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John Margeson

NOT APPROVED

RECEIVED
JAN 06 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

JANUARY 3, 2003

PRESENT: Robert Heineman, Ed Burdick, Dan Russo, Kenneth Nielsen, Ed Sherman, Curt Crandall, William Dibble, Doug Dillon, Bernie Morris, John Margeson, Ken Hutchings, Brian Baty, Ray DeTine, Curtis Corkey

Minutes of the December 2, 2002 Personnel Committee meeting were approved by a motion from K. Nielsen, seconded by W. Dibble and carried.

Doug Dillon reported that 7 hearings were held in December. Four (4) cases were closed and three (3) cases were continued.

The Committee approved the appointment of Doug Dillon as Executive Secretary of the Allegany County Self Insurance Plan for the year January 1, 2003 through December 31, 2003.

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

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

J. Margeson

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JAN 27 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

JANUARY 24, 2003

PRESENT: Robert Heineman, Ed Burdick, William Dibble, Dan Russo, Curt Crandall, Ed Sherman, John Margeson and Bernie Morris. Ken Hutchings of Anchor Group and Brian Baty of H & V Risk Consultants

Representatives from Nova Health Insurance gave a presentation of their services to the committee.

Motion was made to go into executive session by C. Crandall, seconded by D. Russo. Motion carried.

In regular session discussion was held regarding the date and time of the February Personnel Committee meeting. The February meeting is scheduled for Thursday, the 6th at 2PM.

Brian Baty presented bids on comprehensive and liability insurance. Dennis Dye of Dye Insurance and Ian Whitehouse and Richard Ewell of Richardson and Stout Insurance were present. Discussion was held.

A motion was made by D. Russo and seconded by C. Crandall to go into executive session. Motion carried.

In regular session a motion was made by D. Russo to accept the insurance bid of NYMIR for the period 2/1/03 – 2/1/04 at a cost of $335,674. No second was received to the motion. The motion was lost.

A motion was made by E. Burdick to accept the insurance bid of St. Paul of the period 2/1/03 – 2/1/04 at a cost of $299,993. The motion was seconded by C. Crandall. Motion carried. Voting no: D. Russo, R. Heineman. PREPARE RESOLUTION

A motion was made by C. Crandall to approve Alternative Service Concepts, LLC for the period 2/1/03 – 2/1/04 at a cost of $11,880 as the claims administrator for the County pending approval of the St. Paul Insurance contract by the full Board. The motion was seconded by E. Burdick. Motion carried. PREPARE RESOLUTION

A motion was made by C. Crandall to go into Attorney/Client session. The motion was seconded by W. Dibble. Motion carried.

The meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

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JAN 30 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
MINUTES
JANUARY 29, 2003

Present: R. Heineman, Wm. Dibble, C. Crandall, K. Nielsen, D. Russo, E. Burdick

The meeting was called to order at 2:30 p.m. by Chairman Heineman.

J. Margeson advised the committee that the Richardson and Stout Agency had submitted a last minute proposal to Brian Baty of H&R Insurance Consultants. The proposal was a modification of their original general liability package.

The new proposal called for a $250,000 Self Insured Retention ceiling per occurance with an aggregate S.I.R. cap of $750,000 per year.

The total premium, through New York Municipal Insurance Reciprocal, was quoted at $352,079, which included a capitalization fee of $20,607.

On motion of E. Burdick, seconded by C. Crandall the committee voted 4 to 2 to stay with its' original position of retaining coverage from the St. Paul Insurance Company. Heineman and Russo opposed.

Meeting adjourned at 2:50 p.m.

J. E. Margeson
Recorder

J. Margeson

NOT APPROVED

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FEB 07 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
FEBRUARY 6, 2003

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

Minutes of the January 2, 2003 and January 24, 2003 Personnel Committee meetings were approved by a motion from K. Nielsen, seconded by D. Russo. Motion carried.

Worker's Compensation
Doug Dillon discussed with the committee proposals for Excess Insurance for Worker's Compensation. A motion was made by E. Burdick, seconded by K. Nielsen to accept the Hannover Insurance Proposal of Option 3 with a premium cost of $32,234. Motion carried.

In January four (4) hearings were held. Three (3) cases closed and one (1) case continued.

Doug reviewed with the committee Claims History Reports for 2002. Doug was especially pleased with the Summary of Lost Time Claims for 2002. Doug also noted the firefighters physical compliance is at an all time high.

County Safety Luncheons are scheduled for February 19, 2003 and March 12, 2003. Towns and Villages of Districts 1 & 2 Safety Luncheons, March 19, 2003 and Towns and Villages of Districts 3, 4 & 5 Safety Luncheons, March 26, 2003. All luncheons are being held at the American Legion in Belmont.

Ken Hutchings of Anchor Group discussed with the Committee the rate proposal from North American Health Plans and length of contract. A motion was made by E. Burdick and seconded by K. Nielsen to continue with North American Health Plans as the County's health insurance provider, accept the rate of $17.00 per person per month for a contract period of four (4) years. Specific contract language to be determined and agreed to by County Attorney Guiney, Broker Ken Hutchings and North American Health Plans. Motion Carried. PREPARE RESOLUTION

Motion was made by D. Russo, seconded by W. Dibble to go into Executive Session. Motion carried.

In regular session the committee discussed the participation of County Nurses first response volunteer small pox vaccination program.

Motion was made by K. Nielsen, seconded by E. Burdick to approve the reappointment of Harvey Scott Spillane as Director of the Veteran's Service Agency. Motion carried. PREPARE RESOLUTION

Motion was made by W. Dibble to go into Executive Session, seconded by C. Crandall and carried.

In regular session as there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resource Specialist

John Margeson

NOT APPROVED

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FEB 18 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

FEBRUARY 14, 2003

PRESENT: Robert Heineman, Ed Burdick, William Dibble, Kenneth Nielsen, Curt Crandall, Robert Sobeck, John Margeson, Bernie Morris, Brenda Rigby and County Attorney Guiney

Motion was made by W. Dibble seconded by K. Nielsen to go into Attorney/Client session. Motion carried.

In regular session moved by W. Dibble, seconded by K. Nielsen and carried the motion was made by K. Nielsen seconded by E. Burdick to drop the appeal of the decision made Judge Joseph R. Glownia with stipulations. Motion carried.

Motion was made by K. Nielsen, seconded by W. Dibble to approve the recommended appointment by the Allegany County Democratic Committee of Diane Martin as Election Commissioner. Motion carried. PREPARE RESOLUTION

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

In regular session meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

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MAR 04 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

March 3, 2003

PRESENT: Robert Heineman, Kenneth Nielsen, Dan Russo, Ed Burdick, Ed Sherman, Curt Crandall, William Dibble, Bernie Morris, Brenda Hotchkiss

Minutes of the February 6th and 14th Personnel Committee meetings were approved by a motion from K. Nielsen, seconded by C. Crandall. Motion carried.

Discussion was held with Scott Spillane, Veteran's Agency Director regarding the staffing of Assistant Veteran's Agency Director position.

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

In regular session a motion was made by D. Russo to start the process of filling the position of Assistant Veteran's Agency Director on a full-time basis effective July 1, 2003. The motion was seconded by E. Burdick and carried. REFER TO WAYS AND MEANS

Motion was made by K. Nielsen, seconded by W. Dibble to accept the offer of insurance payment of $2834.91 that covers 90% of the allowable damages. Motion carried.

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

In regular session a motion was made by E. Burdick and seconded by D. Russo to fill the vacant Correction Officer position due to retirement as a regular position of employment to satisfy contract language. Motion carried.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

NOT APPROVED

RECEIVED
APR 08 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

APRIL 7, 2003

PRESENT: Robert Heineman, Kenneth Nielsen, Dan Russo, Ed Burdick, Curt Crandall, William Dibble, Edgar Sherman, Bernie Morris and John Margeson
Interns present were Deborah Lyons, Kimberly Gehl, Shane Stegen, Amanda Sylor and Zach Presutti

Minutes of the March 3, 2003 Personnel Committee meeting were approved by a motion from W. Dibble, seconded by K. Nielsen and carried.

Brenda Rigby, Clerk of the Board discussed with the Committee the need for action to adopt a policy for the procedure to use when settling claims for damage to county owned vehicles. After discussion a motion was made by W. Dibble seconded by D. Russo to send a letter to department heads with employees who drive county owned vehicles requesting the department head to report accidents in a timely manner to the Clerk of the Board and to report purchase of new vehicles to the Clerk of the Board before registering the new vehicle. Motion carried.

Discussion was held regarding the referral from the Public Safety Committee pertaining to the Safety Officer position. Bernie stated he has been in contact with the Public Safety Committee in regards to the current job description for Safety Officer and possible changes to be made.

Bernie reported that the next negotiation session scheduled with the Sheriff's Union is April 23, 2003.

Bernie discussed the duties statement submitted from the Department of Public Works. It was determined by Bernie that the duties of the position, Heavy Equipment Mechanic, should be reclassified to that of Senior Heavy Equipment Mechanic. Motion was made by E. Burdick and seconded by R. Heineman to abolish one position of Heavy Equipment Mechanic and create one position of Senior Heavy Equipment Mechanic. Motion Carried. Voting no – D. Russo. PREPARE RESOLUTION

Bernie discussed with the committee the reclassification of a Medical Records Computer Operator to a Senior Medical Records Computer Operator. A motion was made by K. Nielsen seconded by C. Crandall to table the matter until the May meeting for more information. Motion carried.

Bernie said he would have information regarding the payroll process for the May meeting.

Discussion was held regarding inquiries of the Jail Administrator position.

A motion was made by D. Russo seconded by W. Dibble to go into Executive Session. Motion carried.

In regular session as there was no further business the meeting was adjourned.

Respectfully submitted
Ellen Ruckle
Human Resources Specialist

J. Marjson

NOT APPROVED

RECEIVED
MAY 06 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

MAY 5, 2003

PRESENT: Robert Heineman, Kenneth Nielsen, Ed Burdick, Dan Russo, Curt Crandall, William Dibble, Ed Sherman, Bernie Morris and Sue Myers.

Legislative Interns in attendance were Samantha Nye, Elizabeth Emerson, Richard Smith Jr.

A motion was made by K. Nielsen, seconded by D. Russo to approve the minutes of the April 7, 2003 Personnel Committee meeting. Motion carried.

WORKER'S COMPENSATION
Doug reported attending seven (7) hearings held in four (4) different locations. Four (4) cases were closed and three cases are still open.

Discussion was held regarding changes in Worker's Compensation law specifically pertaining to fire matic physicals. The Committee directed Doug to contact Brian Baty regarding Stop Loss Insurance.

Doug reviewed with the committee the budget to date.

Doug reported that five (5) fire companies in Allegany County had 100% physical compliance and would be receiving stream light lanterns as an award at the Firemen's Convention held in July. The five fire companies are Belfast, Canaseraga, Rushford, Wellsville Emerald and Wellsville Genesee. The Committee approved the purchase of the lanterns at $150 each by a motion from E. Burdick, seconded by W. Dibble and carried.

Doug stated that the Worker's Compensation budget for 2004 has to be in place by July 15, 2003. He will review the budget with John Margeson in June and have the budget ready for approval at the July Personnel Committee meeting.

Doug reported to the Committee that efforts were again being made to promote changes to 207-C legislation that would not be in the best interest of any municipality with police and/or deputy sheriff employees. The motion was made by W. Dibble and seconded by C. Crandall to direct the County Attorney to prepare a resolution for the opposing of changes to 207-C. Motion carried. PREPARE RESOLUTION

Motion was made by C. Crandall and seconded by K. Nielsen to go into executive session. Motion carried.

Motion was made by D. Russo and seconded by W. Dibble to go out of executive session. Motion carried.

Bernie Morris reported to the committee that PERB has made a favorable decision on be half of the County in the improper practice charge made by the Deputy Sheriff's Association regarding reassigning work. Bernie and Norm Stocker represented the County on December 20, 2003 at the hearing.

Bernie stated that the last mediation session with Allegany County and the Deputy Sheriff's Association held April 23, 2003 went well and felt that progress was made. The next mediation session is scheduled for May 15, 2003.

Bernie reported on the Arbitration with AFSCME Local 2574 and the County regarding retro pay for retirees was held April 30, 2003. Briefs will be exchanged May 30, 2003. A decision by the arbitrator should be received by June 30, 2003.

Bernie told the committee that County service milestones had been reached by two of his employees. Ellen Ruckle obtaining 30 years of service in April of this year and Joyce Brewer 25 years of service in February of this year.

Bernie stated that he would be assisting Scott Spillane Veteran's Agency Director with the interviewing of applicants for the Assistant Directors position. The process should start this week. 26 applications were received for the position.

Bernie distributed to each of the committee members his findings on the payroll process report. Discussion was held. The Committee will return again to the subject at the June meeting.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resource Specialist

J. Margason

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MAY 13 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

MAY 12, 2003

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

Brenda Rigby, Clerk of the Board refreshed the committee on the following accident. On January 30, 2003 an individual struck an Office for the Aging 1995 Pontiac Grand Am. In March Kemper Insurance sent the County a check in the amount of $2,834.91 representing payment of 90 percent of the allowable damages to the Office for the Aging vehicle. Allegany County accepted that payment, however, acceptance of Kemper's check did not reflect admittance to 10 percent fault.

On April 29, 2003 Kemper Insurance faxed a claim to Brenda requesting $351.53 representing 10 percent of their insured's damages.

Brenda stated that the County Attorney as well as a representative from St. Paul Insurance recommends that we deny payment of this claim.

A motion was made by C. Crandall and seconded by E. Burdick to deny payment the claim and directed Brenda to notify Kemper Insurance. Motion carried.

Bernie Morris updated the Committee on the selection process for the Assistant Director of Veteran's Service Agency position.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

NOT APPROVED

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JUN 03 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
June 2, 2003

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

Minutes of the May 5, 2003 Personnel Committee minutes were amended to read "Doug reported on seven (7) hearings" also "Doug reviewed with the Committee actual vs. budget" by a motion made by E. Burdick, seconded by W. Dibble and carried. Motion was made to approve the amended May 5, 2003 Personnel Committee minutes by a motion from K. Nielsen and seconded by W. Dibble. Motion carried. Minutes of the May 12, 2003 Personnel Committee minutes were approved by a motion made by D. Russo, seconded by E. Burdick and carried.

Doug Dillon was unable to attend today's committee meeting due to a hearing.

Financial statements for the month of May were given to each committee member for review.

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

Theresa Claypool, Office Manager of the Allegany County Public Health Department made a request to the Committee for an upgrade based on duties and supervisory workload.

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

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

In regular session a motion was made by E. Burdick and seconded by C. Crandall to move the title of Office Manager from Grade 5 to Grade 6 of the Non-Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Bernie discussed with the committee the major medical deductibles and Rx Co-pays of County employees. More discussion will be given to the topic at the July Personnel Committee meeting.

W. Dibble mentioned the employee cost savings suggestion survey being put together.

Payroll procedures topic was tabled until the July Personnel Committee meeting by a motion from W. Dibble, seconded by K. Nielsen. Motion carried. The County Treasurer Terri Ross will be asked to attend.

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: June 2, 2003

July Increments

Name	Title	Date of Hire	Rate	Avg. Incr.
Sheriff's Dept.				
Reynolds, D.	Undersheriff	08/17/02	$23.34	$.68
Newton, J.	Cook	08/19/02	$12.13	$.28
Social Services Dept.				
Neely, R.	Sr. Typist	09/09/02	$12.12	$.29
Mangine, C.	CommSvcAide	10/28/02	$11.22	$.23
Huegel, C.	Typist	11/04/02	$11.22	$.23
Tax Dept.				
Dorrett, L	AcctClkTypist	08/05/02	$12.12	$.29
Health Dept.				
Starck, E.	AcctClkTypist	07/16/02	$12.12	$.29
Chesebro, N.	Supv PHN	08/05/02	$23.70	$.66
Hunt, D.	PHN	10/28/02	$17.28	$.69
Information Technology Dept.				
Yudichak, M.	Network Tech	09/03/02	$16.31	$.57
Employment & Training Dept.				
Hark, V.	E&T Counselor	12/04/22	$15.40	$.52

FISCAL IMPACT:

For further information regarding this matter, contact

Bernie Morris, Personnel Officer	Ext. 212
Name and Department	Telephone Number

John Margeson

NOT APPROVED

RECEIVED
JUN 24 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

June 23, 2003

Committee Members Present

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

Others Present

J. Margeson, B. Rigby

Public Officials Liability Insurance

Committee members discussed Public Officials Liability Insurance quotes. After a brief discussion a motion was made by Burdick, seconded by Crandall and carried to accept the Diamond State proposal with an annual premium of $38,100 with a $25,000 deductible. Diamond State was also our Public Officials Liability Insurance carrier last year, and our coverage will remain the same with the exception of air quality and terrorism exclusions. Committee members expressed concern over the 42.9 percent increase in premium, and Ms. Rigby indicated that the increase is due primarily to rate increases for the market. Committee members requested Ms. Rigby to notify Brian Baty, Insurance Consultant, of the County's decision to bind coverage with Diamond State.

Adjournment

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

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

John Margeson

NOT APPROVED

RECEIVED
JUL 08 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
JULY 7, 2003

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

Minutes of the June 2, 2003 were amended by a motion from W. Dibble, seconded by C. Crandall to " W. Dibble mentioned that an employee cost savings suggestion survey should be put together and sent to all employees. Purpose: look for ways to save County dollars especially with the 2004 fiscal situation we are facing". Motion to amend was carried. Motion was made by W. Dibble, seconded by K. Nielsen to approve the minutes of the June 2, 2003 Personnel Committee meeting as amended and approve the June 23, 2003 Personnel Committee meeting minutes. Motion carried.

Doug Dillon was absent due to Worker's Compensation hearings.

Brian Baty, of H & V Risk Consultants discussed with the committee the Public Officials Liability Quotes for the period 7/1/03 – 7/1/04. Motion was made by E. Burdick and seconded by K. Nielsen to bid out again in September for the Public Officials Liability Quotes with insurance renewal quotes that are due in February. Motion carried.

The committee reviewed department financial statements for June.

Discussion was held regarding the Board of Elections budget for 2004. No action was taken.

Bernie Morris discussed with the committee health insurance coverage for active Non-Unit Employees, employees covered by the Section 4 Salary Plan and Legislators and retirees of the same. Adjustments were recommended to reflect typical health plan benefit levels in 2003 and our current labor contracts. Motion was made by E. Burdick and seconded by K. Nielsen to change the $3 Rx Co-Pay for the above mentioned employees/retirees to $5 Rx Co-Pay for generic prescriptions and $10 Rx Co-Pay for brand name prescriptions. Motion carried. This change will become effective the first of the month following Board action. <u>PREPARE RESOLUTION</u>

Motion was made by C. Crandall and seconded by E. Burdick to increase the health insurance Major Medical deductible for active Non-Unit Employees, employees covered by the Section 4 Salary Plan and Legislators and retirees of the same from Major Medical deductible of $100 Single to $175 Single and Major Medical deductible of $200 Family to $325 Family. Motion carried. This change will become effective January 1, 2004. PREPARE RESOLUTION

Discussion was held regarding summary of pay and benefits for employees. Bernie was asked to report at the August Personnel Committee meeting.

Bernie stated he would discuss benefits of part time employees at the August Personnel Committee meeting.

Bernie reported that good progress continues in mediation toward a contract with the Sheriff's Association.

The decision of the arbitration on retro pay for retirees is anticipated the end of July or early August.

Payroll process report Bernie is working on will be brought again to the committee for further review.

The committee approved the 30 year Employee Recognition to be held at a Board meeting in October.

The meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

NOT APPROVED

RECEIVED
AUG 05 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE

AUGUST 4, 2003

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

Minutes of the July 7, 2003 Personnel Committee meeting were approved by motion from K. Nielsen, seconded by W. Dibble and carried.

Worker's Compensation

Doug reviewed the budget for 2004 and the apportionments. Motion was made by E. Burdick and seconded by W. Dibble to accept the budget and apportionments for 2004. Motion carried.

Brian Baty discussed with the committee claims reserves. Brian recommended getting quotes for disability insurance. Motion was made by E. Burdick and seconded by K. Nielsen to direct Brian to proceed with obtaining disability insurance quotes. Motion carried.

Bernie reviewed an Employee Benefits Statement with the committee. It was suggested that the Statement be shorter, include the address of Employee Services Inc. and indicate overtime. Bernie will come to the next meeting with a revised Statement.

Bernie stated that he had been discussing with D. Button payroll process regarding the security features of the payroll system and reeducating users with typed instructions.

No award has been received from the arbitration regarding retro pay for retirees.

Bernie discussed with the committee benefits for part time employees. Bernie will bring suggestions to the next meeting.

The Sheriff negotiations continue between the mediator, the County and the Deputy Sheriff's Union negotiator by phone.

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

In regular session the department financial statements were distributed to the members.

The meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resource Specialist

John Margeson

RECEIVED
AUG 12 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

SPECIAL PERSONNEL COMMITTEE
AUGUST 11, 2003

PRESENT: D. Russo, R. Heineman, C. Crandall, E. Burdick, W. Dibble, R. Sobeck, R. Bennett, J. Palmer, S. Myers, E. Sherman, J. Graffrath, B. Rigby, J. Margeson and B. Morris

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

A motion was made by R. Heineman, seconded by E. Burdick to go out of executive session. Motion carried.

In regular session no action was taken.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

NOT APPROVED

RECEIVED
SEP 10 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
September 9, 2003

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

Minutes of the August 4th and the August 11th Personnel Committee meetings were approved by motion from W. Dibble, seconded by K. Nielsen and carried.

Gary Ogden, Public Health Director, spoke to the committee regarding the a classification review in the Health Department for Medical Records Computer Operator assigned clerical duties with the Family Planning Clinic previously performed by a Nurse Practitioner. The position is paid 100% by Federal Funds. Bernie stated that Clinic Secretary better describes the duties of the position. The title Clinic Secretary is recommended to be placed in grade 13 of the AFSCME Salary Plan. A motion was made by E. Burdick, seconded by W. Dibble to approve the title of Clinic Secretary to be placed in Grade 13 of the AFSCME Salary Plan. Motion carried. <u>REFER TO WAYS AND MEANS COMMITTEE</u>

WORKER'S COMPENSATION
Doug Dillon reported 7 hearings held in August. Three (3) cases were closed and four (4) cases were continued.

Doug requested an executive session. Motion was made by C. Crandall and seconded by W. Dibble to go into executive session. Motion carried.

In regular session Doug reported to the committee he is working with a company, Modern Medical, to initiate cost savings in the Worker's Comp. Rx program. A possible savings of $750 per month could be made. Doug will present the completed contract at the October Personnel Committee meeting for approval.

Scott Spillane, Veteran's Director presented the Veteran's Agency 2004 budget for committee review. A motion was made by W. Dibble, seconded by C. Crandall to approve the budget as recommended by Budget Officer Margeson. Motion carried.

Linda Healy, Deputy County Clerk presented the 2004 County Clerk's budget for committee review. A motion was made by E. Burdick, seconded by K. Nielsen to approve the budget as recommended by Budget Officer Margeson. Motion carried.

Bernie Morris, Personnel Officer presented the 2004 Human Resource budget for committee review. A motion was made by W. Dibble, seconded by C. Crandall to approve the budget as recommended by Budget Officer Margeson. Motion carried.

Bernie reported the arbitrator's decision on the arbitration for retro pay for retirees was in the County's favor. The arbitrator found the issue not arbitrable.

The committee members received monthly department financial statements for review. A motion was made by E. Burdick and seconded by W. Dibble to approve statements. Motion carried.

Brenda Rigby, Clerk of the Board presented the budget for John Margeson for Health Insurance. A motion was made by W. Dibble and seconded by R. Heineman, to approve the Health Insurance budget. Motion carried.

Brenda Rigby presented the budget for Unallocated Insurances. Motion was made by W. Dibble and seconded by R Heineman to approve as recommended by Budget Officer Margeson. Motion carried.

Discussion was held regarding the referral from Planning and Development Committee regarding the placing of the title of Planner in the Non-Unit Salary Plan Grade 7. A motion was made by R. Heineman and seconded by W. Dibble to place the title of Planner in Grade 7 of the Non-Unit Salary Plan. Motion carried. <u>REFER TO WAYS AND MEANS COMMITTEE</u>

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

In regular session a motion was made by W. Dibble and seconded by E. Burdick to adjourn the meeting. Motion carried.

Respectfully submitted,
Ellen Ruckle

John Margeson

NOT APPROVED

SPECIAL PERSONNEL COMMITTEE MEETING

SEPTEMBER 22, 2003

RECEIVED
SEP 23 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PRESENT: Dan Russo, Robert Heineman, Ed Burdick, Curt Crandall, Kenneth Nielsen, William Dibble, Robert Sobeck, Rodney Bennett, Ed Sherman, Dan Guiney, Brenda Rigby

The decision was made by the Personnel Committee members to hold the October meeting on October 15, 2003 at 2PM.

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

In regular session the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

RECEIVED
OCT 02 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE

OCTOBER 1, 2003

PRESENT: Dan Russo, William Dibble, Kenneth Nielsen, Robert Heineman, Ed Burdick, Curt Crandall, Ed Sherman, Bernie Morris, James Graffrath, Rodney Bennett, John Margeson, Ron Truax, Brenda Rigby, Deb Aumick

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

In regular session discussion was held regarding the negotiation with the County and the Deputy Sheriff's Association. A motion was made by C. Crandall and seconded by K. Nielsen to direct Bernie Morris to request a fact finder if negotiations remain at impasse. Motion carried.

Chair Russo appointed C. Crandall and R. Heineman to research salary information for the position of County Clerk and report to the Committee at the October 15th Personnel Committee meeting.

Deb Aumick discussed with the committee the position of Youth Court Coordinator. The position has 100% state funding. Deb recommends a full time position as the incumbent will be responsible for raising funding, training etc. Bernie distributed the job specification for the position to the committee. A motion was made by C. Crandall and seconded by E. Burdick to create the position of Youth Court Coordinator. Motion carried.
PREPARE RESOLUTION REFER TO WAYS AND MEANS COMMITTEE

A motion was made by to adjourn by K. Nielsen and seconded by W. Dibble.

Respectfully submitted
Ellen Ruckle
Human Resources Specialist

John Margeson

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OCT 16 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
OCTOBER 15, 2003

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

Minutes of the Personnel Committee meetings of September 9, 2003, September 22, 2003 and October 1, 2003 were approved by a motion from W. Dibble, seconded by E. Burdick and carried.

WORKER'S COMPENSATION

Doug Dillon reported three (3) hearings in September. All were continued.

Doug reviewed with the committee the expense analysis report through September. Discussion was held. Action of the committee to transfer funds may be necessary at the November Personnel Committee meeting.

Doug reported that the Worker's Compensation prescription program with Modern Medical effective October 1, 2003 is working. Pharmacies and participants have been contacted by Modern Medical and made aware of the program. Motion was made by W. Dibble and seconded by E. Burdick to support the Worker's Compensation prescription program. Motion carried.

Bernie Morris reported that the Health Department has been recruiting for a Physically Handicapped Children's Program Coordinator. They have an applicant that they are interested in and would like to hire at Step 7. Discussion was held regarding State Aid of the position and the program. A motion was made by K. Nielsen and seconded by W. Dibble to approve the hire at Step 7. Motion carried.

Bernie stated that the next step in the process for the Youth Program Coordinator is to set the salary. His recommendation to the committee was Grade 12 of the AFSCME Salary Plan. A motion was made by E. Burdick and seconded by C. Crandall to place the title of Youth Program Coordinator in Grade 12 of the AFSCME Salary Plan. Motion carried. <u>PREPARE RESOLUTION</u>

Bernie reported to the committee that PERB had been notified if the Sheriff's contract impasse continues it was the sentiment of the County to move to Fact Finding, the next step in the negotiating process. The Union is taking the County's last offer to the membership.

Chair Russo asked for findings on the County Clerk salary. Curt Crandall stated they were still gathering information and would have a complete report at the November meeting.

Monthly Budget Reports were distributed to each committee member for review.

Ellen Ruckle reported the plans for honoring of employees with thirty years of service with the County to be held at the October 27th Board meeting.

A motion was made by W. Dibble and seconded by E. Burdick to adjourn the meeting. Motion carried.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

NOT APPROVED

RECEIVED
NOV 12 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
November 6, 2003

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

Minutes of the October 15, 2003 Personnel Committee meeting were approved by W. Dibble, seconded by K. Nielsen and approved.

WORKER'S COMPENSATION

Doug reported two (2) hearings were held in October. Both cases were continued.

Doug reviewed the 2003 budget that is showing over budget by $46,000 due to claimant indemnity and attorney fees. Doug related his discussion with the County Treasurer regarding his budget revenues and the steps that will be made to cover the overage.

Doug discussed with the committee possible line items with the committee that could be cut.

Discussion was held regarding physical compliance. No change was recommended at this time.

Legislators Crandall and Heineman gave their findings to the committee regarding a 2004 salary for the County Clerk position. A motion was made by C. Crandall and seconded by R. Heineman to establish the 2004 salary for County Clerk at $48,000. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the Civil Service exam fee charge to candidates taking Civil Service examinations and the revenues received by the County. A motion was made by R. Heineman and seconded by E. Burdick to increase the fee schedule effective January 1, 2004. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the Retirement Incentive referral from Ways and Means Committee. Bernie felt an offer of continued health benefits for up to 24 months to an employee retiring with family coverage in January

2004 would be cost saving to the county especially if the position held by the retiree was not filled. A motion was made by W. Dibble and seconded by C. Crandall to extend like health benefits for 24 months to an employee who retires in January of 2004. Motion carried. REFER TO WAYS AND MEANS COMMITTEE

A motion was made by W. Dibble, seconded by C. Crandall 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 Nurse's Salary Plan. Motion carried. PREPARE RESOLUTION

The Veteran's Office requested approval to purchase certain office supplies. A motion was made by E. Burdick and seconded by W. Dibble to approve the purchase.

Monthly financial reports were distributed to each committee member.

Chair Russo addressed Clark Brown, President of the Sheriff's Union regarding looking into alternative health insurance coverage.

Bernie stated that negotiations with the Nurse's Association for a new contract were scheduled for November 25th.

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

In regular session a motion was made by C. Crandall and seconded by R. Heineman to adjourn. Motion carried.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

MEMO OF EXPLANATION

Revising the fee schedule for civil service exam to increase revenues.

SCHEDULED EXAMINATIONS

Uniformed protective service (police, Fire, Corrections): $25.00 per candidate per examination . All other scheduled examinations: $15.00 per candidate per examination.

DECENTRALIZED EXAMINATIONS

All decentralized examinations: $10.00 per candidate per examination.

CHANGE TO BE EFFECTIVE 01/01/2004.

For more information: Bernie Morris, Personnel Officer ext. 214

John Margeson

NOT APPROVED

RECEIVED
NOV 21 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

SPECIAL PERSONNEL COMMITTEE
NOVEMBER 10, 2003

PRESENT: Dan Russo, Curt Crandall, William Dibble, Ed Burdick, Robert Heineman, Kenneth Nielsen, Rod Bennett, Ed Sherman, Jim Palmer, Jim Graffrath, Sue Myers, Brenda Rigby, John Margeson, Bernie Morris, Brian Baty

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

In regular session a motion was made by R. Heineman, seconded by E. Burdick to reduce a Reserve Fund by $100,000 on the advisement of Brian Baty. Motion carried.

Discussion was held regarding the renewal contract with Brian Baty of H & V Risk Consultants. Motion was made by K. Nielsen and seconded by E. Burdick to approve the contract fee of $10,000 for one year. Motion carried.
PREPARE RESOLUTION

Chair Russo asked Bernie if the comment made by Clark Brown, President of the Sheriff Deputy Union that there could be a savings in health insurance if the County was with another provider was founded or not. Bernie stated that the information Pres. Brown referred to was discussed with the AFSCME Negotiating Committee in 2000 during negotiations for their present contract and could not be substantiated.

As there was no further business the meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

RECEIVED
DEC 02 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT APPROVED

PERSONNEL COMMITTEE
DECEMBER 1, 2003

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

Minutes of the November 6th and November 10th Personnel Committee meetings were approved by a motion from K. Nielsen and seconded by W. Dibble and carried.

Motion was made by W. Dibble and seconded by E. Burdick to go into Attorney/Client session. Motion carried.

In regular session Human Resources Dept. requested approval to purchase certain office supplies. Motion was made by E. Burdick and seconded by W. Dibble to approve purchase request. Motion carried.

Monthly financial reports were distributed to each committee member.

Linda Healy, Deputy County Clerk requested to fill the vacant position of Senior Index Clerk in the County Clerk's Office. Motion was made by R. Heineman and seconded by E. Burdick to approve the filling of the position. Motion carried. Refer to Ways and Means Committee

Bernie reported to the Committee that negotiations started with the Nurses' Association with an exchange of proposals.

Sheriff's Union is taking the County's last offer to the membership this month.

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

In regular session representatives James McWilliams, Maria Fabbiano, Kim Keel, and Ray DeTine of NOVA Healthcare Administrators, Inc. made a presentation to the Committee.

After discussion John Margeson was directed by the Committee to contact Ken Hutchings and to review the NOVA presentation.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margason

PERSONNEL, PLANNING & DEVELOPMENT, PUBLIC SAFETY, and WAYS & MEANS COMMITTEES SPECIAL MEETING

NOT APPROVED

Minutes of December 29, 2003

RECEIVED
DEC 31 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

K. Nielsen, C. Crandall, R. Bennett, E. Burdick, W. Dibble, J. Graffrath, R. Heineman, S. Myers, B. Reynolds, D. Russo, R. Sobeck, E. Sherman

Agreement with Sheriff's Association

Bernard Morris, Personnel Officer, distributed a memorandum summarizing the tentative contract agreement ratified by Council 82, Local 3989 membership on December 18, 2003. After a brief discussion a motion was made by Dibble, seconded by Crandall and carried to accept the agreement and offer a resolution sponsored by the Personnel Committee as follows:

Approval of Memorandum of Five-Year Agreement Between County of Allegany and Allegany County Deputy Sheriff's Association; Implementing 2003 Compensation Notwithstanding Provisions of Resolution No. 290-03 ***Prepare Resolution***

Executive Session

A motion was made by Nielsen, seconded by Dibble and carried to enter into executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Following the executive session a motion to return to regular session was made by Heineman, seconded by Nielsen and carried.

Reinstatement of Three Deputy Sheriff Positions

A motion was made by Burdick, seconded by Crandall and carried to offer a resolution sponsored by the Personnel and Ways and Means Committees repealing Resolution No. 260-03. Resolution No. 260-03 abolished three positions of Deputy Sheriff in the Office of the Sheriff. It was noted that the funding for these three positions has been removed from the 2004 budget. (Voting No.: Russo, Graffrath) ***Prepare Resolution***

Public Defender's Office

The Public Safety Committee requested that the Personnel and Ways and Means Committees sponsor a resolution as follows: Creating Full-Time Position of Secretary to Public Defender; Providing Salary Therefore; Abolishing Position of Part-Time Secretary to Public Defender; Changing Salary of Public Defender. After a brief discussion, a motion was made by Russo, seconded by Heineman and carried to table the matter. ***Tabled***

Jurisdictional Protocol for Sheriff's Office

A motion was made by Dibble, seconded by Bennett and carried to offer a resolution sponsored by the Public Safety Committee as follows: Approval of Memorandum of Understanding Between the County of Allegany, the Allegany County Sheriff and the New York State Police Establishing Jurisdictional Protocol for Emergency Calls for Service Within Allegany County. ***Prepare Resolution***

Adjournment

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

Respectfully submitted,

Brenda A. Rigby, Clerk of the Board
Allegany County Board of Legislators

ALLEGANY COUNTY
DEPARTMENT OF HUMAN RESOURCES AND CIVIL SERVICE
7 COURT STREET, COUNTY OFFICE BUILDING, ROOM 216
BELMONT, NEW YORK 14813-1081
Telephone 585-268-9212
Fax 585-268-9742

BERNARD J. MORRIS
Personnel Officer

ELLEN RUCKLE
Human Resources Specialist

To: Personnel Committee

From: Bernie Morris, Personnel Officer

Date: 12/29/2003

Re: Tentative Contract Agreement Summary Ratified by Council 82, Local 3989 Membership 12/18/2003

Wages

2003	2004	2005	2006	2007
3%	2.5%	3%	3%	3%

Increase the maximum number of accumulated sick days from 150 to 165, same language as our present AFSCME contract.

Health Insurance
Add dependent college student health insurance coverage between ages 19 to 23, same as other union contracts and non-unit employees.

Employees hired since 1/01/2000 will pay 20% of health insurance premium, instead of previous 25%. After ten (10) years of service the employee contribution will be 10% same language as our present AFSCME contract.

Other
Cap on the accumulation of compensatory time to be used for time off at 240 hours.
Sheriff may mandate overtime by inverse seniority if there are no volunteers for necessary overtime.
Compensatory time earned on Sunday clearly defined as a maximum of four (4) hours.
With supervisory approval employees may swap shifts, if there is no additional expense to the Sheriff's Dept.
Authorizes unpaid leave of absence to hold union office.
Commitment to discuss different work schedules in Labor-Management Committee.

MEMORANDUM OF EXPLANATION

Intro. No. 309 - 03
(Clerk's Use Only)

COMMITTEE: **Public Safety** **DATE:** **December 8, 2003**

RE: **Public Defender, Personnel Changes**

A resolution is requested to eliminate the part time positions of the Chief Public Defender and First Assistant Public Defender combining the positions to create one Chief Public Defender, working full time. In connection, a resolution is requested to eliminate the part time position of Public Defender secretary and create a full time position of Public Defender secretary.

The rate of pay for assigned counsel attorneys who are used in criminal and family courts has been increased from $25.00 per hour to $75.00 per hour. As a result, the First Assistant Public Defender has resigned, effective January 1, 2004.

If the position is not filled on January 1, 2004, all files currently assigned (approximately 75) as well as all new assigned cases will have to go to the Assigned Counsel Program. With the new rate in effect, the cost to the County to cover just the existing files could easily be $75,000.00. It is essential that the position be filled so there is no time that cases go to Assigned Counsel rather than the Public Defender.

By creating a full time Public Defender the County will save the costs of the health insurance, contractual services, mileage and Westlaw fees currently paid to the First Assistant.

The salary of the Public Defender would be the combined salary of the two part time positions so there would be no additional cost to the County for that position.

Finally, in the year 2005 the State will be paying the Counties a sum to assist in the cost of legal defense of the indigent. The amount each County receives is dependent upon the size of the defense budget. The County's 2004 Budget will determine how much money is granted by the State so the full time positions will benefit the County at the time of calculating the State funds to be distributed.

FISCAL IMPACT: $15,360.00 to pay the secretary full time.

For further information regarding this matter, please contact:

Beth E. Farwell, Public Defender **585-593-7111**

John / Margeson

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DEC 10 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

NOT
APPROVED

SPECIAL PERSONNEL COMMITTEE
DECEMBER 8, 2003

PRESENT: Dan Russo, Ed Burdick, Curt Crandall, William Dibble, Kenneth Nielsen, Robert Heineman, Ed Sherman, Sue Myers, Pat Regan, John Margeson, Beth Farwell, Bernie Morris

Beth Farwell, Public Defender spoke with the Committee regarding her request to abolish one position of Assistant Public Defender, and one position of Public Defender and create one full time Public Defender position and the Secretary to the Public Defender would become full time. After discussion it was determined to request Judge Euken to speak to the Committee at the January 2004 Personnel Committee meeting presenting more information regarding these changes and the Assigned Council Program.

Meeting Adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

NOT APPROVED

RECEIVED
DEC 19 2003
ALLEGANY COUNTY
BOARD OF LEGISLATORS

PERSONNEL COMMITTEE
DECEMBER 18, 2003

PRESENT: Dan Russo, Ed Burdick, Curt Crandall, Robert Heineman, William Dibble, Ed Sherman, Rod Bennett, Jim Palmer, Sue Myers, John Margeson, Judge James Euken, Beth Farwell

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

In regular session the motion was made by E. Burdick and seconded by W. Dibble to approve fulltime status for the Public Defender and to abolish one position of part time Secretary to the Public Defender and create one full time Secretary to the Public Defender with the vacant Assistant Public Defender position to be unbudgeted for the 2004 budget. Motion carried. Voting no R. Heineman. Refer to Ways and Means Committee.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist