurance with the committee. The committee agreed to keep the aggregate of $300,000. The committee agreed to accept the reduced Dye Agency commission with much appreciation expressed to Mr. Dye. The committee agreed to self insuring the auto physical damage coverage for County cars and vans. A motion was made by E. Burdick, seconded by K. Nielsen to approve the premium of $265,105 for coverage for one year starting with January 1, 2002 with St. Paul Insurance. Motion carried. Prepare Resolution.

Motion was made by D. Russo, seconded by W. Dibble to refer to Ways and Means the need to transfer $65,105 to the Unallocated Insurance account to cover the increased insurance cost. Motion carried. Refer to Ways and Means Committee

Gary Ogden, Public Health Director and John Margeson distributed information regarding the smoking cessation classes held for county employees in the year 2000. The County previously paid approximately $2000 for nicotine supplement pharmaceuticals. Discussion was held. Motion was made by E. Burdick, seconded by W. Dibble to hold the smoking cessation program again. Motion carried.

A request was received from the Board of Elections to transfer $804 from account 1450.419 (Printing) to account 1450.201 (Equipment) for the purchase of a copier. Motion was made by C. Crandall, seconded by K. Nielsen to approve the transfer request. Motion carried. Prepare Resolution

Discussion was held regarding five appointments to the Board of Ethics. Five names will be brought to the March Personnel Committee for appointment to the Board of Ethics.

Bernie discussed with the committee the classification review he completed for a position in the Aging Office. It was determined that the title of Senior Account Clerk

Typist best describes the duties of the position now titled Account Clerk Typist. It was Bernie's recommendation that action be taken to abolish one position of Account Clerk Typist and create one position of Senior Account Clerk Typist in the Aging Office. Motion was made by E. Burdick, seconded by C. Crandall to abolish one position of Account Clerk Typist and create one position of Senior Account Clerk Typist in the Aging Office. Motion carried. Prepare Resolution

Information has been received that Governor Pataki is proposing an early retirement incentive for the year 2002. The committee discussed that the early retirement incentive might help the restructuring of mid management position in the Sheriff's Department. The committee felt it essential to be supportive of any retirement incentive being proposed by the Governor.

After discussion a motion was made by E. Burdick, seconded by W. Dibble to approve the contract with Willis Corroon Administrative Services Corp. for the calendar year 2002 at a cost of $11,880. Motion carried. Prepare Resolution

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

In regular session the motion was made by W. Dibble, seconded by K. Nielsen to approve the tentative agreement between the County and AFSCME local 2574 if approved by the AFSCME local 2574 membership. Motion carried. Prepare Resolution

Doug Dillion was unable to attend the committee meeting due to a scheduled hearing. John Margeson brought two items to the committee for consideration. The committee reviewed with Brian Baty quotes received for Workers' Compensation Excess Reinsurance. After discussion the committee approved quote #2 by a motion from E. Burdick, seconded by C. Crandall and carried.

John handed out a revised Firefighter's Supplemental Accident Reporting Form for each committee member to review. The committee will discuss this with Doug at the March meeting.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: January 25, 2002

Transfer $804.00 from account 1450.419 (Printing) to account 1450.201 (Equipment) for the purchase of copier.

FISCAL IMPACT:

For further information regarding this matter, contact:

Joyce Bledsoe Board of Elections	295
Name and Department	Telephone Number

5/94

Margeson

NOT APPROVED

RECEIVED
MAR 05 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
MARCH 4, 2002

Present: Robert Heineman, Kenneth Nielsen, Dan Russo, Ed Burdick, William Dibble, Ed Sherman, Bernie Morris, John Margeson, Jan Norris and Clark Brown

Minutes of the Personnel Committee of February 4, 2002 were approved by motion from K. Nielsen, seconded by D. Russo and carried.

Worker's Compensation – Doug Dillion was not able to attend. There was no report.

Discussion was held regarding the Human Services Committee meeting minutes of 2/I3/02 that requested the Personnel Committee to look into starting a Supervising Public Health Nurse higher than base. Bernie will research this and make recommendations at the April meeting. Motion was made by W. Dibble to table the matter until the April Personnel Committee meeting for further information. Seconded by E. Burdick and carried.

Bernie discussed with the committee the accumulated comp time among Non-Unit employees and the lack of written policy. Bernie was asked to write a policy that would be reviewed by the committee at the April meeting.

Bernie requested a resolution for the addition of Section 41-j of the retirement plan for AFSCME membership local 2574. This Section was part of the negotiated contract between the County and AFSCME local 2574. Motion was made by W. Dibble, seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the addition of Section 41-j to the retirement plan. Motion carried. Prepare Resolution

Four names were recommended for the Board of Ethics, Darwin Fanton, Kennth Chroniger, Brenda Hotchkiss, and Larry Dye. A fifth name will be recommended at the April meeting. Motion was made by E. Burdick, seconded by D. Russo to approve the four names for the Board of Ethics. Motion carried.

Discussion was held regarding the referral from Public Safety Committee regarding the creation of two Deputy Sheriff positions. These two positions would be assigned to Court Security. The pay and benefits of the two positions would be fully reimbursed by the Office of Court Administration. The creation of two Deputy Sheriff positions has Public Safety Committee approval. Motion was made by D. Russo, seconded by E. Burdick to create two Deputy Sheriff positions in the Sheriff's Department assigned to Court Security. Motion Carried. Prepare Resolution

Discussion was held regarding the request of employee Virginia Gardner that she should be reimbursed by the County for the sick time she used to give blood.

The Committee discussed the request of employees Virginia Gardner and Jacqueline Merrick to be paid for the years 1992 - 1996 for buy out of insurance coverage.

A motion was made by K. Nielsen, seconded by D. Russo to go into executive session. Motion carried.

In regular session the motion was made by W. Dibble seconded by E. Burdick to approve the salary reallocation of the Employment and Training Program Coordinator from Grade 7 to Grade 8 of the Non-Unit Salary Plan. Motion Carried. Prepare Resolution

Bernie reported that Mr. Stocker, negotiator for the County has been notified of the interest of the Sheriff's Union to begin negotiations.

It was determined that if Doug Dillion needed to meet with the Committee in March a meeting could be scheduled. Committee members would be notified at Monday's Board meeting.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 03/04/02

Public Safety and Personnel Committees approve the creation of two (2) Deputy Sheriff positions to be assigned to Court security. The pay and benefits of the two positions would be fully reimbursed by the Office of Court Administration.

FISCAL IMPACT: 100% reimbursement by the Office of Court Administration.

For further information regarding this matter, contact:

Randal Belmont, Allegany County Sheriff
Name and Department

Ext. 200
Telephone Number

5/94

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 03/04/02

The Employment and Training Program Coordinator reallocation covers the assigned duties of acting as Director in the absence of the Director.

FISCAL IMPACT: The position is 100% federally funded.

For further information regarding this matter, contact:

Jerry Garmong, Employ. & Training Director	Ext. 240
Name and Department	Telephone Number

5/94

John Margason

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MAR 26 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

SPECIAL PERSONNEL COMMITTEE

MARCH 25, 2002

PRESENT: Robert Heineman, Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, Curt Crandall, Ed Sherman, Rod Bennett and Brenda Hotchkiss

Brenda Hotchkiss reported to the committee that Willis Administrative Services Corporation has entered into a definitive asset purchase agreement with Alternative Services Concepts, LLC. Willis Administrative Services Corporation has agreed to assign to Alternative Service Concepts, LLC and Alternative Services Concepts, LLC, have agreed to assume all contractual rights and obligations in, to and under the Agreement effective April 30, 2002. The County Attorney has reviewed and approved.

Motion was made by E. Burdick and seconded by K. Nielsen to direct the County Attorney to prepare the necessary resolution to consent to the assignment of the Agreement. Motion carried. PREPARE RESOLUTION

Meeting Adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

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APR 09 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
APRIL 4, 2002

PRESENT: Robert Heineman, Dan Russo, Curt Crandall, Kenneth Nielsen, William Dibble, Ed Burdick, Ed Sherman, John Margeson, Doug Dillon, Bernie Morris

Minutes of the March 4, 2002 and March 25, 2002 Personnel Committee meetings were approved my motion from K. Nielsen, seconded by W. Dibble. Motion carried.

Worker's Compensation

Doug reviewed with the committee the Lost Times Claims Report.

Doug reported that eleven (11) hearings were held from February through April 2nd. Three (3) cases were closed, eight (8) cases were continued. Discussion was held.

Doug presented to the committee for review the Supplemental Report for fire fighters and ambulance corps. Doug consolidated forms VF 1, 2 and 3 to simplify injury/accident reporting. Motion was made by K. Nielsen that the committee approve the supplemental report form, seconded by W. Dibble. Motion carried.

Discussion was held regarding the meeting held January 14, 2002 with representatives from County fire companies and legislative representatives from the Personnel and Public Safety Committees and Doug Dillon. A motion was made by E. Burdick to support insuring events by Worker's Compensation at the County Fireman's Convention that are related to the job of a fireman, seconded by D. Russo. Motion Carried.

Doug informed the committee that he would be attending the NYS Association of Self Insured Counties May 1 – 3.

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

In regular session, Bernie Morris, Personnel Officer introduced Public Health Sanitarians Dean Scholes, Steve Chaffee and Anne King and AFSCME 2574 Executive Board Member Nancy Houle to the Committee. Gary Ogden, Public Health Director was also in attendance. Dean Scholes as spokesperson for the Sanitarians gave the committee the history of the Sanitation division of the Health Department, current work performed and possible increase in activities and their

request to reallocate the Public Health Sanitarian title to Grade 2I of the AFSCME Salary Plan. Discussion was held.

The Committee approved the recommendation of Roger D. Swift, Cuba, NY by a motion from E. Burdick and seconded by D. Russo, to the Board of Ethics. Motion carried. The Committee approved the recommendation of Dr. Robert Black, Houghton, NY by a motion from K. Nielsen and seconded by C. Crandall to the Board of Ethics. Motion carried.

A motion was made by K. Nielsen, seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the appointment of the five members of the Board of Ethics, D. Fanton, B. Hotchkiss, K. Chroniger. R. Swift and R. Black. Motion carried. PREPARE RESOLUTION

A referral was received from the Public Safety Committee regarding the creation of a 3rd Assistant Public Defender. After discussion a motion was made by E. Burdick to create the title of Assistant Public Defender (3rd) the title to be placed in the Section 4 Salary Plan with a salary of $24,000. Motion was seconded by D. Russo and carried. PREPARE RESOLUTION

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

In regular session Bernie reviewed with the Committee the draft Compensatory Time Policy for Non-Unit Employees. Discussion was held. A motion was made by E. Burdick, seconded by K. Nielsen to approve the policy as submitted. Motion carried. PREPARE RESOLUTION

Bernie Morris reported that he had completed a classification review of the Aging Service Technician position in the Aging Office and determined that the position should be that of Accountant. After discussion a motion was made by C. Crandall seconded by W. Dibble to abolish one position of Aging Services Technician and create one position of Accountant in the Aging Office. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the request to approve the increased amount of the health insurance buy out for Non-Unit employees and Department Heads $900 for dropping Family coverage, $450 for dropping Single coverage. A motion was made by K. Nielsen, seconded by C. Crandall to approve the increased amount for the

health insurance buy out for Non-Unit employees and Department Heads. Motion carried. PREPARE RESLOLUTION

A referral was received from the Ways and Means Committee regarding the reclassification of an Account Clerk Typist position in the County Treasurer's Office. The referral was tabled at the request of the County Treasurer.

Two AFSCME positions, Tax Map Technician and Sr. Sign Maker, have been reviewed by Personnel Officer Bernie Morris and have been recommended for reallocation in the AFSCME Salary Plan with AFSCME Local 2574 agreement. Upon motion from D. Russo, seconded by E. Burdick the Tax Map Technician title was reallocated from Grade 13 to Grade 15 of the AFSCME Salary Plan. Motion carried. PREPARE RESOLUTION

Upon motion from D. Russo seconded by E. Burdick the Sr. Sign Maker title was reallocated from Grade 11 to Grade 13 of the AFSCME Salary Plan. Motion carried. PREPARE RESOLUTION

John Margeson stated that the Deputy Sheriff's Association has notified the County that they are ready to negotiate. The Association's contract expires at the end of the 2002.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

COMPENSATORY TIME POLICY
FOR NON-UNIT EMPLOYEES

Non-Unit Allegany County employees may accumulate and maintain a maximum balance of 70 hours of compensatory overtime. All additional overtime worked will be paid at the appropriate rate.

Claims for compensatory overtime must be recorded during the pay period in which it is earned.

Implementation

Employees will update and verify their compensatory time balance with Human Resources by 5/31/02.

Non-Unit employees with compensatory time balances in excess of 70 hours will have until 12/31/04 to draw down their balance to the 70 hour maximum. Any balance exceeding 70 hours will be paid to the employee in the last paycheck of 2004.

After 6/1/02, employees having balances exceeding 70 hours will be paid for additional overtime until their compensatory time is reduced to 70 hours.

BJM
4/08/2002
Rev. 1

John Margeson

RECEIVED
MAY 08 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE
MAY 6, 2002

PRESENT: Robert Heineman, Kenneth Nielsen, William Dibble, Curtis Crandall, Daniel Russo, Ed Burdick, Ed Sherman, Bernie Morris, John Margeson

Minutes of the April 4, 2002 Personnel Committee were approved by a motion from K. Nielsen, seconded by D. Russo and carried.

Doug Dillon was not able to attend due to Worker's Compensation hearings.

Brenda Hotchkiss spoke to the committee regarding the request of an employee to have the name of a child removed from the financial disclosure statement. Motion was made by E. Burdick seconded by C. Crandall to approve request. Motion carried.

Motion was made by K. Nielsen, seconded by W. Dibble to direct the County Attorney to prepare the necessary resolution to amend Resolution 310-90. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the referral from Human Services Committee regarding the proposed increase in the Public Health Director salary. Action was tabled until Gary Ogden can be present at a Personnel Committee meeting.

Discussion was held with Sheriff Belmont and Deputy Sheriff Lieutenant Graves regarding the referral from Public Safety Committee pertaining to part time Correction Officer wages. Motion was made by E. Burdick, seconded by C. Crandall to approved the part time correction officer hiring and pay schedule. Motion carried. PREPARE RESOLUTION

Sheriff Belmont stated that preparations were being made for negotiations with the Deputy Sheriff Association.

Discussion was held regarding the referral from Public Safety Committee pertaining to the appointment of a Safety Officer. Bernie Morris stated that there was a job specification for the position of Safety Officer.

Discussion was held regarding the referral from Ways and Means Committee regarding employee recognition. More information will be presented to the committee at the next meeting.

Discussion was held regarding the Ways and Means Committee referral regarding the reclassification of an Account Clerk Typist in the County Treasurer's Office. Upon recommendation from Bernie Morris the motion was made by E. Burdick seconded by K. Nielsen to abolish one position of Account Clerk Typist and create one position of

County Payroll Clerk. County Payroll Clerk title to be placed in Grade 10 of the AFSCME Salary Plan. Motion carried. PREPARE RESOLUTION

Bernie Morris requested permission of the committee for the entire office staff of the Human Resources and Civil Service Department to attend one day of the NYS Personnel and Civil Service Officers Association meeting in Corning, NY on Tuesday June 11, 2002. Motion was made by E. Burdick and seconded by D. Russo to approve request. Motion carried.

Bernie reported an agreement was reached with AFSCME Local 2574 for a grade increase for the Public Health Sanitarians. After discussions a motion was made by W. Dibble seconded by C. Crandall to remove the title Public Health Sanitarian from Grade 17 of the AFSCME Salary Plan and place the title Public Health Sanitarian in Grade 20 of the AFSCME Salary Plan. Motion carried. PREPARE RESOLUTION

Bernie stated that retro checks were paid to AFSCME employees on May 3, 2002. Discussion was held regarding retro pay for part time employees. Bernie will present more information at the next meeting. No action was taken on retro pay for retired and resigned AFSCME employees.

Bernie was given a letter received by the Personnel Committee members from Joe Presutti, County Clerk, requesting a classification review of the Senior Index Clerk position in the County Clerk's Office.

As there was no further the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle

To: Personnel Committee

May 6, 2002

Request to Amend Resolution No. 310-90 – ESTABLISHING FORM AND PLACE OF FILING OF ANNUAL FINANCIAL DISCLOSURE STATEMENT BY CERTAIN COUNTY OFFICERS AND EMPLOYEES' NOTIFICATION TO COVERED OFFICERS, EMPLOYEES AND STATE COMPTROLLER.

Section 1, paragraph c of the captioned resolution should be amended to reflect additional covered officers and recent changes in the names of certain covered officers as follows:

Aging, Office for the, Director
Board of Legislators, Members
Clerk of the Board
Community Services Agency, Director
Community Services Agency Board, Members
County Administrator
County Attorney
  1st Assistant County Attorney
  2nd Assistant County Attorney
County Budget Officer
County Clerk
  Deputy County Clerk
  Deputy County Clerk II
  Deputy County Clerk III
County Coroners
County Historian
County Treasurer
  Deputy County Treasurer
Development Director
District Attorney
  1st Assistant District Attorney
  2nd Assistant District Attorney
  3rd Assistant District Attorney
  4th Assistant District Attorney
Election Commissioners
  Deputy Election Commissioners
Emergency Services Director
Employment and Training Director III
Fire Coordinator
Health, Board of, Members
Human Resources Officer
Information Technology Director
Planning Board, Members

Planner
Probation Director
Public Defender
  1st Assistant Public Defender
  2nd Assistant Public Defender
  3rd Assistant Public Defender
Public Health Director
  Deputy Public Health Director
  Special Education Program Coordinator
Public Works Superintendent
  Deputy Public Works Superintendent I
  Deputy Public Works Superintendent II
Real Property Tax Agency Director
Sheriff
  Undersheriff
Social Services Commissioner
  Deputy Social Services Commissioner
STOP DWI Program Coordinator
Veterans Service Agency Director
Weights and Measures Director
Worker's Compensation Executive Secretary
Youth Bureau Director

Memorandum of Explanation

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

Committee: Public Safety

Date: May 1, 2002

I would like to request a resolution changing the salary structure for incoming part-time correction officers.

At the present time all part-time correction officers' salary start at $13.85

Proposed change:

Start	$9.00
After 6 months (completion of training)	$9.50
After completion of 1st year of employment	$10.00
After completion of 2nd year of employment	$11.00
After completion of 3rd year of employment	$12.00
After completion of 4th year of employment	$13.00

These employees would not be hired from the Civil Service list, limiting them to 20 hours a week or 1,040 a year. With no fringe benefits being paid to them

Fiscal Impact: $0.00

For further information regarding this matter, contact

Randal J. Belmont, Sheriff
Name and Department

Ext. 200
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: May 6, 2002

Reclassification completed by Personnel Officer, Bernie Morris, recommending County Payroll Clerk which best describes the duties of the position.

Abolish one position of Account Clerk Typist, create one position of County Payroll Clerk.

FISCAL IMPACT: $.80/hour

For further information regarding this matter, contact

Bernie Morris/Terri Ross	Ext. 212/289
Name and Department	Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: May 6, 2002

Agreement was reached with AFSCME Local 2574 to increase the grade of Public Health Sanitarian to Grade 20.

FISCAL IMPACT: $.31/hour for three Public Health Sanitarian positions
$.76/hour for one Public Health Sanitarian position

For further information regarding this matter, contact

Bernie Morris
Name and Department

Ext. 212
Telephone Number

Margeson

NOT APPROVED

RECEIVED
JUN 05 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

JUNE 3, 2002

Present: Robert Heineman, Ed Burdick, William Dibble, Kenneth Nielsen, Dan Russo, Curt Crandall, Ed Sherman, John Margeson and Bernie Morris

Minutes of the May 6, 2002 Personnel Committee meeting were approved as amended to include discussion held regarding reviewing payroll procedure in the County. Bernie is to report to the committee with findings. A motion was made by W. Dibble, seconded by K. Nielsen to approve minutes as amended. Motion carried.

WORKERS' COMPENSATION

Five hearings were held in May 2002. Three cases were closed. Two were continued.

Doug reported that Year to date April budget is under budget at this time.

Doug gave the proposed 2003 budget to the committee for review. The Worker's Compensation budget has to be in place by August 15, 2002 and billings out to localities. Doug requested the committee sign the actual budget at the July meeting.

Doug told the committee he often is requested to give approval to a settlement agreed to by attorneys at workers' compensation hearings. He has done that up to a certain dollar amount. Doug felt that he should be acting under a specific policy established by the Personnel Committee approved by the County Attorney. The Committee agreed and directed Doug to work with County Attorney Dan Guiney and John Margeson on this policy.

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

In regular session Doug reported that three fire companies have met the requirements and will be getting awards at the firemens' convention.

Doug showed the committee the safety award for 2003.

Sheriff Randy Belmont and Public Health Director Gary Ogden discussed with the committee the salary increase for the Public Health Director who will take over the oversight of the Nurse Practitioner in the Jail. Gary will state in a letter to the Sheriff what his responsibilities to the Sheriff's Department will be. Motion was made by D. Russo, seconded by C. Crandall to direct the County Attorney to prepare a resolution to increase the Public Health Director salary $5000 which is listed in the Section 4 Salary Plan. Motion Carried. **PREPARE RESOLUTION**

Discussion was held regarding the Public Safety Committee referral to establish the salaries of the Assistant Public Defenders at $25,450. Motion was made by K. Nielsen, seconded by C. Crandall to amend the Section 4 Salary Plan to indicate the salary of the 2nd Assistant Public Defender and the salary of the 3rd Assistant Public Defender to be $25,450. Motion carried. Voting no – E. Burdick **PREPARE RESOLUTION**

Bernie stated that Ken Hutchings, Benefit Consultant with Anchor Group has solicited approval to prepare a request for proposal for our year end health insurance renewal. Motion was made by W. Dibble seconded by K. Nielsen to retain the services of Ken Hutchings of Anchor Group. Motion carried.

The committee reviewed the lists of employees eligible for recognition for twenty five and more years of service. Motion was made by W. Dibble, seconded by K. Nielsen to approve purchase of certificates and frames. Employees with 30 years or more of service will be honored at a Board meeting. Employees with twenty five to twenty nine years of service will receive a certificate to be given by the department head or committee of jurisdiction chair.

No action in the determination of qualifications of the proposed nominee for Safety Officer.

The request for classification review of the Senior Clerk in the County Clerk's office was responded to by the Human Resources Department.

Discussion was held regarding the 2002 Retirement Incentive Program. A motion was made by E. Burdick, seconded by W. Dibble to direct the County Attorney to begin the process to enact a local law to participate in the 2002 Retirement Incentive Program. Motion carried. **PREPARE RESOLUTION**

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

In regular session E. Burdick made the motion to approve the College Student Rider 19/23 for Non-Unit employees and Department Heads with family health insurance coverage. Motion was seconded by W. Dibble and carried. **PREPARE RESOLUTION**

Motion was made by E. Burdick, seconded by W. Dibble to approve payment of retro pay to employees employed by Allegany County on the February 7, 2002 contract ratification date by Local 2574. Motion carried.

Request was made for the Personnel Committee to meet immediately following the Board meeting on June 24th for the purpose of approving July Increments for certain County Employees. The committee agreed.

As there was no further business the meeting was adjourned.

Respectfully submitted
Ellen Ruckle

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: June 3, 2002

Referral from Public Safety to increase salary to $25,450 for Assistant Public Defender 3rd, equal to Assistant Public Defender 2nd salary.

FISCAL IMPACT: $1450

For further information regarding this matter, contact

Beth Farwell/Rodney Bennett	593-5454/567-8816
Name and Department	Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: June 3, 2002

Referral from Human Services Committee requested $5000 increase to Public Health Director salary for oversight of Nurse Practitioner in the Jail.

FISCAL IMPACT: $5000

For further information regarding this matter, contact

Gary Ogden/Randy Belmont	Ext. 250/200
Name and Department	Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: June 3, 2002

Request from Bernie Morris to adjust family health insurance benefits for Non-Unit and Department Head employees to include college student rider 19/23 to be effective July 1, 2002.

FISCAL IMPACT: Approximately $15.00 month for each family contract

For further information regarding this matter, contact

Bernie Morris	Ext. 212
Name and Department	Telephone Number

J. Margason

PERSONNEL COMMITTEE

June 10, 2002

Committee Members Present

R. Heineman, K. Nielsen, E. Burdick, C. Crandall, W. Dibble, D. Russo

Others Present

R. Bennett, B. Hotchkiss

Public Officials Liability Insurance

Committee members discussed a chart that Brian Baty, our insurance consultant, faxed this afternoon regarding the Public Officials Liability Insurance quotes. Committee members expressed concern over the increases in premiums and deductibles.

After a brief discussion a motion was made by Burdick, seconded by Crandall and carried to accept the Diamond State proposal after review and approval by the County Attorney. This proposal has an annual premium of $26,659 with a $25,000 deductible. ***Refer to County Attorney***

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

J. Margaux

RECEIVED
JUN 24 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

JUNE 24, 2002

Present: Robert Heineman, Kenneth Nielsen, Ed Burdick, Dan Russo, Curt Crandall, William Dibble, Ed Sherman and Bernie Morris

Motion was made by E. Burdick, seconded by C. Crandall to direct the County Attorney to prepare the necessary resolution for July Increments for certain county employees. Motion carried. PREPARE RESOLUTION

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

In regular session meeting was adjourned.

Respectfully submitted,
Ellen Ruckle

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: June 24, 2002

July increments for certain county employees hired between 07/01/02 through 12/31/02.

FISCAL IMPACT:

For further information regarding this matter, contact

Bernie Morris
Name and Department

Ext. 213
Telephone Number

JULY INCREMENTS 2002

DEPT.	NAME	TITLE	DATE OF HIRE	PAY RATE	AVE. INC.
Inf. Tech.	D. Lavery	Network Tech.	8/20/01	$18.59	$.56
Co.Clk.	B. Baker	M.Vehicle Cash. Exam.	9/27/01	$11.50	$.27
Sheriff	K. Buffington	Traffic Prog. Coord.	10/01/01	$18.16	$.53
	A. Chamberlain	Correction Officer	11/26/01	$14.21	$.36
	C. Green	Correction Officer	12/07/01	$14.21	$.36
	W. Newton	Correction Officer	12/8/01	$14.21	$.36
	C. Plaisted	Correction Officer	11/27/01	$14.21	$.36
	C. Townsend	Correction Officer	12/9/01	$14.21	$.36
Emer.Serv.	K. Bushman	Emergency Serv. Asst.	8/13/01	$13.96	$.42
Comm. Serv.	S. Wiech	Typist	11/13/01	$10.89	$.22
Soc. Serv.	J. Baker	Sr. Typist	11/26/01	$11.77	$.28
	S. Fountain	Comm. Serv. Aide	12/19/01	$10.89	$.22
	L. Prentice	Comm. Serv. Aide	10/1/01	$10.89	$.22
	P. Watson	Caseworker	10/25/01	$15.36	$.52
	J. Harmon	Typist	12/3/01	$10.89	$.22
Pub.Wrks.	J. Marshall	Laborer	12/26/01	$10.83	$.29
Aging	S. Houghtling	Aging Service Tech.	9/12/01	$13.96	$.42

J. Margeson

NOT APPROVED

RECEIVED
JUL 02 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

JULY 1, 2002

Present: Robert Heineman, Curt Crandall, Kenneth Nielsen, William Dibble, Ed Sherman, Doug Dillon and John Margeson

Minutes of the June 3rd and June 24th Personnel Committee were approved by a motion from K. Nielsen seconded by W. Dibble and carried.

WORKERS' COMPENSATION

Six hearings were held in June. Three cases were continued. Three cases were closed.

Doug presented the 2003 Self Insurance Plan budget. The budget has to be in place by August 15, 2002. The budget was approved by a motion from K. Nielsen, seconded by W. Dibble and carried.

Doug presented to the committee for review A Local Law In Relation To The Establishment Of A Plan Of Mutual Self-Insurance And Repealing Local Law No. 1 of 1956. The Local Law has been amended by the County Attorney. A motion was made by W. Dibble seconded by K. Nielsen to hold a public hearing on the amendments to the local law on July 22, 2002 at 4PM. Motion carried.

Motion was made by W. Dibble seconded by C. Crandall to direct the County Attorney to prepare the necessary resolution requesting the New York State Governor to veto legislation pertaining to 207-c of the general municipal law and veto legislation pertaining to extending binding arbitration mandates to deputy sheriffs, corrections officers and detective investigators. Motion Carried. PREPARE RESOLUTION

Motion was made by C. Crandall seconded by W. Dibble to approve the hiring of a Supervising Public Health Nurse at Grade 7 Step 10 of the Non-Unit Salary Schedule. Motion carried.

Referral was received from the Human Services requesting the Personnel Committee to approve the increase of the Intensive Case Manager (3) salary in the

Section 4 Salary Plan from $30,900 to $33,000. Motion was made by W. Dibble seconded by C. Crandall to approve request. Motion carried. PREPARE RESOLUTION

John Margeson reported to the committee that contract negotiations are starting between the County and the Deputy Sheriff's Association this month.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle

J. Margeson

NOT APPROVED

RECEIVED
AUG 07 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

AUGUST 5, 2002

Present: Robert Heineman, Ed Burdick, William Dibble, Dan Russo, Kenneth Nielsen, Curt Crandall, Ed Sherman, Doug Dillion, Bernie Morris, John Margeson

Minutes of the 7/1/02 Personnel Committee meeting were approved by a motion from K. Nielsen, seconded by W. Dibble. Motion carried.

Workers' Compensation
Doug reported that seven (7) hearings were held in July. Five (5) cases were closed. Two (2) cases were continued.

Doug presented the apportionment schedule for Towns, Villages and County and reviewed with the committee. Discussion was held. Motion was made by E. Burdick, seconded by K. Nielsen to approve apportionment. Motion carried.

Fire Fighter Physical Compliance is at 86%. At this time three (3) companies are at 100%.

Doug discussed with the committee his attendance at the firemen's convention and his observation of the firematic activities.

207C hearings will again be held in October.

Sheriff Randy Belmont and Personnel Officer Bernie Morris discussed with the committee hiring an Undersheriff higher than base. Motion was made by K. Nielsen, seconded by E. Burdick to approve the hiring at Grade 10 Step 8. Motion carried.

Referrals from the Public Safety Committee were reviewed. Motion was made by D. Russo, seconded by W. Dibble to direct the County Attorney to prepare a resolution to be sponsored by the Public Safety Committee and the Personnel Committee for the wearing of County identification by employees. Motion carried. <u>PREPARE RESOLUTION</u>

The Committee agreed with the Public Safety Committee that ID cards should come from the Human Resources Department.

The Personnel Committee September meeting will be held on Tuesday, September 3rd at 3PM.

The contract with Employee Services was presented for renewal. Bernie stated he has been working on getting a two (2) year contract with Employee Services. The Committee tabled action until the September meeting.

Kim Toot, Director for the Office of the Aging and Bernie Morris discussed with the committee the grade of the Coordinator, Services for the Aging. The Committee tabled action until the September meeting for more information.

The Committee approved the employee recognition certificates and the purchase of frames through the Clerk of the Board and scheduling a Board date for presentation with the Clerk of the Board and the Board Chairman.

Motion was made by K. Nielsen, seconded by D. Russo to go into Execution Session. Motion carried.

In regular session meeting was adjourned.

Respectfully submitted,
Ellen Ruckle

John Maiger

RECEIVED

AUG 08 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

August 8, 2002

Present: Robert Heineman, Curt Crandall, Dan Russo, Kenneth Nielsen, William Dibble, Dan Guiney, David Roeske

Motion was made by W. Dibble, seconded by K. Nielsen to change the title of Junior Engineer to Public Works Engineer in the Non-Unit Salary Plan based on a classification review by the Human Resource Department, remove the title of Junior Engineer from Grade 8, place Public Works Engineer title in Grade 9 of the Non-Unit Salary Plan. Motion carried. PREPARE RESOLUTION

The Committee approved placing the incumbent of Public Works Engineer at Step 6 of Grade 9 as a consequence of the incumbent holding licensure as a Professional Engineer.

Motion was made by W. Dibble, seconded by C. Crandall to approve the Employee Assistance Program Agreement with Employee Services Inc. for the period of September 1, 2002 through August 31, 2004 at a cost of $17,730.24. Motion carried. PREPARE RESOLUTION

The Committee directed County Attorney Guiney to include in the resolution for wearing of employee identification October 1, 2002 as a start date and that employee identification to be worn conspicuously.

Meeting adjourned

Respectfully submitted,
Ellen Ruckle

NOT APPROVED

RECEIVED
SEP 04 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

SEPTEMBER 3, 2002

Present: Robert Heineman, Dan Russo, Kenneth Nielsen, Ed Burdick, Curt Crandall, William Dibble, Ed Sherman, John Margeson, Bernie Morris

Minutes of the August 5th and August 8th Personnel Committee meetings were approved by a motion from W. Dibble and seconded by K. Nielsen. Motion carried.

Motion was made by W. Dibble and seconded by K. Nielsen to go into attorney/client session. Motion carried.

In regular session the motion was made by E. Burdick and seconded by W. Dibble to authorize the balance of the self insurance retention fund less legitimate expenses to go to St. Paul for settlement of a claim. Motion carried. PREPARE RESOLUTION

Kim Toot, Director Office for the Aging, discussed with the Committee the grade reallocation for the title of Coordinator, Services for the Aging. A motion was made by E. Burdick and seconded by W. Dibble to remove the title of Coordinator, Services for the Aging from Grade 6 of the Non-Unit Salary Plan and place the title in Grade 7 of the Non-Unit Salary Plan. Motion carried. PREPARE RESOLUTION

The budget of the Board of Elections for 2003 was reviewed and approved as recommended by the Budget Officer by a motion from C. Crandall and seconded by D. Russo. Motion carried.

The budget of the County Clerk for 2003 was reviewed and approved as recommended by the Budget Officer by a motion from K. Nielsen and seconded by D. Russo. Motion carried.

The Comp./Liability/Insurance budget for 2003 was reviewed and approved as recommended by the Budget Officer by a motion from K. Nielsen and seconded by E. Burdick. Motion carried.

Discussion was held with the Committee and Brenda Hotchkiss regarding county vehicle usage. John Margeson and Brenda were instructed to review the proposed letter and send to appropriate department heads.

The Veterans Agency budget for 2003 was reviewed and approved as recommended by the Budget Officer by a motion from W. Dibble and seconded by K. Nielsen. Motion carried.

The Human Resources budget for 2003 was reviewed and approved as recommended by the Budget Officer by a motion from E. Burdick and seconded by K. Nielsen. Motion carried.

Discussion was held regarding Sheriff's negotiations.

The Risk Retention Budget for 2003 was reviewed and approved as recommended by the Budget Officer by a motion from K. Nielsen and seconded by C. Crandall. Motion carried.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel DATE: September 3, 2002

Reallocation of the Coordinator, Services for the Aging to be in same grade as the Accountant.

FISCAL IMPACT: $1,000

For further information regarding this matter, contact

Bernie Morris or Kim Toot	Ext. 212 or Ext 390
Name and Department	Telephone Number

NOT APPROVED

PERSONNEL COMMITTEE MINUTES
October 7, 2002

John Margeson

RECEIVED
OCT 11 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

Present:

Robert Heineman, Kenneth Nielsen, Edmund Burdick, Curt Crandall, William Dibble, Dan Russo, Dan Guiney, John Margeson, Paul Gallman, Randy Belmont and Bernie Morris

Called to order @ 2:00 PM

Minutes of the September 3, 2002 meeting were approved.

On Referral from the Public Safety Committee, moved by W. Dibble seconded by C. Crandall, approved the abolishment of one (1) position of E911 Enumerator, Grade 10 and the creation of one (1) position of Emergency Communications Coordinator, Grade 13. **Prepare Resolution**.

On Referral from the Human Services directed the Personnel Officer to conduct a Classification Review of the Office Manager position in the Health Department.

Approved the request of Scott Spilliane, Director Veterans Service Agency to accept an $1860 grant from the New York State Division of Veterans Affairs for staff training.

Moved to Executive Session for discussion of a personnel matter, and Attorney/Client meeting with County Attorney Guiney.

After return to regular session received an update on Sheriff's labor contract negotiations and two Civil Service Classification reviews in progress from Bernie Morris, Personnel Officer.

A motion was made by E. Burdick seconded by K. Nielsen to approve the request of Brenda Hotchkiss, Clerk of the Board, to transfer $484 from contingent (A1990.4) to Unallocated Insurance (A1910.406). Motion carried. **Refer to Ways and Means Committee.**

John Margeson reminded the Committee of the invitation to tour North American Administrators, Amherst facility on Friday, 10/11.

The Committee approved a motion from E. Burdick, seconded by D. Russo to insurance consultant Brian Baty to solicit quotes for the County's comprehensive and liability insurance coverage.

A motion was made by C. Crandall seconded by E. Burdick to propose an employment hiring freeze effective the date the resolution is passed until 6/30/2003. **Refer to Ways and Means Committee.**

Meeting adjourned

BJM
10/11/2002

Jack Marquson

NOT APPROVED

RECEIVED
OCT 15 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

October 15, 2002

PRESENT: Robert Heineman, Ed Burdick, Dan Russo, Curt Crandall, Kenneth Nielsen and William Dibble

The meeting was called to order by Chairman Heineman at 1:55PM.

R. Heineman informed the committee that two votes would be taken one for the appointment of Joan Lester as Election Commissioner and the second vote would be to send the appointment to the floor for full Board action.

A motion was made by C. Crandall and seconded by K. Nielsen to support the appointment of Beatrice Joan Lester as the Democratic Party Election Commissioner. The motion was lost. All voting no.

A motion was made by E. Burdick and seconded by D. Russo to send the resolution for the appointment of Beatrice Joan Lester as Election Commissioner to the full Board for action with out Committee approval. Motion carried.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle

John Margeson

RECEIVED
NOV 08 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

NOVEMBER 5, 2002

Present: Robert Heineman, Ed Burdick, Kenneth Nielsen, William Dibble, Curt Crandall, Dan Russo, Ed Sherman, Doug Dillon, John Margeson and Bernie Morris

Minutes of the October 7th and October 15th Personnel Committee meetings were approved by a motion from E. Burdick, seconded by W. Dibble. Motion was carried.

Worker's Compensation

Doug reported that seven hearings were held in October. Six cases were continued and one was closed.

Doug requested to go into executive session and a motion was made by K. Nielsen seconded by E. Burdick to go into executive session. Motion Carried.

In regular session Scott Spillane requested of the Committee approval to apply for a Grant-in-Aid for $1860 from the New York State Division of Veteran's Affiars. E. Burdick made the motion to approve application for the grant seconded by C. Crandall. Motion carried. Refer to Ways & Means Committee

Scott reported that the Allegany County Veteran's Agency has been working to solicit care packages for U.S. troops in Afghanistan and has been working with the Steuben County Agency on this project.

Bernie reported on the Sexual Harassment Training given October 3rd & 4th to 64 Department Heads and Non-Unit Supervisors. St. Paul Insurance did the training. The Committee recommended training for all employees in the near future.

Bernie updated the Committee on the Sheriff's negotiations held on October 29th. Next negotiations are scheduled for December 5th and 6th. The Sheriff's Association has filed an Improper Practice Charge against the

County regarding assignment of work. Bernie and Norm Stocker will represent the County at PERB.

Discussion was held regarding insurance quotes. Brian Baty should be reporting at the December meeting with comprehensive and liability insurance quotes. Bernie may report on health insurance renewal quotes in December.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle

John Margason

RECEIVED
DEC 03 2002
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

DECEMBER 2, 2002

PRESENT: Robert Heineman, Ed Burdick, William Dibble, Dan Russo, Curt Crandall, Kenneth Nielsen, Ed Sherman, Doug Dillon and Bernie Morris

Minutes of November 4, 2002 Personnel Committee meeting were approved by a motion from W. Dibble, seconded by K. Nielsen and carried.

WORKER'S COMPENSATION
Doug reported that two (2) hearings were held in November. Discussion was held.

Doug reviewed budget year to date vs. actual. Motion was made by W. Dibble to transfer funds totaling $49,350 from Fund Balance Account S909, seconded by E. Burdick to the listed accounts S1710.101 $1,350; S1720.406 $15,000; S1720.409 $3,000; S1720.430 $30,000. Motion carried.

Motion was made by K. Nielsen, seconded by W. Dibble to approve transfers within S1710 point one(1), point two(2), point four(4) and point eight(8) accounts. Motion carried.

Brian Baty of H & V Risk Consultants discussed with the committee marketing issues for comprehensive and liability insurance. The committee scheduled a personnel committee meeting for Friday, January 24, 2003 at 2PM to review insurance quotes.

Discussion was made regarding the renewal of the contract with H & V Risk Consultants for the year 01/01/03 – 01/01/04 at the cost of $10,000. Motion was made by E. Burdick seconded by W. Dibble to approve the contract approved by the County Attorney and the County Administrator. Motion carried. PREPARE RESOLUTION

The Committee scheduled the January Personnel Committee for Thursday, January 2, 2003 at 3PM.

Ken Hutchings of Anchor Group based in Syracuse, New York reported to the committee the employee benefit analysis he conducted in November with several health benefit providers. Discussion was held.

Scott Spillane, Veteran's Agency Director spoke to the committee regarding the need of filling the position of Assistant Director of Veteran's Agency to be vacant due to retirement.

A motion was made by K. Nielsen, seconded by W. Dibble to direct the County Attorney to prepare a 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 Salary Plan and Nurses' Salary Plan. Motion carried. PREPARE RESOLUTION

Bernie requested the committee to amend resolution 159-02 to remove the language "non-competitive". A motion was made by E. Burdick seconded by C. Crandall to amend Resolution 159-02 by removing "non-competitive". Motion carried. PREPARE RESOLUTION

Discussion was held regarding the classification review of the Sr. Account Clerk Typist position in the Worker's Compensation Office. A motion was made by W. Dibble seconded by C. Crandall to place the title of Office Manager (Worker's Compensation) in Grade 2 of the Non-Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Referrals from Public Safety were reviewed. A motion was made by C. Crandall seconded by D. Russo to place the title of Jail Administrator in Grade 9 of the Non-Unit Salary Plan if the creation of the position is approved by the Board. Motion carried. PREPARE RESOLUTION

A motion was made by C. Crandall seconded by D. Russo to support the appointment of Diane Martin as the Democratic Party Election Commissioner. The motion was lost. All voting no.

A motion was made by E. Burdick and seconded by K. Neilesen to send the resolution for the appointment of Diane Martin as Election Commissioner to the full Board for action with out Committee approval. Motion carried.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle

MEMORANDUM OF EXPLANATION

COMMITTEE: Personnel DATE: 12/2/02

The Personnel Officer and Sheriff recommend Resolution 159-02 be applied to all new hire part-time correction officers. Once amended by deleting non-competitive, Resolution 159-02 wage rate would be utilized for all future part-time appointments.

FISCAL IMPACT: (Res. 159-02) $9.00 vs. $13.85 per hour.

For further information regarding this matter, contact:

Bernie Morris, Personnel Officer ext. 214

MEMORANDUM OF EXPLANATION

COMMITTEE: Personnel DATE: 12/2/02

Classification review was done by the Human Resources Department for the Worker's Compensation Office Senior Account Clerk Typist. Findings determined that the existing specification of Office Manager (Worker's Compensation) best described the duties performed by the Senior Account Clerk Typist incumbent.

Title of Office Manger Worker's Compensation to be placed in Grade 2 of the Non-Unit Salary Plan.

FISCAL IMPACT: $.30/hr.

For further information regarding this matter, contact:

Bernie Morris, Personnel Officer ext. 214