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J. Margason

RECEIVED
JAN 16 2004
ALLEGANY COUNTY
ADMINISTRATOR

NOT APPROVED

PERSONNEL COMMITTEE
JANUARY 15, 2004

PRESENT: Dan Russo, Ed Burdick, Jim Palmer, William Dibble, Doug Dillon and Bernie Morris

Minutes of Personnel Committee meetings of December 1st, 8th, and 18th were approved by a motion from W. Dibble and seconded by E. Burdick. Motion carried.

Chair Russo asked to have the monthly Personnel Committee meetings meet the first Thursday of each month a 2PM. All agreed to the change.

Monthly financial reports were distributed to each committee member.

Worker's Compensation

Doug asked the committee approval for his appointment as Executive Secretary of Allegany County Mutual Self Insurance Plan for the 2004 calendar year. A motion was made by W. Dibble and seconded by E. Burdick to approve appointment. Motion carried.

Dour reported that six (6) hearings were held in December 2003. Four (4) cases were continued and two (2) were closed.

Doug distributed Summary of Claims Report for 2003 for review. The Report noted only six (6) loss time claims in 2003 that Doug attributed to training and an experienced work force.

Summary of Fire Fighter and Ambulance Physicals has reached 87% compliance.

Doug stated that three (3) fire companies, Rushford, Wellsville Dykes and Emeralds would receive awards for physical compliance.

Doug reported that Jones Memorial Hospital a provider for pre-employment and fire fighter and ambulance volunteer physicals will no longer provide the service. The payment of physicals at $24 is not sufficient. After discussion Doug was asked to survey the other physicians that provide

physicals and come back to the Committee in February with a recommendation.

Doug discussed with the committee the safety/training luncheons in light of finances. More discussion will be given the matter at the January 23, 2004 meeting.

A motion was made by W. Dibble and seconded by E. Burdick for the appointment of Harvey Scott Spillane as Veteran's Services Agency Director for the 2004 calendar year. Motion Carried. PREPARE RESOLUTION

Discussion was held regarding the referral from Public Safety Committee. Motion was made by W. Dibble and seconded by E. Burdick to refer to Ways and Means Committee. Motion carried. REFER TO WAYS AND MEANS COMMITTEE

Linda Healy, Deputy County Clerk explained to the committee that the bank will no longer just accept a signature card but wants a resolution from the Board that the County Clerk and the three (3) deputies have check signing privileges. Motion was made by E. Burdick and seconded by W. Dibble to direct the Count Attorney to prepare the necessary resolution noting the approval of the Board for the County Clerk and the three (3) Deputy County Clerks to transact checking privileges as necessary. Motion carried. PREPARE RESOLUTION

Rob Christman, County Clerk will be notified of the Personnel Committee meeting scheduled for January 23rd.

Curtis Corkey representative of GHI made a presentation to the committee regarding GHI Health Insurance.

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

In regular session discussion was held regarding longevity for Non Unit Employees and Department Heads. A motion was made by E. Burdick and seconded by W. Dibble to approve a $100 increase for the seven (7), ten (10, fifteen (15), twenty (20) and twenty five (25) year longevity amount for the

Non Unit employees and Department Heads. Motion carried. PREPARE RESOLUTION

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:** 01/15/04

PROPOSED LONGEVITY FOR NON UNIT EMPLOYEES AND DEPARTMENT HEADS

CURRENT LONGEVITY		PROPOSED LONGEVITY
Seven (7) yrs service	$500	$600
Ten (10) yrs service	$800	$900
Fifteen (15) yrs service	$1000	$1100
Twenty (20) yrs service	$1200	$1300
Twenty five (25) yrs service	$1550	$1650

FISCAL IMPACT: $6600/year

For further information regarding this matter, contact

Bernie Morris - Personnel Officer — Ext. 212

Name and Department — Telephone Number

John Margeson

NOT APPROVED

RECEIVED
JAN 26 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

JANUARY 23, 2004

PRESENT: Dan Russo, William Dibble, Ed Burdick, Ed Sherman, Jim Palmer, Doug Dillon, Bernie Morris, David Roeske, Brain Baty of H & V Risk Consultants and representatives from the Dye Agency and Richardson and Stout Agency.

Motion was made to approve the minutes of the January 15, 2004 Personnel Committee by E. Burdick, seconded by W. Dibble. Motion carried.

Discussion was held with David Roeske, Supt. Of Public Works regarding Safety training luncheons. David was asked to report to the February Personnel Committee with overtime costs for certain DPW and Buildings and Grounds Personnel.

Brian Baty gave the committee insurance proposal quotes for the calendar year 2/1/04 – 2/1/05.

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

In regular session the motion was made by E. Burdick and seconded by W. Dibble to accept the insurance quote from Richardson and Stout with NYMIR with the Umbrella quote with Floss Agency and directing the County Attorney to prepare the necessary resolution. Motion carried. PREPARE RESOLUTION

Brian reviewed with the committee Disability Insurance Quotes. After review and upon recommendation of Brian the motion was made by E. Burdick and seconded by W. Dibble to accept the Disability Insurance quote from Standard Security effective 2/1/04 and directing the County Attorney to prepare the necessary resolution. Motion carried. PREPARE RESOLUTION

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

In regular session the committee asked to have a representative from the Department of Social Services report to the committee at the February Personnel meeting regarding Medicaid Fraud. The Committee asked for the report regarding possible future layoffs to be given at the February Personnel meeting.

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

ALLEGANY COUNTY

Insurance Proposals 2/1/04 – 2/1/05

	Expiring	Expiring @ Updated Exposures	Dye Agency *St. Paul*	Richardson & Stout *NYMIR*	Floss Agency *Genesis/ One Beacon*
Property *Insured Value* *Deductible*	$50,072 *$27,350,356 TIV* *$5,000*	$51,940 *$28,382,151 TIV* *$5,000*	$57,078 *$28,382,151 TIV* *$5,000*	$34,879 *$28,382,151 TIV* *$5,000*	$45,412 *$28,382,151 TIV* *$5,000*
General Liability *SIR* *Aggregate* *Limits*	$101,995 *$250,000 per claim* *No aggregate* *1MM per occur.*	$106,075 *$250,000 per claim* *No aggregate* *1MM per occur.*	$163,460 *$250,000 per claim* *No aggregate* *1MM per occur.*	$98,694 *$250,000 per claim* *$750,000 aggregate* *1MM per occur.*	$270,600 *250,000 per claim* *No Aggregate* *1MM / 2MM*
Auto *# of Units* *SIR*	$18,794 *167 Vehicles* *$250,000*	$19,130 *170 Vehicles* *$250,000*	$24,073	$42,807 *$500 / $500 Comp. & Collision Ded.*	Incl. in GL
Boiler & Machinery	$13,046 *$25,000,000 Limits*	$13,046 *$25,000,000 Limits*	$13,680	$10,265	$13,900
Inland Marine	$24,989 *$7,386,319 TIV** *1,000 Ded.* *(*incl. Phys. Dam)*	$27,327 *$8,084,764 TIV** *1,000 Ded.* *(*incl. Phys. Dam)*	$26,196 *$6,508,764 TIV* *$1,000 Ded.*	$33,388 *$6,508,764 TIV* *$1,000 Ded.*	$28,723 *$6,813,655 TIV* *$2,500 Ded.*

ALLEGANY COUNTY

Insurance Proposals 2/1/04 – 2/1/05

	Expiring	Expiring @ Updated Exposures	Dye Agency *St. Paul*	Richardson & Stout *NYMIR*	Floss Agency *Genesis/ One Beacon*
Health Care Professional Liability	$3,125 *$250,000 SIR* *1MM Limit*	$3,125 *$250,000 SIR* *1MM Limit*	Incl. in General Liability *$250,000 SIR* *1MM Limit*	$18,320 *$0 Deductible* *1MM per occur.* *3MM Aggregate*	Incl. in General Liability
Crime	$1,580 *1,000 Ded.*	$1,580 *1,000 Ded.*	$1,580 *$1,000 Ded.*	$3,272 *$1,000 Ded*	Incl. in Property
Police Professional *SIR* *Limits*	$25,779 *$250,000* *No Aggregate* *1MM*	$25,779 *$250,000* *No Aggregate* *1MM*	$25,924 *$250,000* *No Aggregate* *1MM*	$10,035 *$250,000 per occur.* *$750,000 aggregate* *1MM*	Incl. in General Liability
Umbrella	$58,951 *$4,000,000 Limit*	$61,309 *$4,000,000 Limit*	$80,875 *$4,000,000 Limit*	$72,873 *$4,000,000 Limit*	$67,092 *$4,000,000 Limit*
TOTAL	**$298,331**	**$309,311**	**$392,942**	**$324,533** *(plus $19,112 Capitalization Fee)*	**$425,727**

ALLEGANY COUNTY

Disability Quotes

Plan Design	UNUM / Provident	Standard Security	Commercial Traveler's	Mutual of Omaha
Type of policy	Short Term DBL	Enhanced Disability	Short Term DBL	Short Term DBL
Class 1	50% to $300	50% to $300	50% to $300	50% to $300
Class 2	50% to a Maximum of 46.16 per week	50% to $170	50% to a maximum of $75 per week	50% to a maximum of $55 per week
Waiting Period	8 days / 26 weeks	8 days / 26 weeks	8 days / 26 weeks	8 days / 26 weeks
Rate	.52	.44	.533	.568
Eligibility	Minimum 18 hour work week	All Employees Covered Under DBL Policy	Minimum 20 hour work week	Minimum 20 hour work week
Annual Premium	***$78,624***	***$66,528***	***$80,590***	***$87,696***

Note:

Class 1 = All Full Time and Part Time Salaried Employees

Class 2 = All Legislators

NOT APPROVED

John Margeson

RECEIVED
MAR 05 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

MARCH 4, 2004

PRESENT: Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, Ed Sherman, Bernie Morris, John Margeson, Christine Morsman and Kevin Morsman

Minutes of the February 5, 2004 Personnel Committee meeting were approved by a motion from W. Dibble, seconded by K. Nielsen. Motion carried.

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

In regular session Bernie Morris requested approval to attend the NYS Association of Personnel and Civil Service Officers Training. REFER TO FINANCE COMMITTEE

A letter of request was received from Robert Christman, County Clerk to approve meetings to be attended by the Deputy County Clerk or designee of the Motor Vehicle Bureau and for attendance at the NYS Association of County Clerk's Meeting. Total cost to attend requested meetings $750. A motion was made by K. Nielsen and seconded by W. Dibble to approve one meeting of the County Clerk's choice. Motion carried. REFER TO FINANCE COMMITTEE

Bernie stated that the Nurse's negotiations were proceeding well.

Bernie reported that his request to AFSCME Local 2574 to reopen their contract to reduce the possibility of layoffs was declined by their Executive Board.

Discussion was held regarding possible further layoffs. Chair Nielsen of Ways and Means Committee set March 15 at 11AM as a Ways and Means Committee meeting for continued discussion.

The Personnel Committee members approved the April meeting for April 8th at 2:30PM. Future monthly meeting time will be 2:30PM.

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

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

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

NOT APPROVED

John Margeson

RECEIVED
FEB 05 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

FEBRUARY 5, 2004

PRESENT: Dan Russo, Ed Burdick, Kenneth Nielsen, William Dibble, James Palmer, John Margeson, Doug Dillon, Terri Ross, Peg Cherre, Rob Christman, Dave Roeske and Bernie Morris

Minutes of the January 23, 2004 Personnel Committee were approved by a motion from E. Burdick and seconded by W. Dibble. Motion carried.

Discussion was held regarding overtime cost for 14 DPW employees to attend the Safety/Training Luncheons. DPW Superintendent Dave Roeske stated that the cost would be a little over $2000. After further discussion the motion was made by E. Burdick and seconded by W. Dibble to approve the attendance and expenditure for the Safety/Training Luncheons. Motion Carried. Voting no – K. Nielsen

Rob Christman, County Clerk discussed with the Committee State DMV funds previously designated training/equipment for the Motor Vehicle Bureau before January 1st. Rob requested the money returned if possible. The Committee requested a report of upcoming training and equipment expenditures for Motor Vehicles to be presented at the March meeting for review.

Rob Christman requested approval of payment of $150 for NYS Association of County Clerk's dues. A motion was made by K. Nielsen and seconded by E. Burdick to approve the association dues payment. Motion carried.
REFER TO WAYS AND MEANS

Peg Cherre, Commissioner of Social Services reported to the committee what the Department of Social Services is doing regarding Medicaid fraud. It was recommended that the Fraud hot line phone number be made more public and the Report of 2003 Investigations be presented to the Human Services Committee.

WORKER'S COMPENSATION
Doug Dillon requested the committee go into executive session. The

Committee went into executive session on a motion from K. Nielsen and seconded by W. Dibble. Motion carried.

In regular session Doug reported that four (4) hearings were held in January. Three (3) cases were continued one (1) case was closed.

Doug stated that Brian Baty sent excess insurance quotes for Worker's Compensation. A motion was made by K. Nielsen and seconded by E. Burdick to accept the insurance quote of $39,775. The increase will come from Fund Balance within Worker's Compensation accounts.

Doug reported on the survey of physical examination providers. The average cost requested is $54 per physical examination. Motion was made by W. Dibble and seconded by K. Nielsen to approve a fee not to exceed $50 per physical examination. Motion carried.

Bernie gave to the committee the findings of Ken Hutchings for STOP-LOSS Insurance for Allegany County for 2003 – 2004 Plan Year. A motion was made by E. Burdick to accept the quote from Trustmark at an annual cost of $149,102.40 seconded by W. Dibble. Motion carried.

Bernie reported to the Committee on Nurses negotiations.

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

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

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson

PERSONNEL COMMITTEE

April 8, 2004

PRESENT: Dan Russo, William Dibble, Ed Burdick, Ken Nielsen, Jim Palmer, John Margeson, Bernie Morris, Doug Dillon, Tom Hull, Rob Christman

Minutes of the March 4, 2004 Personnel Committee meeting were approved by W. Dibble, seconded by E. Burdick and carried.

Tom Hull, Deputy Public Health Director explained to the committee the need for an engineer for septic systems as recently required by the NYS Health Department. Discussion was held regarding the referral from the Public Works Committee. B. Morris and the County Attorney concur that the task of septic system plan review falls within the typical work activities of the Public Works Engineer. Creation of an additional new position is not required. The additional work hours required for septic plan reviews should be treated as overtime. The Committee agreed.

Worker's Compensation
Doug reported six (6) hearings in March. One (1) case was closed. Five (5) cases were continued. Continuations, Doug explained, can be due to the claiment, claiment's attorney or time restraints at the hearings.

March 2004 expenses were reviewed.

Doug will be ordering fire awards for 100% physical compliance to be presented to three (3) fire companies at the Firemen's Convention. The companies are Rushford, Wellsville Dykes, and Wellsville Emeralds. Doug will be purchasing the streamline lanterns. Motion was made by W. Dibble seconded by K. Nielsen to approve the purchase of the lanterns not to exceed $400. Motion carried.

Doug stated that he was planning to attend the NYS Association of Self Insured Counties Conference to be held May 5 – 7 at Alexandria Bay. His expenses were being paid for by the Association he needed approval for mileage or a county vehicle. A motion was made by W. Dibble and

seconded by E. Burdick to approve Doug's attendance at the conference and use of a county vehicle. Motion carried.

Doug also explained the modern medical plan they were using for participants on Worker's Compensation has saved the County approximately $7000.

Rob Christman, County Clerk requested of the committees approval of a contract on a new copier in the County Clerk's Office. A motion was made by W. Dibble, seconded by E. Burdick to approve the request. Motion carried.

Rob Christman also discussed with the committee hiring help during summer vacations in the Motor Vehicle Department. Committee approved Rob contacting the temporary part time hire and requested he report back to the Committee.

After discussion of the referral from Public Safety Committee the motion was made by W. Dibble and seconded by K. Nielsen to change the salary of Crime Victims Coordinator in the Section 4 Salary Plan from $21,720 to $22,800. The increase is 100% grant funded. Motion carried. PREPARE RESOLUTION

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

In regular session the motion was made by W. Dibble and seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the approval of the agreement between Allegany County and the Nurses Association. Motion carried. PREPARE RESOLUTION

Bernie requested approval of the committee to offer seasonal employment to the one Laborer who had been laid off. The Committee approved.

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

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel DATE: April 9, 2004

The Public Safety Committee and the Personnel Committee approved an increase in the 2004 salary of the Crime Victims Coordinator position from $21,720 to $22,800, all of which is grant funded.

FISCAL IMPACT:

For further information regarding this matter, contact

Bernie Morris, Personnel Officer — Ext. 212

Name and Department — Telephone Number

John Mangeson

NOT APPROVED

RECEIVED
APR 30 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

April 26, 2004

Committee Members Present

D. Russo, E. Burdick, W. Dibble, K. Nielsen, P. Regan, J. Palmer

Insurance Settlement

Brenda Rigby, Clerk of the Board, requested a resolution authorizing the payment of a $22,000 insurance settlement to St. Paul Fire & Marine Insurance from Account CS1934.432. The payment represents a reimbursement to the insurance company for a settlement they negotiated with the County of Erie related to the May 29, 2002 DPW accident at the Cleveland Drive Bridge. The request was approved on a motion by Burdick, seconded by Dibble and carried. ***Prepare Resolution***

Pollution Insurance

A motion was made by Russo, seconded by Dibble and carried to send a referral to the Public Works Department and Daniel Guiney, County Attorney, regarding the need for separate pollution insurance. ***Refer to Public Works, County Attorney***

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

NOT APPROVED

John Margeson

RECEIVED
MAY 07 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

MAY 6, 2004

PRESENT: Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, Jim Palmer, John Margeson, and Bernie Morris

Minutes of the April 8, 2004 Personnel Committee meeting were approved by a motion from W. Dibble, seconded by E. Burdick and carried.

Worker's Compensation – Doug was unable to attend today.

The Committee reviewed the referral from Public Safety Committee pertaining to the position of Public Defender and salary. A motion was made by E. Burdick, and seconded by W. Dibble to approve the full-time appointment of Beth Farwell as Public Defender at a salary of $70350 with the abolishment of one Assistant Public Defender position. Motion carried. REFER TO WAYS AND MEANS COMMITTEE

Rob Christman, County Clerk discussed with the committee the hiring summer help in Motor Vehicles. A motion was made by W. Dibble and seconded by E. Burdick to approve the hiring of temporary help. Motion carried.

Rob discussed with the Committee members the tax of mortgages and the dollar amount that can be retained by the County. A motion was made by E. Burdick, and seconded by W. Dibble to direct the County Attorney to prepare the necessary resolution for the retention of fees by the County Clerk for the processing of mortgages. Motion carried. PREPARE RESOLUTION

Discussion was held regarding an employee of the month program. Bernie was requested to present information at the June Personnel Committee.

Discussion was held regarding a County Grant Writer.

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

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

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Mangeson

NOT APPROVED

RECEIVED
MAY 25 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

MAY 24, 2004

PRESENT: Dan Russo, Pat Regan, Kenneth Nielsen, Ed Burdick, William Dibble, and Jim Palmer

The Personnel Committee meeting for June is rescheduled for Monday, June 7, 2004 at 1PM.

Bernie discussed with the committee his recommendation of $54,000 as an appropriate salary for Pat Schmelzer to be appointed as the Acting Commissioner of Social Services. A motion was made by W. Dibble and seconded by P. Regan to recommend $54,000 as the salary for the Acting Commissioner of Social Services. Motion carried.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

NOT APPROVED

John Margeson
RECEIVED
JUN 16 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE
JUNE 8, 2004

PRESENT: Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, James Palmer, Doug Dillon, Bernie Morris and Student Interns Ashley Taylor and Mindy Becker

Minutes of the May 6, 2004 and May 24, 2004 Personnel Committee meetings were approved by a motion from W. Dibble, seconded by K. Nielsen and carried.

Worker's Compensation
Doug Dillon reported six (6) hearings were held in May. Three (3) were closed and three (3) were continued. Two hearing were rescheduled because claimants failed to appear.

Doug reviewed with the committee the April 2004 actual vs. amended budget to date.

Doug reviewed with the committee the 2005 Self Insured budget that is to be submitted to Budget Officer Margeson on June 11, 2004. Discussion was held.

A motion was made by E. Burdick and seconded by K. Nielsen to direct the County Attorney to prepare the necessary resolution for July increments for certain County employees. Motion carried. PREPARE RESOLUTION

A motion was made by E. Burdick and seconded by W. Dibble to create one full time position of Secretary to the Public Defender and abolish one part-time position of Secretary to the Public Defender. Motion carried. PREPARE RESOLUTION

Peg Cherre, Commissioner of Social Services requested of the Committee to be paid 70 hours of sick time at her resignation. Discussion was held. A motion was made by E. Burdick and seconded by W. Dibble to approve the request. Motion carried. Voting no – D. Russo

The referral from the Public Works Committee regarding the classification change of Automotive Mechanics to Heavy Equipment Mechanics was discussed. A motion was made by E. Burdick and seconded by W. Dibble to

abolish two positions of Automotive Mechanic and create two positions of Heavy Equipment Mechanics. Motion carried. PREPARE RESOLUTION

A referral from the Public Safety Committee requesting the salary of both Assistant Public Defenders to be the same was reviewed. A motion was made by E. Burdick and seconded by K. Nielsen to approve the salary of $32,950 for both Assistant Public Defenders. Motion carried. PREPARE RESOLUTION

A motion was made by W. Dibble and seconded by E. Burdick to sponsor a resolution to be voted on by the full Board urging Governor Pataki and the State Legislature to sponsor and enact legislation amending the Freedom of Information Law and Election Law relating to the release of personal information from voters rolls and refraining from implementing measures of Help America Vote Act of 2002 and the creation by New York State Board of Elections of a statewide voter database. Motion carried. PREPARE RESOLUTION

Bernie Morris reported for Ken Hutchings who was scheduled today but due to scheduling conflicts was unable to attend and report on the health insurance review. There appears to be no significant changes from the last review. The Committee requested that Mr. Hutchings attend the July Personnel Committee meeting.

Bernie stated that decisions were received in two separate matters that were in favor of the County. A PERB improper practice charge in the Sheriff's Department concerning the abolishment of a position of employment was dismissed. The State Division of Human Rights dismissed a complaint by an AFSCME Local 2574 Officer that a provision of their contract with Allegany County discriminated against married employees working for the County.

Discussion was held regarding Grant Writers and the survey of certain counties. ACCORD Director Charles Kalthoff will be asked by E. Burdick to attend the July meeting.

Bernie reported on the employee recognition program information he had received. The Committee requested copies of the information before the July meeting and more discussion will be held at the July meeting.

W. Dibble suggested the survey sent to County employees for their ideas and comments regarding cost savings by the County be distributed again this year as it was last year. W. Dibble also mentioned merging County functions among departments where possible.

As there was no further business the meeting was adjourned by a motion from K. Nielsen and seconded by W. Dibble. Motion carried.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel DATE: June 8, 2004

July Increments

Name	Title	Date of Hire	Rate	Avg. Increment
County Attorney				
Osgood, O.	Secy to Co. Atty	07/15/03	$13.92	$.40
Social Services				
Bailey, C.	Comm. Svc. Aide	10/20/03	$11.56	$.24
Freeman, A.	Typist	09/18/03	$11.56	$.24
Aging				
Scott, L.	Aging Svc. Tech PT	09/15/03	$14.81	$.44
Sheriff's Dept.				
Chamberlain, P.	Emerg. Svc. Disp.	12/27/03	$12.18	$.38
Health				
Reynolds, R.	PHCP Coord.	11/18/03	$19.27	$.56

FISCAL IMPACT:

For further information regarding this matter, contact

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

NOT APPROVED

PERSONNEL COMMITTEE MINUTES

Joan Mangeson

July 19, 2004

RECEIVED
JUL 27 2004
ALLEGANY COUNTY ADMINISTRATOR

Present:

Dan Russo, Edmund Burdick, William Dibble, Dan Sobeck, Doug Dillon, Brenda Rigby, Ken Hutchings, Bernie Morris.

D. Leblanc–Olean Times Herald, S. Libeler–Wellsville Daily Reporter

Called to order @ 2:00 PM

Minutes of the June 8, 2004 meeting were approved.

Doug Dillon, Executive Secretary Worker's Compensation Fund reviewed his 2005 Budget with the Committee. An area of concern is a possible increase in the weekly NYS WCB maximum benefit from $400 to $500. Motion to approve made by Legislator Dibble, seconded by Legislator Burdick, approved by the Committee.

Several scheduled June hearings on open claims were continued for additional testimony at the request of the claimants.

A motion was made by Legislator Burdick, seconded by Legislator Dibble and carried to enter into executive session to discuss matters concerning the medical, financial, credit or employment of a particular person or corporation. Following the executive a session a motion was made by Chairman Russo seconded by Legislator Burdick and carried to return to regular session.

Bernie Morris, Personnel Officer completed a Civil Service Classification Review of one Motor Equipment Operator position in DPW. He reclassified the position to Motor Equipment Operator/Welder and recommends with the concurrence of the Supt. of DPW placing it in AFSCME Grade 13. Moved by Legislator Burdick, seconded by Legislator Dibble, approved by the Committee. **Prepare Resolution**

The two-year renewal quote from Employee Services of Wellsville for EAP coverage for County employees was presented to the Committee. The first year rate a zero increase from the prior two years, the final year a 3% increase. Moved by Legislator Dibble, seconded by Legislator Burdick, approved by the Committee. **Prepare Resolution**

Review of the Grant Writing process at ACCORD was deferred until a future meeting.

The Committee discussed Steuben County's Employee Recognition Program as a model with a goal to implement a similar program for Allegany County employees 1/1/2005.

A motion was made by Legislator Burdick, seconded by Legislator Dibble and carried to enter into executive session to discuss matters concerning the medical, financial, credit or employment of a particular person or corporation. Following the executive a session a motion was made by Chairman Russo seconded by Legislator Burdick and carried to return to regular session and adjourn

BJM
07/22/2004

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel DATE: July 26, 2004

The current two-year contract with Employee Services will end on 08/31/04.

There is no increase for each covered employee the first contract year ($17.52), the same amount as the last two years; 3% increase to $18.04 per covered employee in second contract year.

FISCAL IMPACT: 2004 - $17.52 per covered employee
2005 - $18.04 per covered employee

For further information regarding this matter, contact

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

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL **DATE: 07/28/2004**

A Motor Equipment Operator stationed in the DPW District 2 Shop in Birdsall requested a civil service classification review of his position because he receives a substantial number of hours of out-of-title pay annually as consequence of performing tasks such as maintenance welding and hauling equipment requiring a Class A Motor Vehicle License not reflected in a MEO classification. Based on the work tasks performed in addition to a MEO I've classified this position as Motor Equipment Operator, Welder.

I'm recommending placing Motor Equipment, Welder in AFSCME Grade 13, which is consistent with the amount of out-of-title pay he currently receives for doing these tasks typically assigned to a Heavy Equipment Operator, or Welder.

ANNUAL FISCAL IMPACT:

$400

For further information regarding this matter, contact

Bernard J. Morris, Personnel Officer @ Extension 212

NOT APPROVED

John Margeson

RECEIVED
AUG 11 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

AUGUST 9, 2004

PRESENT: Dan Russo, Pat Regan, William Dibble, Ed Burdick, Kenneth Nielsen, James Palmer and Bernie Morris

Minutes of the July 19, 2004 Personnel Committee meeting were approved by a motion from W. Dibble, seconded by P. Regan and carried.

Rob Christman, County Clerk spoke to the committee regarding space needs for records storage. Rob stated that he wanted to make the committee members aware of the civil records that he has to keep permanently. Discussion was held regarding another storage building and the need to obtain grant monies for this. Refer to Facilities P&M

Discussion was held regarding the short fall in the 1430.433 Employee Assistance contract account. The committee directed the Human Resources Department to review possible fund transfers with John Margeson.

Discussion was held regarding an Employee Assistance mental health program and prescription drug co-pays.

Meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

NOT APPROVED

John Margeson
RECEIVED
SEP 08 2004
ALLEGANY COUNTY ADMINISTRATOR

PERSONNEL COMMITTEE

SEPTEMBER 7, 2004

PRESENT: Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, Sue Myers, Jim Palmer, Bernie Morris, Doug Dillon and John Margeson

Minutes of the August 9, 2004 Personnel Committee meeting were approved by a motion from W. Dibble, seconded by K. Nielsen and carried.

Worker's Compensation
Doug reported eight (8) hearings were held in August. Three (3) continued and five (5) closed.

Doug discussed with the Committee his attendance at the NYSASIC Conference to be held in Rochester 9/29 – 10/1/04. Due to lack of funds Doug will be applying to NYSASIC to secure a scholarship to cover the cost of the conference.

Doug reported that his budget is over due to the employee death. He was directed to go to Finance Committee with his budget figures.

The referral from Public Safety Committee was discussed. A motion was made by E. Burdick and seconded by K. Nielsen to approve the payment of full sick leave to the estate of Derek Ward. Motion carried. <u>REFER TO FINANCE COMMITTEE</u>

Discussion was held regarding an employee of the month recognition program. D. Russo proposed a letter to department heads to recommend an employee to the Personnel Committee by September 20, 2004 for October. Chosen employee will receive a designated parking place in front of the County Office Building and a certificate from the Board of Legislators. Motion was made by W. Dibble and seconded by K. Nielsen to approve action. Motion carried.

Discussion was held regarding the honoring of 30 year employees by the Board at a November Board meeting date. Committee approved.

Bernie Morris reported on the latest arbitration award of Clinic Secretary wage grade assignment was in the County's favor.

North American Administrators has not yet responded to Ken Hutching's re-pricing study.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

NOT APPROVED

John Margeson

RECEIVED
OCT 07 2004
ALLEGANY COUNTY
ADMINISTRATOR

PERSONNEL COMMITTEE
OCTOBER 5, 2004

PRESENT: Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, Pat Regan, Doug Dillion, John Margeson

Minutes of the September 7, 2004 Personnel Committee meeting were approved by a motion from E. Burdick, seconded by W. Dibble. Motion carried.

WORKER'S COMPENSATION
Doug reported five (5) hearings in September. Three (3) cases were continued and two (2) were closed.

Discussion was held regarding the projection of expenses from September through December 2004 for the Self Insured budget.

Doug stated that he did receive a scholarship for and attended the NYSASIC Conference. Valuable information was received.

A motion was made by W. Dibble and seconded by K. Nielsen to direct the County Attorney to prepare the necessary resolution for the appointment of James Gallman to the office of Commissioner of Elections for a four year term, 01/01/05 – 12/31/08. Motion carried. PREPARE RESOLUTION

Discussion was held regarding the Employee of the Month program.

Motion was made by W. Dibble and seconded by K. Nielsen to go into executive session to discuss the employment history of a particular employee. Motion carried.

In regular session discussion was held with Dave Roeske, Superintendent of Public Works and Brenda Rigby, Clerk of the Board regarding pollution insurance and the need thereof. No action was taken by the committee.

Discussion was held regarding employee evaluations. The committee wants to look into this further at the November Personnel Committee meeting.

A motion was made by W. Dibble, and seconded by E. Burdick to adjourn the meeting as there was no further business. Motion carried.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Margeson
RECEIVED
NOV 12 2004
ALLEGANY COUNTY
ADMINISTRATOR

PERSONNEL COMMITTEE
NOVEMBER 9, 2004

PRESENT: Dan Russo, Ed Burdick, Kenneth Nielsen, James Palmer, William Dibble, Patrick Regan, John Margeson, Bernie Morris, Dave Roeske and Guy James

Minutes of the October 5, 2004 Personnel Committee were approved by a motion from W. Dibble, seconded by K. Nielsen and carried.

The Committee reviewed the specification for the proposed position of Assistant Director of Community Services in the Community Services Agency. A motion was made by W. Dibble and seconded by K. Nielsen to abolish one position of Coordinator, Intensive Case Management and create one position of Assistant Director of Community Services with the title of Assistant Director of Community Services to be placed in the Section 4 Salary Plan at a salary of $48,000. Motion carried. PREPARE RESOLUTION

The Committee directed the County Attorney to prepare the necessary resolution for the compensation of county employees whose title are in the Section 4 Salary Plan, Non-Unit Salary Plan, Deputy Sheriff's Salary Plan, Nurses Salary Plan and the AFSCME Salary Plan on a motion made by E. Burdick, seconded by W. Dibble. Motion carried. PREPARE RESOLUTION

A motion was made by E. Burdick and seconded by K. Nielsen to correct certain titles in the AFSCME Salary Plan. The titles are Abstractor to Title Searcher, Fire Dispatcher to Emergency Services Dispatcher, Head Fire Dispatcher to Head Emergency Services Dispatcher. Motion carried. PREPARE RESOLUTION

Bernie discussed with the Committee the need to abolish the position of Public Works Engineer and create a position of County Engineer based on added duties of the position. A motion was made by W. Dibble and seconded by P. Regan to abolish the position of Public Works Engineer and create one position of County Engineer, removing the title of Public Works Engineer from Grade 9 of the Non-Unit Salary Plan and placing the title of County Engineer in Grade 11 of the Non Unit Salary Plan. Motion carried. PREPARE RESOLUTION

The Committee authorized the hiring of the County Engineer at Step 8 of Grade 11 of the Non Unit Salary Plan.

Bernie reported that AFSCME contract negotiations started today.

Motion was made by P. Regan and seconded by K. Nielsen to go into executive session for the discussion of medical, financial credit or employment history of a particular person/corp. or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. Motion carried.

In regular session after discussion with Dave Roeske, Superintendent of Public Works, the motion was made by E. Burdick and seconded by K. Nielsen to abolish one position of Accountant in the Public Works Department and create one position of DPW Fiscal Officer the DPW Fiscal Officer to be placed in Grade 9 of the Non- Unit Salary Plan. Motion carried. PREPARE RESOLUTION

The Committee authorized Step 11 of Grade 9 of the Non-Unit Salary Plan for the DPW Fiscal Officer.

A motion was made by P. Regan and seconded by W. Dibble to abolish one position of Account Clerk Typist in the Public Works Department and create one position of Secretary to the Superintendent of Public Works the title of Secretary to the Superintendent of Public Works to be placed in Grade 2 of the Non Unit Salary Plan. Motion carried. PREPARE RESOLUTION

Discussion was held regarding Employee of the Month for the month of December.

The Committee discussed the employee evaluation information received and will discuss the matter further at a Personnel meeting to be held after the Board meeting on November 22, 2004.

As there was no further business the meeting was adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

John Mangeson

RECEIVED
NOV 23 2004
ALLEGANY COUNTY
ADMINISTRATOR

SPECIAL PERSONNEL COMMITTEE MEETING
NOVEMBER 22, 2004

Present: Dan Russo, Ed Burdick, Kenneth Nielsen, William Dibble, James Palmer, Rodney Bennett

Discussion was held regarding employee evaluation process for Non-Unit employees. A motion was made by W. Dibble, seconded by E. Burdick to approve an employee evaluation for Non-Unit employees. Motion Carried.
REFER TO WAYS AND MEANS

Meeting adjourned.

Respectfully submitted,
Ellen Ruckle
Human Resources Specialist

Comm. Book

RECEIVED
DEC 10 2004
ALLEGANY COUNTY
ADMINISTRATOR

PERSONNEL COMMITTEE

DECEMBER 7, 2004

PRESENT: Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, Pat Regan, James Palmer, John Margeson, Bernie Morris, Doug Dillon

The minutes the November 9 and November 22 Personnel Committee meetings were approved by a motion from K. Nielsen, seconded W. Dibble and carried.

WORKERS' COMPENSATION

Doug reported that six (6) hearings were held in November. Two (2) cases were closed and four (4) cases were continued.

Doug reviewed the actual budget vs. projected budget to the end of the year.

John Margeson presented the contract with H & V Risk Consultants for one year 1/1/05 – 12/31/05 at a cost of $10,000. A motion was made by E. Burdick, seconded by W. Dibble to approve the contract. Motion carried. Voting No – P. Regan. PREPARE RESOLUTION

Bernie Morris and Kim Toot, Director Office for the Aging, explained to the committee the need to change the pay range for Drivers and Aides in the Section 4 Salary Plan due to the New York State minimum wage increase to $6.00. Discussion was held regarding the impact of the minimum wage increase on the Office for the Aging budget, approximately $7614. Kim stated the food supplier has notified her that their price will increase due to the minimum wage increase. A motion was made by E. Burdick and seconded by P. Regan to approve the

pay range of $6.00 - $8.00/hour for Drivers and Aides in the Section 4 Salary Plan. Motion carried.
PREPARE RESOLUTION
REFER TO FINANCE COMMITTEE

The proposed employee evaluation was given to the committee for review. Employee evaluations will start with Non-Unit Employees and Department heads. A motion was made by K. Nielsen, and seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the implementation of Non-Unit employees and Department head evaluations to start in 2005. Motion carried. PREPARE RESOLUTION

Bernie Morris requested a resolution for the increase in the IRS mileage rate to 40.5 cents per mile. A motion was made by E. Burdick and seconded by P. Regan to support a resolution establishing mileage allowance for county officers and employees other than legislators and those county employees covered by a collective bargaining agreement when their own automobile is used for county business at 40.5 cents per mile. Motion carried. PREPARE RESOLUTION

AFSCME Union Representative Tina Zalar asked the committee to look into other alternative health care providers in an effort to save the County money. Discussion was held.

A motion was made by K. Nielsen and seconded by P. Regan to go into executive session to discuss the medical, financial, credit or employment history of a particular person/corp. or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. Motion carried.

A motion to go out of executive session was made by W. Dibble and seconded by P. Regan. Motion carried.

A motion was made to create one position of Secretary to the Superintendent of Public Works and abolish one position of Account Clerk Typist. The title of Secretary to the Superintendent of Public Works, to be placed in the Grade 2 of the Non-Unit Salary Plan. Motion carried. Voting No – D. Russo
PREPARE RESOLUTION

A motion was made to create one position of DPW Fiscal Manager and abolish one position of Accountant. The title of DPW Fiscal Manager to be placed in Grade 8 of the Non-Unit Salary Plan. Motion carried. Voting No – D. Russo
PREPARE RESOLUTION

A motion was made by K. Nielsen and seconded by W. Dibble to go into executive session to discuss the medical, financial, credit or employment history of a particular person/corp., or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension. Motion carried.

A motion was made by P. Regan and seconded by W. Dibble to go out of executive session. Motion carried.

The Committee discussed the Employee of the Month nominees.

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: 12/07/04

The Allegany County Office for the Aging requests a resolution to amend the section 4 salary schedule pertaining to drivers and increase Title V Senior Aides wage due to the increase in minimum wage for New York State effective January 1, 2005.

Drivers

	FROM	**TO**
Beginning Wage	**$5.15/HR**	**$6.00/HR**
2 YEARS	**$5.65/HR**	**$6.50/HR**
4 YEARS	**$6.15/HR**	**$7.00/HR**
6 YEARS	**$6.65/HR**	**$7.50/HR**
8 YEARS	**$7.15/HR**	**$8.00/HR**

Title V Workers

Senior Aides	**$5.15/HR**	**$6.00/HR**

FISCAL IMPACT: In the year 2005 the increase will be $7,614.00 including Fringe Benefits.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging
Name and Department

268-9390
Telephone

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel DATE: December 7, 2004

The Personnel Committee has established an employee evaluation process for Non-Unit Employees and Department Heads. Implementation to begin in 2005.

FISCAL IMPACT:

For further information regarding this matter, contact

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

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel DATE: December 7, 2004

The IRS allowance for mileage reimbursement has increased to 40.5 cents per mile effective 01/01/05.

FISCAL IMPACT: 37.5 to 40.5 cents per mile

For further information regarding this matter, contact

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

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL **DATE: 12/09/2004**

The Superintendent of Public Works has requested that one current position of Accountant (Non-Unit Grade 7) be replaced by DPW Fiscal Manager (Non-Unit Grade 8) to better recognize the comprehensive scope of responsibilities of this position of employment in DPW. Besides accounting the incumbent is responsible for overseeing department contracts with vendors, payroll preparation and general business operations of the department.

ANNUAL FISCAL IMPACT:

$2,627 difference in annual salary for Accountant Grade 7, Step 11 and the proposed DPW Fiscal Manager Grade 8, Step 11 referencing the 2004 Non-Unit Salary Schedule.

For further information regarding this matter, contact

David Roeske, Superintendent of Public Works

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL **DATE: 12/09/2004**

The Superintendent of Public Works has requested that one current position of Account Clerk Typist be replaced by Secretary to the Superintendent of Public as a consequence of the anticipated additional administrative tasks in the department required to sell and account for the transfer station garbage ticket program.

ANNUAL FISCAL IMPACT:

$1,000 difference in annual salary for the positions

For further information regarding this matter, contact

David Roeske, Superintendent of Public Works

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel

DATE: 12/07/04

Resolution approves a one year extension of the contract between the County and H&V Risk Consultants for the provision of consultancy services for comprehensive and liability insurance.

The fee for services is $10,000 for 2005 which is no increase over 2004.

The funds are budgeted.

FISCAL IMPACT: $10,000

For further information regarding this matter, contact:

John E. Margeson
Name and Department

268-9217
Telephone Number

5/94