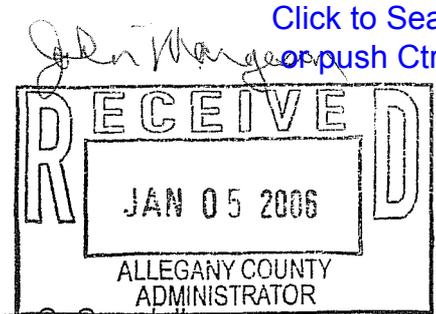


**NOT
APPROVED**

**PERSONNEL COMMITTEE
January 5, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, W. Hall, D. Pullen, C. Crandall

Media: M. Streeter (Wellsville Daily Reporter), D. LeBlanc (Olean Times Herald)

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

INTRODUCTIONS:

New legislators on the newly re-established Personnel Committee were introduced to department heads and individuals who fall under Personnel Committee jurisdiction. They are: Personnel Officer - Ellen Ruckle; County Clerk's Office - Robert Christman; Board of Elections - James Gallman (R) and Diane Martin (D); Veterans' Service Agency - H. Scott Spillane; Mutual Self-Insurance Plan (Workers' Compensation) - Douglas Dillon; Chairman of the Labor-Management Safety Committee of the Allegany County Mutual Self-Insurance Plan - John Tucker; County Treasurer in performance of powers and duties relating to the investment of Mutual Self-Insurance Fund monies - Terri Ross; Clerk of the Board as custodian of fire, casualty and liability insurance policies - Brenda Rigby Riehle; County Administrator in performance of powers and duties relating to the conduct of the collective bargaining process - John Margeson; and Board of Ethics.

COUNTY INSURANCE POLICY RENEWALS:

Brian Baty, President of H&V Risk Consultants (Insurance Consultant for the County for the past 18 years), presented information on the renewal of the County's property and liability insurance policies. His company is responsible for developing the specifications for insurance bidding, which occurs every three years, and negotiating terms for renewal in the off-bid years. The County is presently entering the third year term of the contract with New York Municipal Insurance Reciprocal (NYMIR), provided through Richardson & Stout Insurance Company. Their proposal for renewal for the period February 1, 2006 through February 1, 2007 came in at a slight reduction from last year's cost. Mr. Baty noted his satisfaction with our past experience with NYMIR and with the insurance renewal proposal for the coming year; therefore, he recommends acceptance of the proposal.

Mr. Baty also discussed the County's \$250,000 Self-Insured Retention (SIR) package and noted that our insurance costs would be much higher without it. Compared with other counties that he works with, our self-insured retention amount is a little low, but is based on average past history and the County doesn't have a lot of claims. Mr. Baty's opinion is that the County is at the correct level for deductible and SIR. Brenda Rigby Riehle and Mr. Baty will supply information for past expenses under self-insured retention at the next meeting.

Property and Liability Insurance:

A motion was made by Hall, seconded by Pullen and carried to accept the insurance renewal proposal by Richardson and Stout Insurance from NYMIR for the period February 1, 2006 through February 1, 2007 at the cost of \$296,988.68, plus or minus premium adjustments for changes in vehicles, equipment, property, etc. **Prepare Resolution.**

Umbrella Liability Insurance:

A motion was made by Hall, seconded by Pullen and carried to accept the proposal of Humphrey and Vandervoort / W.H. Greene & Associates, Inc. for provision of Umbrella Liability Insurance in the amount of \$4 million, covering the period of February 1, 2006 through February 1, 2007, with Merchant's Mutual Insurance Company at the cost of \$68,813.

Prepare Resolution.

Third-Party Claims Administration Services:

Under the terms of the County's self-insured retention package, third-party claims administration is required for claims arising from coverage provided under insurance policies issued by NYMIR through Richardson & Stout Insurance Company. The cost for the contract period is \$12,355, the same as last year. Any claim remaining open after 24 months is subject to an annual maintenance fee of \$425, up from \$400 last year. A motion was made by Hall, seconded by Pullen and carried to accept the renewal contract with Alternative Service Concepts, LLC, for provision of claims administration services for the period of February 1, 2006 through February 1, 2007. **Prepare Resolution.**

STATUS OF ELIMINATED NURSING POSITIONS IN DEPARTMENT OF HEALTH:

Dr. Gary Ogden addressed the committee regarding the December 27, 2005 elimination of three part-time Registered Nurses per Resolution No. 278-05. The wording of the resolution has created issues with the Nurses' Union, and the anticipated cost savings for the County will not take place unless the resolution is amended. His recommendation for wording is "elimination of two part-time A Nurse positions and one part-time Registered Nurse with benefits position." (Keeping part-time B Nurse positions saves more money regarding overtime because they fill in on weekends.)

Laurie Hennessy, Nurse and New York State Nurses' Association union representative, noted that their contract requires lay-off or elimination of temporary positions first. NYSNA will be sending a legal opinion on how the contract applies to the position eliminations. Ms. Hennessy stated that they want to continue to work positively with the legislature. Also noted were concerns with the overnight parking of County vehicles. The nurses are compiling actual statistics on drive time for comparisons on cost effectiveness of the policy. When asked about other cost savings measures that might be implemented, Ms. Hennessy stated that due to some of their new programs, the nurses are able to process paperwork faster and are looking into ways to make better use of time.

A motion was made by Hall, seconded by Pullen and carried to amend Resolution No. 278-05, Resolved No. 2, to read: "That the following positions in the Health Department are abolished: two part-time A Nurse positions and one part-time Registered Nurse with benefits position." **Prepare Resolution.**

APPOINTMENTS:**Ethics Board:**

A motion was made by Burdick, seconded by Pullen and carried to reappoint the following individuals to the Board of Ethics for a four-year term commencing January 1, 2006 and expiring December 31, 2009: Pastor Kenneth Chroniger, Alfred Station; Dr. Robert Black, Houghton; Darwin Fanton, Wellsville; Brenda Rigby Riehle, Belmont; Roger D. Swift, Cuba.

Prepare Resolution.

Veterans' Service Agency Director:

A motion was made by Pullen, seconded by Benson and carried to confirm the Board Chairman's appointment of Harvey Scott Spillane of Wellsville to the position of Director of the County Veterans' Service Agency, effective January 1, 2006. **Prepare Resolution.**

Mutual Self-Insurance Plan Executive Secretary:

Douglas Dillon presented an overview of his department. A motion was made by Hall, seconded by Burdick and carried to appoint Douglas Dillon to the position of Mutual Self-Insurance Plan Executive Secretary for the calendar year 2006. (This is a committee appointment and does not require a resolution.)

SEXUAL HARASSMENT AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES:

Personnel Officer Ellen Ruckle reported on information she received at a recent NYMIR seminar regarding the County's Sexual Harassment Policy and Equal Employment Opportunity Policy, both of which needed to be updated. Ms. Ruckle noted that sexual harassment training sessions will have to be held each year and will include all employees.

A motion was made by Pullen, seconded by Hall and carried to accept the updated Sexual Harassment Policy and refer the policy to Ways and Means for a resolution request. **Referred to Ways and Means Committee.**

A motion was made by Pullen, seconded by Hall and carried to accept the updated Equal Employment Opportunity Policy and refer the policy to Ways and Means for a resolution request. **Referred to Ways and Means Committee.**

The appointment of a Safety Officer has been discussed in the past, and the Personnel Officer was questioned about the status of that issue. Ms. Ruckle noted that the position is under Civil Service and is competitive. The prerequisites are high. Ms. Ruckle will look into the matter further.

FUTURE MEETING DATES: First Thursday of each month at 1:00 p.m.

Adjournment: A motion made by Hall and seconded by Burdick for adjournment.

Respectfully submitted:
Adele Finnemore, Journal Clerk

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel Committee

DATE: January 5, 2006

The Clerk of the Board's Office requests a resolution approving the insurance renewal proposal by Richardson & Stout from NYMIR for the period February 1, 2006 through February 1, 2007.

<u>Coverage</u>	<u>Deductible</u>	<u>Renewal Quote</u>
Property \$25,708,447	\$ 5,000	\$ 26,307.00
General Liability \$1,000,000 occurrence	\$250,000 per claim (SIR)	\$ 65,265.00
Automobile 136 autos - \$1mm per accident	\$500 Collision liability \$200/\$500 Comp. phys. damage	\$ 12,815.00 \$ 25,939.00
Inland Marine (\$8,020,328 TIV)	\$500	\$ 35,112.00
Boiler & Machinery (\$25 mm limit)		\$ 10,652.00
Health Care/Prof. Liability \$1mm occurrence/\$3mm aggregate	\$0 deductible	\$ 17,473.00
Police Professional Liability \$1mm occurrence/\$2mm aggregate.	\$250,000 per occur. (SIR)	\$ 25,898.00
Crime \$100,000 Employee dishonesty	\$500 (Employee Dishonesty/Forgery Bond) (Money & Securities On + Off Premises)	\$ 2,841.00 \$ 619.00
Capitalization Fee	annual for 5 yrs., 3rd of 5	\$ 18,298.08
Public Officials Liability \$1mm occurrence/\$2mm aggregate	\$250,000 per claim (SIR)	\$ 32,565.00
Agency Fees (Richardson & Stout Commission @ 7.4895%)		\$ 22,461.00
NYS Motor Vehicle Fee		\$ 655.00
NYS Fire Fee		\$ 88.60
	TOTAL:	\$296,988.68

FISCAL IMPACT: \$296,988.68 (In 2006 budget under Acct. A1910.406)

Fiscal impact is approximate; premium adjustments are processed for changes in vehicles, equipment, property, etc.

Please note that our \$4 million umbrella coverage will be handled by Humphrey & Vandervoort through Merchants Mutual Insurance company for \$68,813.

For further information regarding this matter, contact:

Brenda Rigby Riehle, Clerk
Allegany County Board of Legislators

268-9220

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Personnel Committee

DATE: January 5, 2006

A resolution is requested to secure umbrella liability insurance in the amount of \$4 million for the period February 1, 2006 through February 1, 2007 with Merchant's Mutual Insurance Company.

The producer is Humphrey & Vandervoort of East Amherst, New York.

Premium: \$68,813 (*This figures includes a 10 percent commission.*)

Term: 1 Year

Deductible: \$10,000 (Self Insured Retention)

Limits of Liability: \$4 million Occurrence
\$4 million Aggregate

Excess of:

\$1mm/\$2mm/2mm/1mm - CGL

\$1 million - Auto Liability

\$1mm/1mm/1mm - Employer's Liability

\$1mm/2mm - LAW

\$1mm/1mm - Public Officials

FISCAL IMPACT: \$68,813 (In 2006 budget under account A1910.4)

For further information regarding this matter, contact:

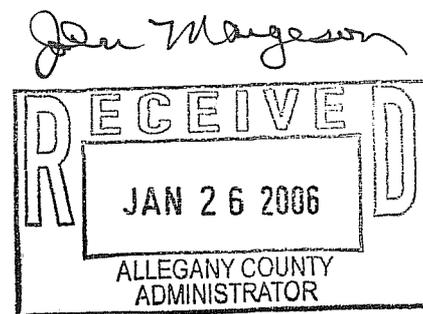
Brenda Rigby Riehle, Clerk
Allegany County Board of Legislators

268-9220

**NOT
APPROVED**

PERSONNEL COMMITTEE

January 23, 2006



Members Present: D. Russo, R. Truax, G. Benson, D. Burdick, W. Hall, D. Pullen,
C. Crandall

Call to Order: The meeting was called to order by Chairman Russo at 3:30 p.m.

The purpose of this special meeting was to consider proposals for the County's Stop-Loss Insurance for the self-funded health insurance. Personnel Officer Ellen Ruckle introduced Ken Hutchings, of the Anchor Group insurance brokerage, who presented information on renewal options for the term of February 1, 2006 to February 1, 2007.

Mr. Hutchings explained that Stop-Loss Insurance protects the insured against catastrophic loss in the event of very large health insurance claims, when the insured provides a self-funded health insurance plan (as the County does). The two types of stop-loss policies are "Specific," which limits liability for individual claims, and "Aggregate," which sets a predetermined maximum total. Mr. Hutchings met with County Administrator John Margeson previously to go over several different renewal options and has recommended a straight specific policy with a \$175,000 specific deductible (Gerber Life Option 3 on the worksheet attached to the original minutes). Thirteen different options were studied, and considering the County's past three-year history, this would have been the policy the County would have collected the most with (approximately \$80,000).

Mr. Hutchings noted that their underwriter currently works with a consortium of schools that are self-funded together, and they are going to try to offer the same opportunity to municipalities. Advantages of being in a larger group are that the stop loss insurance would be offered at a reduced cost and there would be better consideration for renewal. There would be no sharing of risk; each entity would be assessed on its own history. Mr. Hutchings will need a letter of interest from County Administrator John Margeson stating Allegany County is considering participating in a municipal coalition for procuring its stop-loss insurance; and even though it's not actually in place for this year's renewal period, the County will receive a \$5,000 reduction in premium.

A motion was made by Mr. Pullen, seconded by Mr. Benson and carried to accept the proposal for the Stop-Loss Insurance policy renewal provided through Gerber Life for the one-year period of February 1, 2006 to February 1, 2007, at the total annual cost of \$160,396, less \$5,000 if the County's letter of interest in the municipal coalition is received from the County Administrator's Office.

Prepare Resolution.

Respectfully submitted,
Adele Finnemore, Journal Clerk

**ALLEGANY COUNTY
STOP-LOSS INSURANCE
OPTIONS
2006/2007 PLAN YEAR**

	GERBER LIFE RENEWAL	GERBER LIFE OPTION 1	GERBER LIFE OPTION 1	GERBER LIFE OPTION 2	GERBER LIFE OPTION 3	GERBER LIFE OPTION 4
	2006	2006	2006	2006	2006	2006
SPECIFIC STOP-LOSS	RENEWAL					
Deductible	\$125,000.00	\$125,000	\$125,000	\$150,000	\$175,000.00	\$200,000
Aggregating Specific Deductible	\$150,000.00	\$75,000	None	None	None	None
Maximum	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
Contract Basis	24\12	24\12	24\12	24\12	24\12	24\12
Medial & Rx	YES	YES	YES	YES	YES	YES
Single	199	199	199	199	199	199
Family	397	397	397	397	397	397
Total Employees (1)	596	596	596	596	596	596
AGGREGATE STOP-LOSS						
Maximum	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000.00	\$1,000,000
Contract Basis	24\12	24\12	24\12	24\12	24\12	24\12
Medial & Rx	YES	YES	YES	YES	YES	YES
Aggregate Factor	\$1,012.79	\$1,012.79				\$1,427.61
Annual Attachment Point	\$7,243,474	\$7,243,474				\$10,210,267
Run In Claim Limit	None	None	None	None	None	None
SPECIFIC COST						
Monthly Rate	\$22.65	\$23.35	\$36.37	\$25.97	\$19.84	\$19.51
Monthly Cost	\$13,499.40	\$13,917	\$21,676.52	\$15,478.12	\$11,824.64	\$11,627.96
Annual Cost	\$161,992.80	\$166,999	\$260,118.24	\$185,737.44	\$141,895.68	\$139,535.52
AGGREGATE COST						
Annually	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$15,500
TOTAL ANNUAL COST	\$180,493	\$185,499	\$278,618	\$204,237	\$160,396	\$155,036

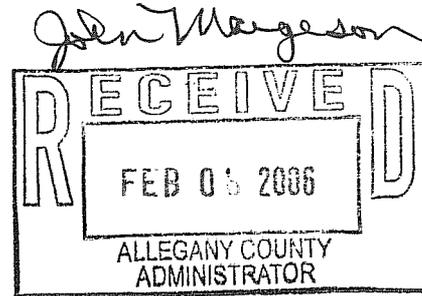
(1) Based on this yeas census

Note: This comparison is for illustrative purposes only and is not intended to be a formal proposal. For complete details please refer to the formal proposals submitted by the insurance companies.

**NOT
APPROVED**

PERSONNEL COMMITTEE

February 6, 2006



Members Present: D. Russo, G. Benson, D. Burdick, W. Hall, D. Pullen, C. Crandall

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: The minutes for the January 5, 2006 meeting were approved on a motion made by Burdick, seconded by Hall and carried. (It was noted that a correction was made on the January 5 Board of Ethics appointment referral: Roger Swift declined appointment.)

HAVA (Help America Vote Act) Laws, Review of Situation:

Election Commissioner James Gallman (with assistance of Commissioner Diane Martin and Deputies Elaine Herdman and Cass Lorow) presented information on the HAVA regulations. Handouts were distributed which address many of the concerns facing the County relative to these new requirements (attached to original minutes). Some of the issues discussed were:

- Current voting machines, now owned by the County (formerly owned by the towns) – machine maintenance costs, storage issues, and salaries for inspectors and custodians are now County responsibilities.
- New voting machines have not been decided on or certified by the State; when they are, possibly have vendors in for presentations; make decisions based on surrounding region?
- Storage issues for voting machines – problem with County storage space and moving costs for each election if stored here.
- Letters need to be sent to towns, villages, schools and fire districts; meetings held after basic decisions are made.
- Election inspectors, alternate inspectors, and machine custodians are employees of the County Board of Elections as of January 1, 2006. How will payroll, training, and possible mileage be handled? Training will need to be started soon. These issues need to be discussed with the County Treasurer. (The County Administrator sent a letter to the towns last year requesting that they budget for the 2006 costs for inspectors and custodians.)
- Contract for new machines will be handled by the State – State is committing to \$500,000 for machines and \$26,000 for training.
- Up-front costs are low, but annual costs will be much higher than at present.
- Charge backs to towns for election costs?
- What are other counties doing? i.e. Some counties are having the towns pay inspector salaries, then reimbursing the towns; some are paying inspectors as contractors.

The County Treasurer will be consulted regarding the payroll for inspectors and custodians. The Personnel Committee is requesting that the Board of Elections make recommendations regarding the issues discussed at this meeting and these topics will be placed on the agenda for the March 6 meeting. The committee would also like to see examples of what other counties are doing to address the HAVA requirements and samples of the letters they're sending out.

Village elections are slated for March 21. A letter needs to be sent to each village regarding use of the current voting machines, which are now County-owned. The committee felt that the current situation of the villages using the voting machines for their elections could be left as it is for now, but the issue will have to be addressed again when the new machines arrive.

Insurance coverage for the current voting machines was discussed. County Administrator John Margeson will look into the matter and consult the County Attorney on documentation or an agreement with the towns for storage of and maintaining insurance on the current voting machines in the interim until the new machines come in.

Board of Ethics Appointment Referral:

A motion was made by Hall, seconded by Burdick and carried to recommend James Wetherby of Cuba, NY, to be appointed as a member of the Allegany County Board of Ethics.

Workers' Compensation Report:

Douglas Dillon presented information on the current local law governing workers' compensation (Local Law No. 3-02) and the New York State Workers' Compensation Law. He noted that the state law is the presiding law over the local law. One area where there is conflict between the two is the requirement of physicals for volunteer fire and ambulance personnel. The local law requires physicals, the NYS Workers' Compensation Law does not.

Mr. Dillon also noted that the local law covers requirements for pulling out of the workers' compensation plan, and this will be a concern in the proposed Village of Wellsville dissolution.

Coverage of firematics exercises under workers' compensation was discussed. Only "trained teams" are covered. Also, for fire convention events to be eligible for coverage, prior notification must be given to Mr. Dillon. This was done in the past, but isn't any longer. As an up-front solution to bad feelings that have resulted from non-coverage of injuries, policies need to be reinstated for prior requests for coverage with specific lists of events. Mr. Dillon will contact the Workers' Compensation attorney for a written ruling on these issues.

Claim summaries were distributed. Claim totals for 2005 were in line with the average for the past five years. The County totals were a little below average for lost-time claims. Fire and ambulance personnel injuries for 2005 totaled 31, seven of which didn't have physicals on file. The fire companies with 100 percent physical compliance have the fewest number of lost-time claims.

As stated above, the local law requires physicals, but it's not enforced. Although there is an inconsistency between the local law and the state law on requirement for fire and ambulance personnel physicals, we can still hold with the higher standards. Having a ruling made by the County Attorney or the Workers' Compensation Attorney on requirement of physicals was discussed. The Local Law should be enforced as the County is paying the insurance costs, and physical compliance would benefit the individuals, the taxpayers, and the Workers' Compensation Plan.

Mr. Dillon noted that it has been the policy in the past to encourage physical compliance by rewarding the companies with 100 percent compliance and no lost-time accidents with an award valued at between \$100 and \$150. Last year firematic gloves and helmet lights were given. This year there are five fire companies and one ambulance company eligible for awards. Mr. Dillon's recommendation was firematic gloves for the fire companies and extrication gloves

for the ambulance company. It was noted that over the past seven years, the average total for physical compliance has risen from 69 percent to 83 percent. The cost for the awards has been included in the budget. A motion was made by Hall, seconded by Pullen and carried to approve the awards as recommended by Mr. Dillon.

Safety award luncheon dates were announced: March 8 and 15 for the County Public Works personnel; March 22 for Districts I and II Town and Village personnel; and March 29 for Districts III, IV, and V Town and Village personnel. The luncheons will be held at the Belmont American Legion.

Safety Officer Specifications:

Personnel Officer Ellen Ruckle presented job specifications for the Safety Officer position being considered by the committee. Committee members will review the information and discuss it at a future meeting. (Copy of handout attached to original minutes.)

Employee of the Month:

Miriam Gleason, from the Department of Social Services, a County employee since 1980, has been selected as the March Employee of the Month, following a motion made by Hall, seconded by Pullen and carried.

Executive Session:

A motion was made by Pullen, seconded by Hall and carried to enter into an executive session to discuss the medical history of a particular individual in the Department of Social Services. Following discussion, a motion was made by Hall, seconded by Burdick and carried to return to regular session.

It was recommended that the request of Monica Cole for monetary compensation relative to her situation of September 2002 be denied. A motion was made by Hall, seconded by Burdick and carried to allow Mr. Pullen to abstain from voting. A motion was made by Hall, seconded by Burdick and carried unanimously to approve the above recommendation.

A motion was made by Pullen, seconded by Hall and carried to enter into an executive session to discuss the employment history of a particular individual who was previously employed by the Department of Public Works. Following discussion, a motion was made by Hall, seconded by Pullen and carried to return to regular session.

A motion was made by Pullen, seconded by Burdick and carried that the request of Robert Clark for health insurance coverage through the County into retirement be denied as it is not provided for in the existing County policy.

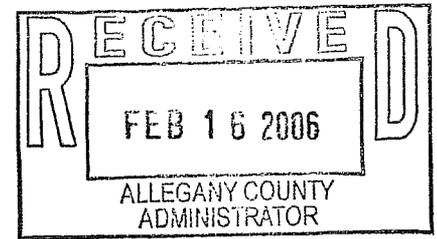
The meeting was adjourned.

Respectfully submitted,
Adele Finnemore, Journal Clerk

**NOT
APPROVED**

PERSONNEL COMMITTEE

February 15, 2006



Members Present: D. Russo, G. Benson, D. Burdick, D. Pullen

Others Present: T. Hopkins, W. Dibble, J. Margeson, D. Dillon, P. Schmelzer, E. Ruckle, A. Finnemore; **Guest:** Brian Baty, President, H&V Risk Consultants; **Media:** M. Streeter, Olean Times Herald

Call to Order: The meeting was called to order by Chairman Russo at 4:30 p.m.

Social Services, Request to Create New Nurse Position:

Patricia Schmelzer, Commissioner of Social Services, presented a request to create a new position with the title of Registered Professional Nurse – Social Services. Ms. Schmelzer and Personnel Officer Ellen Ruckle recommend that the position be slotted at Grade 16 in the AFSCME Salary Plan. This position would be completely funded, including benefits, under the Medicaid Program. A motion was made by Benson, seconded by Burdick and carried to approve the request. (This request was also presented to the Ways and Means Committee earlier today.) **Prepare Resolution – Co-Sponsored with Ways and Means.**

Excess Workers' Compensation Insurance Coverage:

Brian Baty, President of H&V Risk Consultants, presented information on the renewal of the Excess Workers' Compensation Insurance Policy, which provides coverage in the event of catastrophic loss. The excess insurance is necessary for self-insured plans. Normally it is administered by a third-party administrator, but Doug Dillon administers it internally for the County. The excess insurance markets don't look favorably on this practice; therefore only two companies have offered quotes at the levels the County is considering. (Summary of quotes is attached to original minutes.) Obtaining third-party administrator services would not be cost effective for the County, as it would cost at least \$40,000 to \$60,000, and we would still need to have local administration of claims. An actuarial study and report will be completed soon addressing GASB compliance issues and verification of administrative aspects of claims, which should bring the County's premium down in the future. Mr. Baty recommends acceptance of the excess insurance renewal quote from Safety National at \$47,639. It was noted that the fee for this coverage is charged back, along with the basic worker's compensation costs, to the County and local municipalities.

A motion to approve the renewal of the Excess Workers' Compensation Insurance Policy through Safety National at the annual premium of \$47,639 for the period of February 15, 2006 to February 15, 2007 was made by Pullen, seconded by Burdick and carried.

Prepare Resolution.

Adjournment:

The meeting was adjourned following a motion made by Pullen, seconded by Burdick and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk

Request to Fill Position

ate: 1/23/06 Committee of Jurisdiction: Human Services

I would like to fill the following position:

Title Registered Professional Nurse (Social Services) Department Social Services

Will any positions be eliminated? no If yes, which one? _____

This position is an:

Existing position? _____ Newly Created Position? X created by Resolution # _____

This position will be:

Full Time? ~~X~~ Part Time? X Permanent? X Temporary? _____

This position will be:

Non Union? _____ Union? _____ * covered by the _____ bargaining unit.

Grade _____ Step _____ Hourly pay rate _____ *to be established through award.*

Annual salary of position \$31,991 - budgeted Cost of benefits for position 50.51% of salary

Does this position support a mandated program/grant? no

Name of program/grant? _____

Source of funding for position?

 % County 50% State 50 % Federal % Other

Amount in current years budget for this position \$31,991

Reason for need to fill this position at this time?

The Department of Social Services is requesting permission to create and fill a Registered Professional Nurse (Social Services) position.

Department Head Signature Patricia Schmelzer

Date 1/23/06

REGISTERED PROFESSIONAL NURSE (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a superior, does assessments and provides social work services related to medical needs of individuals and/or families, to assist them with their economic, emotional, social, medical and environmental difficulties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Formulates and carries out plans to meet the medical and social needs of an individual or family, including cases involving foster care children, elderly, child protective or preventive, and adult protective;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle issues;
Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
Identifies the need for services through in-depth discussions with clients;
Conducts social and medical evaluations in conjunction with nursing home placements, nursing services in the home, employment and training services, and personal care services provided in the client's home;
Serves as liaison with area hospitals and assists in discharge planning;
Maintains liaison with other various agencies to which individuals and families can be referred for services;
May evaluate requests for payment of medical services, appliances, or supplies;
Reviews case to determine change in the individual's or family's situations affecting the need for service;
Performs customer service activities in handling problematic situations including documentation of conversations, events and episodes;
Serves as the agency consultant with regard to medical needs in a services or DSS case, as appropriate;
Keeps records, prepares reports, documents and other required paperwork.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles of nursing at the level of a Registered Professional Nurse; working knowledge of Federal, State and local Social Service laws, regulations and programs; ability to establish and maintain successful relationships with people; ability to understand and empathize with the needs and concerns of others; ability to deal with high stress situations and make independent decisions in crisis situations; ability to report to various work sites as assigned; ability to communicate effectively both orally and in writing; ability to operate a computer and utilize common office software programs and State mandated systems; imagination; sensitivity to the reactions of others; good powers of observation and analysis; initiative; tact; emotional maturity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse at the time of application and possession of same at the time of appointment, plus one year experience as a Registered Professional Nurse.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid driver's license appropriate to the vehicles operated. Ability to meet the regular transportation requirements, including transportation of clientele as needed, in carrying out field work assignments at time of appointment and during service in this classification.

Allegany County Mutual Self- Insurance Plan

Excess Workers Compensation Renewal

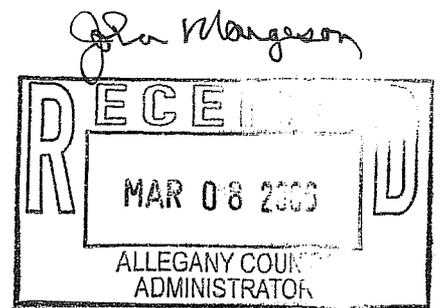
	Expiring <i>Safety National</i>	Safety National	Mayflower
Estimated Payroll	\$28,457,000	\$28,022,950	\$28,022,950
Standard Premium	\$1,642,028	\$1,365,733	\$1,365,733
Self Insured Retention	\$750,000	\$800,000 \$1,000,000 Vol. Firemen & Ambulance	\$1,000,000
Employers Liability	\$1,000,000	\$1,000,000	\$1,000,000
Rate per \$100 of Payroll	.163	.17	.279
Annual Premium	\$46,385	\$47,639**	\$78,367

** Premium would be reduced approximately \$5,000 annually if the Volunteer Firemen and Ambulance Corps are excluded.

**NOT
APPROVED**

PERSONNEL COMMITTEE

March 6, 2006



Members Present: D. Russo, G. Benson, W. Hall, D. Pullen, C. Crandall

Others Present: W. Butts, W. Dibble, D. Dillon, A. Finnemore, J. Gallman, D. Hardman, E. Herdman, J. Luckey, J. Margeson, D. Martin, B. Rigby Riehle, T. Ross, E. Ruckle

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: The minutes of 01/23/06 (Special Meeting), 02/06/06, and 02/15/06 (Special Meeting) were approved following a motion made by Hall, seconded by Benson and carried.

Fire Advisory Board / Workers' Compensation/Self-Insurance Concerns:

Jeff Luckey, Fire Advisory Board Member, addressed the committee with concerns regarding Workers' Compensation. A report was distributed (copy attached to original minutes) showing the total number of Fire and EMS volunteers, number of calls responded to, and training hours participated in. Mr. Luckey thanked the County and Workers' Compensation personnel for coverage of the 31 claims that were filed in 2005.

Questions were raised about Workers' Compensation coverage at upcoming events following Doug Dillon's presentation at a recent meeting concerning physical non-compliance, coverage or non-coverage of fire convention competitions, and discrepancy between the Workers' Compensation Law and the County's Local Law. Mr. Dillon is waiting for a response from legal counsel before he addresses any specific questions. Mr. Luckey noted that cut-off dates for the awards program and reporting of new members or recently removed members as being non-compliant for physicals is a problem and things are being missed. He requested receiving lists quarterly rather than once a year. Better communication could clear up some of the problems. Mr. Luckey stated there are other issues to be addressed and suggested a separate meeting of all parties.

Discussion included acknowledgment of the difficulty in enlisting and retaining volunteers, desire to find a way to improve communication and enhance the program agreements, and concern with safety. Also suggested was the possibility of passing a local law requiring volunteers to have OSHA physicals prior to joining (some companies already do the OSHA physicals, which have higher standards than the County ones and are performed at regular intervals). Mr. Dillon pointed out that lost time incidents among the Fire and EMS personnel are as high as for full-time employees in semi-hazardous duty such as Public Works or Sheriff's Office, even though their time of actual exposure is much lower.

It was decided that following Mr. Dillon's receipt of legal counsel action, a meeting will be scheduled to discuss issues of concern. Mr. Dillon was asked to facilitate this.

Retirement Health Insurance Request from Former Employee:

Robert Clark requested that the committee reconsider their decision to deny his request for health insurance coverage to be provided for his retirement. He was laid off from the Department of Public Works in 2004 after 32 years of service with the County. Mr. Clark felt he was wrongly laid off, but sought other employment. He understood he'd receive the coverage

from the County when he retires, but received a letter stating that he wouldn't. If he can't get the insurance, he asked if there was some way he could be rehired with the County until retirement so he could get the health coverage. Mr. Russo stated that the committee could re-visit the issue.

Creation of New Position of Full-Time Nurse for the Jail:

This matter was referred from the February 13, 2006 Legislative Board Meeting (Resolution Intro. No. 50-06) as there was a question on the title of the position. Following the County Administrator's discussion with the Sheriff, it was decided that the position does not have to be a nurse practitioner, but can be a registered professional nurse. The position will be classified under the New York State Nurses' Association contract, but will fall under the Sheriff's Office control. The jail presently has a nurse practitioner working 8:00 to 4:00, and the registered nurse will work 4:00 to 12:00 midnight. County Treasurer Terri Ross noted that the current nurse practitioner is paid from Health Department accounts, and a transfer will eventually need to be made from the Health Department to the Sheriff's accounts. The creation of the new position was approved following a motion made by Hall, seconded by Pullen and carried. **PREPARE RESOLUTION.**

Social Services Community Service Worker Upgrade:

Social Services is requesting that the title of Community Service Worker be upgraded from Labor Grade 10 to Labor Grade 11 to accommodate redistribution of duties. A motion was made by Pullen, seconded by Hall and carried to approve the request. **PREPARE RESOLUTION.**

Insurance Issue Related to County Vehicle Usage Policy:

Clerk of the Board Brenda Rigby Riehle requested a decision from the committee on whether the County Vehicle Usage Policy should mandate a higher liability limit than the NYS minimum for employees' private vehicles that will be driven for County purposes. Following discussion, the committee decided to leave the policy as is.

Grant Writer:

A referral was made from the Special Board Meeting of February 21, 2006 for the Personnel Committee to discuss the possibility of hiring a grant writer, contracting with an agency or individual for this service, or combining a grant writer position with other positions. Mr. Crandall has been looking into what other counties are doing. A logical starting point would be to identify needs, projects, and direction. It was noted that there are decent grant writers in the area that could be contracted with for individual projects. Most counties contract out for the service, as there would not be enough consistent, on-going need to hire someone. Mr. Crandall noted the issue should be investigated further; then departments would be approached for a list of needs.

Health Insurance Issues:

A referral was made from the Special Board Meeting of February 21, 2006 for the Personnel Committee to discuss possible health insurance changes including: revisiting supplying health insurance to retirees, starting with the legislators when making health insurance changes, having new employees pay a greater portion of their health care, and making changes across the board. Mr. Russo recommended forming a sub-committee to review these issues, gather facts and figures, and make recommendations back to the Personnel Committee. This sub-committee will be comprised of Board Chairman Curtis Crandall, Personnel Committee Chairman Daniel Russo, County Administrator John Margeson, Personnel Officer Ellen Ruckle, and Personnel Committee Member David Pullen. Mr. Russo will set up a meeting.

Ms. Ruckle noted that Ken Hutchings is presently working on Requests for Proposals for the County's health insurance and will be making a presentation at the April 3 Personnel Committee meeting. Mr. Hutchings will probably need one to one and one-half hours for his presentation, then he could be asked to stay for discussion of the above mentioned issues.

Governor's Proposed Workers' Compensation Reform and Follow-Up Information from Previous Meeting:

Doug Dillon presented information on Governor Pataki's proposal for cost-saving Workers' Compensation reform. The plan would reduce business costs by 15 percent, increase benefits by 25 percent, and increase the maximum benefit from \$400 to \$500 per week. If this reform is enacted, Mr. Dillon's budget would increase by approximately \$80,000. He is not in favor of the proposal unless there is a limit on the length of time to draw permanent Workers' Compensation benefits. It was also noted that the reform calls for increasing disability benefits by 100 percent, from \$170 to \$340 per week, which will place a burden on self-insured entities. The New York State Workers' Compensation Association meets in the spring and they will make recommendations on the reform legislation and send letters to State representatives. Mr. Dillon will keep the committee informed on future developments.

Mr. Dillon requested that prior to the County taking any action on Workers' Compensation or 207C issues, they consult Workers' Compensation legal counsel.

Employee of the Month for April:

There were no referrals received by the committee for Employee of the Month recognition for the month of April.

Board of Elections, Help America Vote Act (HAVA) Requirements:

Election Commissioners Diane Martin and James Gallman and Deputy Commissioner Elaine Herdman updated the committee on progress made relative to HAVA compliance. Information packets were distributed for review (copy attached to original minutes) including sample contracts, election costs, survey of surrounding counties on inspector and custodian payments, voting machine inventory, and the State Board of Election's review of the County office. Many decisions can't be finalized until the State certifies a voting machine and the County knows what machine we'll be using. Discussion included:

- Equipment storage – unsure on what to discuss with towns until machine type is known
- Equipment usage by villages and schools – status quo for now with the old machines, but in the future, with the new machines, BOE recommends that if villages and schools use the machines, they need to use our certified inspectors and pay at same rate
- Charge backs of election costs to towns (some counties charge back all expenses; some do none). Election costs on hand-out were estimated assuming new rates. There are some things the County will be paying for that the towns never did. Past practice and anticipated costs will need to be reviewed to establish a formula for charge backs. Per district charge backs seem more equitable than per town.
- New voting machines – two being considered: Liberty – folds up for easier storage, sets up on table for use; Sequoia – large and heavy. As the law stands now, all lever machines will be outlawed as of January 1, 2007.
- Machine inventory sheets will be sent to towns to complete and return for placement on the County's inventory list.
- State Board of Elections visited the County Office in June. A copy of their report is included in the handout packet.
- Grants are available for microfiche record storage and polling place locator imaging equipment.
- Inspectors and Custodians – County Treasurer recommends contract employees. New law states all inspectors to be paid at same rate (not done now). It was noted that the change to the new machines may intimidate some; there needs to be adequate compensation for services to encourage recruitment and retention.
- Paper ballot alternative to new machines – reduces costs in one respect, but requires opti-scan equipment which adds to the costs, and printing expenses would be much higher. (Oregon uses just a paper "absentee" type ballot.) We'd receive State money for the voting machines, but would not receive anything for the extra printing costs if we opted for the paper ballot/opti-scan alternative.

Mr. Crandall requested that committee members review the information they received so that some decisions can be made. Communication with the towns should probably be accomplished through a meeting with Town Supervisors, with Board of Elections personnel present to answer questions. Committee members are asked to bring recommendations to the next Personnel Committee meeting on April 3.

Retirement Health Insurance Request from Former Employee:

The committee discussed Robert Clark's request for health insurance coverage to be provided for his retirement as noted on page one of these minutes. Decision was to uphold previous committee decision, made on February 6, to deny the request.

Respectfully submitted,
Adele Finnemore, Journal Clerk

Allegany County Emergency Fire/EMS.

The Fire and EMS services that provide emergency service to Allegany County were reported to have 31 claims filed with the Workers Compensation Board in 2005 3 of which were for lost time. Let's look at a few other facts.

There are 28 Fire departments of which 16 also provide EMS service and there are an additional 5 independent EMS agencies. After researching various reports the following figures represent the dedication and services these agencies provide in 2005.

Volunteers

1,407 Fire, EMS (28 departments)

218 EMS (5 independent) * 262 actual number 1/3 already on Fire list

1,625 Volunteers

Calls

2,189 Fire dept calls

5,440 EMS

7,629 calls for help.

I was not able to obtain a report that list the amount of hours these calls required or the number of volunteers responding to each call.

Training

17 Fire training class

266 students

7,607 hours

9 EMS classes

131 students

11,050 hours

18,657 hours by 397 students.

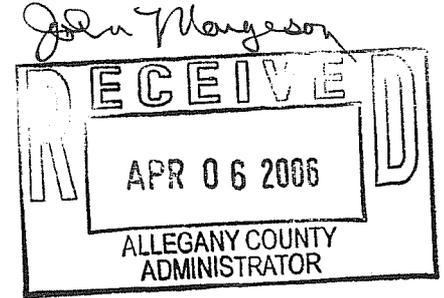
These hours only represent classes taught by Allegany County instructors. They do not take into account hours of training provide by individual departments and other agencies. Example: A recent seminar on meth labs in Cuba was attended by 177 volunteers.

Chairman of Fire Advisory Board
Jeff Luckey 3/4/2006

**NOT
APPROVED**

PERSONNEL COMMITTEE

April 3, 2006



Members Present: D. Russo, G. Benson, D. Burdick, W. Hall, D. Pullen, C. Crandall

Others Present: D. Button, W. Dibble, D. Dillon, A. Finnemore, J. Margeson, B. Reynolds, B. Rigby Riehle, T. Ross, E. Ruckle, D. Sirianni, K. Toot, N. Ungermann; **Guest:** Ken Hutchings, Anchor Group

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: The minutes of 03/06/06 were approved following a motion made by Hall, seconded by Pullen and carried.

Board of Elections, Help America Vote Act (HAVA):

Committee members were asked to review information distributed at the last meeting by Board of Elections personnel and bring recommendations to this meeting. It was noted that concerns have been raised at recent District town meetings. Information should be sent to Town Supervisors as soon as available. Committee members have additional questions, and are requesting that Board of Elections personnel attend the next Personnel Committee meeting on May 1. *(Subsequent to the meeting, a Special Personnel Committee meeting was scheduled for discussion of HAVA issues on Monday, April 17, at 1:30 p.m.)*

Workers' Compensation Update:

Doug Dillon has discussed firematic coverage concerns with Jeff Luckey, including the capability of generating quarterly physical compliance reports. Mr. Dillon will need to receive quarterly rosters from each agency in order to let them know where they stand. Mr. Dillon has not yet made phone contact with the Workers' Compensation attorney regarding official rulings on requirements of physicals and firematic coverage, but will write a letter.

Department Head Concerns:

Kim Toot, Office for the Aging Director, addressed the committee. Last year, after the budget was finalized, department heads were asked to formulate a five-year plan addressing department head concerns, i.e. salaries, responsibilities, and fringe benefits. A group has been formed, consisting of Kim Toot, Dave Sirianni, and Deb Button; and they would like to bring their plan to this committee when it is ready, prior to budget talks.

Health Insurance / Executive Session:

Ken Hutchings, of the Anchor Group insurance brokerage, was present to discuss the results of Health Insurance Requests for Proposals (RFPs). A motion was made by Hall, seconded by Burdick and carried to enter into executive session to discuss the financial history of particular corporations that could lead to disclosure of proprietary information. Following the executive session, a motion was made by Hall, seconded by Burdick and carried to return to regular session. Mr. Hutchings will return for the next Personnel Committee meeting on May 1.

Health Insurance Changes: (Referral from Special Board Meeting of 02/21/06)

A sub-committee was formed at the March 6 Personnel Committee Meeting to discuss possible health insurance changes per the referral from the Special Board Meeting of 02/21/06. This sub-committee includes Curtis Crandall, Daniel Russo, John Margeson, Ellen Ruckle, and David Pullen. Mr. Russo announced that a meeting will be held on April 21 at 11:00 a.m. *(Subsequent to the meeting, the date of the sub-committee meeting had to be rescheduled to April 18 at 1:00 p.m.)*

Employee of the Month for May:

There were no recommendations for the Employee of the Month designation for May.

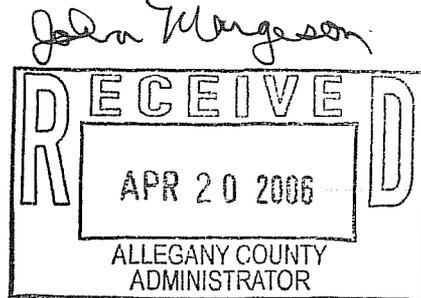
The meeting was adjourned.

Respectfully submitted,
Adele Finnemore

**NOT
APPROVED**

**PERSONNEL COMMITTEE
Special Meeting**

April 17, 2006



Members Present: Chairman D. Russo, G. Benson, D. Burdick, W. Hall, D. Pullen, C. Crandall

Others Present: W. Dibble, A. Finnemore, T. Ross; Board of Elections Staff: J. Gallman, D. Martin, E. Herdman, C. Lorow

Call to Order: The meeting was called to order by Chairman Russo at 1:30 p.m.

Board of Elections, Help America Vote Act (HAVA) Issues:

An overview of HAVA was presented by Election Commissioner Jim Gallman. The Federal government passed HAVA several years ago, precipitated mainly by the Florida "hanging chad" issue. The process has evolved over time, and now includes legislation to facilitate the unassisted voting by persons with disabilities. New electronic voting equipment will replace the old lever machines. Although New York State has not yet certified any particular models, Board of Elections has been working with three vendors for the Direct Read Electronic (DRE) machines and there is the additional option of an opti-scan machine using paper ballots. Board of Elections staff has attended numerous conferences over the past year and Mr. Gallman made the following observations regarding equipment:

Direct Read Electronic (DRE) Machines:

ES&S – may be confusing for voters, three screens, zooming in and out, beyond what the County needs

Sequoia – about same size as lever machine, both Sequoia and Liberty feature depressing a button for choice causing a light to come on

Liberty – smaller than Sequoia, looked more portable, may be updated in one to two years to a touch screen (additional cost?)

Opti-scan w/ Paper Ballots – probably not the best way to go due to high printing costs.

Board of Elections staff heard other opinions promoting the opti-scan equipment on the basis that the computerized machines could be compromised by the programmers. One way to overcome that problem would be to have a paper trail, which would allow for a re-count if needed. Although HAVA is federal legislation, New York State has now decided to add the requirement of a paper trail. Over the course of the year, with changes and new developments, the estimated cost of the Liberty or Sequoia voting machine has gone from \$5,000 each to close to \$10,000 (still within the range of what we had been told we'd be reimbursed by the State for equipment).

At a recent meeting, BOE staff was told (by a vendor) that the State should be making its decision regarding new voting machines in about a week. The State sets the parameters and will probably give the counties a couple of choices. The ES&S vendor claims they will be the only ones able to handle the paper trail function; that Liberty and Sequoia can't meet the requirements at all. During ES&S testing, each vote took three to five minutes (attributed to the paper trail issue). If that's the case, maybe the opti-scan machine would be the best option.

BOE staff was considering the Liberty machine, due partially to their Jamestown support people being on board with them, and it looked like there would be some local uniformity. There will be another conference in early May, and staff may hear more then.

The opportunity for unassisted voting by persons with disabilities was discussed at a regional meeting attended recently by BOE staff. Counties will be required to provide some type of equipment for persons with disabilities who can't use the lever machines (no mention has been made about reimbursement). New York State has proposed to the Department of Justice an interim device to be used along with the lever machines until the new machines are available. A survey was conducted to ascertain counties' needs; Allegany County responded that we may have only one or two people with a need for special equipment and proposed only placing it in Belmont as a central location. Up to now, absentee ballots have been used. Sample equipment was on display at the conference (information attached to original minutes). The State is waiting to hear back from the Department of Justice, will then certify the equipment, and deliver to the counties, who will then have 72 hours to test and certify.

Voting by Mail (VBM) may be available as an option in the future. Some states conduct elections this way. Currently New York State allows mail voting only for residents who will be out of the County, are disabled, or are sick.

For the remainder of 2006, it appears that the old lever machines will be used with pieces of apparatus for persons with disabilities.

Concerns and issues that need to be resolved now, in spite of not having the new equipment, were discussed (listing of questions and sample forms attached to original minutes). The County Attorney and County Treasurer have already been consulted on forms and pay issues.

Current Lever-Type Voting Machines:

Letters need to be sent to the Town Supervisors regarding condition, serial numbers, and storage of the voting machines, and notifying them that keys must be returned to the Board of Elections. Now that the machines are owned by the County, this information is needed for the fixed assets sheets. A motion was made by Burdick, seconded by Benson and carried to approve the Board of Elections sending said letters and inventory forms to the towns.

Election supply costs, charging other election districts (schools and fire districts) for the use of the voting machines, and requiring them to use our inspectors and custodians were discussed. It was felt that other entities should not be charged for machine use (for the current machines), and that schools and fire districts should be liable for repairs. The County will continue to cover the cost of supplies for this year.

A motion was made by Hall, seconded by Pullen and carried that schools and fire districts will be allowed to use the voting machines currently owned by the County, and that the schools and fire districts will be liable for repairs. (This motion was withdrawn later in the meeting on a motion made by Hall, seconded by Pullen and carried.)

The question was asked if Board of Elections can require other entities to use our inspectors and custodians and pay them using the same salary scale.

A motion was made by Hall, seconded by Pullen and carried to approve the use of the Voting Machine Usage Agreement with the exception that item #7 regarding cost of election

materials be deleted. (This agreement allows other entities to use the County's AVM voting machines, requires they use Board of Elections qualified inspectors and custodians at the County's pay rate, makes them liable for damage and repairs needed during their use, and following the deletion of #7, will not require them to pay election supply costs.)

The Board of Elections will send a letter to schools and fire districts to inform them that they will need to contact the Board of Elections, rather than the Town Clerks, for voting machine keys. A copy of the letter will be sent to the Town Clerks.

Election Inspector and Custodian Salaries:

Board of Elections has recommended that Election Inspectors be paid \$85 for primary elections (hours are 11:30 a.m. to 9:30 p.m.) and \$135 for general elections (hours are 5:30 a.m. to 9:30 p.m.). The only time they will receive mileage is if required to work in an election district other than their own. Training session attendance will be reimbursed at the rate of \$25 (set by the State), with no mileage. A motion was made by Pullen, seconded by Hall and carried to accept the recommendations made by the Board of Elections.

Referred to Ways and Means for Resolution.

Board of Elections recommended the use of three teams of two custodians (one Republican and one Democrat) to set up and test voting machines. The custodians are currently paid \$40 per machine and do not receive mileage. Cost per election would be \$80 (2 custodians per machine) x 46 machines = \$3,680. Service calls are reimbursed at \$10 per call plus mileage. A decision regarding responsibility for quarterly testing of machines can wait until next year. A motion was made by Hall, seconded by Burdick and carried to accept the recommendations made by the Board of Elections regarding Election Custodians.

Referred to Ways and Means for Resolution.

Election Inspectors and Custodians will be paid through a voucher system (approved by County Attorney and County Treasurer). A motion was made by Burdick, seconded by Hall and carried to approve the use of the Election Inspector Agreement and the Voting Machine Custodian Agreement forms.

Town Election Cost Charge Backs:

Prior to transfer of ownership of the voting machines, the towns were responsible for paying salaries and machine costs. Now that the County will be responsible for these expenses, we need to find a way to re-direct the funding stream so that it doesn't appear like they are new charges. Options discussed were direct billing to the towns or an adjustment on the tax bills as a tax levy (similar to what Workers' Compensation does). Board of Elections would prepare the charge back listing using actual costs for the year.

A motion was made by Pullen, seconded by Hall and carried to approve direct billing to the towns for the charge back of costs for election inspectors and custodians.

Voting Machine Storage and Moving:

Storage of the new machines was briefly discussed, including who will be responsible to move the machines and what type of vehicle would be used. Also, the Town of Granger has notified the Board of Elections that they are moving into a new polling place and need to have

the machine moved. No decisions will be made until the Department of Public Works can be consulted.

Contract for the New Voting Machines:

Board of Elections asked if there is any special language that the legislators or County Attorney would like to see in the contracts for the new voting machines. The County Board of Elections will be contracted through the State Board of Elections and eventually sign an agreement with a vendor. The County Attorney will have to approve the agreements at that time.

The Voting Machine Storage Agreement can't be finalized until we know more about the new equipment. Present wording in the agreement regarding reduction of charge back of election expenses by one-half in consideration for storage is to be deleted.

When new machines are decided on, it was suggested that we have the Town Supervisors in for a general meeting or make presentations at district meetings. Requesting vendors to bring machines in for demonstration at a future date, possibly including the Town Supervisors, was also discussed.

Adjournment: The meeting was adjourned on a motion made by Burdick, seconded by Hall and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk

Note: The Personnel – Health Insurance Sub Committee meeting scheduled for April 18 was cancelled and rescheduled to May 1 at 1:00 p.m., prior to the regular Personnel Committee meeting, which will be rescheduled to 2:00 p.m.

x

**Allegany County Board of Elections
6 Schuyler St.
Belmont, NY 14813
585-593-9294 or 9295**

ELECTION INSPECTOR AGREEMENT

This agreement, made this _____ day of _____, 20____,
between the Allegany County Board of Elections, 6 Schuyler Street, Belmont, NY
14813

and

Name _____

Address _____

Mailing Address (if different) _____

Phone No. _____

Social Security No. _____

The undersigned agrees to work as an Election Inspector for the Allegany County Board of Elections for the Primary Election to be held on September 12, 2006 at the rate of \$85 per day and the General Election to be held on November 7, 2006 at the rate of \$135 per day.

Payment will be made upon the submission of a duly executed Allegany County voucher to the Allegany County Board of Elections.

Dated: _____

Election Inspector

Dated: _____

Board of Elections Official

**Allegany County Board of Elections
6 Schuyler St.
Belmont, NY 14813
585-593-9294 or 9295**

VOTING MACHINE CUSTODIAN AGREEMENT

This agreement, made this ____ day of _____, 20____,
between the Allegany County Board of Elections, 6 Schuyler Street, Belmont, NY
14813

and

Name _____

Address _____

Mailing Address (if different) _____

Phone No. _____

Social Security No. _____

The undersigned, agrees to work as a Voting Machine Custodian for the Allegany
County Board of Elections for the Primary Election on September 12, 2006 and
the General Election on November 7, 2006 at a rate of \$40 per machine.

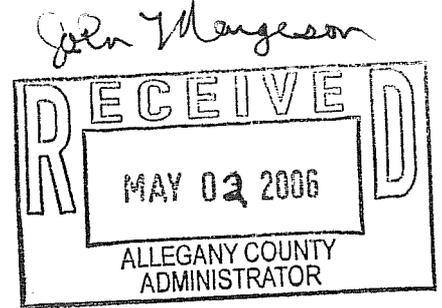
Payment will be made upon the submission of a duly executed Allegany County
voucher to the Allegany County Board of Elections.

Dated: _____
Voting Machine Custodian

Dated: _____
Board of Elections Official

PERSONNEL COMMITTEE

May 1, 2006



Committee Members Present

D. Russo, G. Benson, D. Burdick, D. Fanton, W. Hall, D. Pullen, C. Crandall

Others Present

D. Dillon, K. Hutchings, B. Riehle, E. Ruckle, S. Spillane

Approval of Minutes

The April 3, 2006 Personnel Committee minutes were approved on a motion by Hall, seconded by Burdick and carried. The April 10, 2006 Personnel Committee minutes were approved on a motion by Burdick, seconded by Hall and carried.

Human Services Mission Statement

Personnel Officer Ellen Ruckle distributed copies of her mission statement:

It is the purpose of the Department of Human Resources and Civil Service to first see that:

"Appointments and promotions in the civil service of the state and all civil divisions thereof (of which Allegany County is) ... shall be made according to merit and fitness to be ascertained, as far as practicable, by examination which as far as practicable, shall be competitive ..." Article V, Section 6 of the New York State Constitution (1894)

And second to make sure that all collective bargaining agreements entered into by the County of Allegany promote harmonious relations between Allegany County and the unions, an equitable and peaceful procedure for the resolution of differences.

Request to Fill Position

Ms. Ruckle requested approval to fill the position of Human Resources Specialist (Non Union, Grade 6, Step 5) in her office that became vacant when she was appointed as Personnel Officer in October 2005. Ms. Ruckle would like to fill the position after July 1. Ms. Ruckle indicated that the position is a civil service position, and about 15 people took the exam last Saturday. The exam results should be available in about six weeks. The money is in the budget, and it would cost approximately \$17,886 to fill the position from July to the end of the year. Ms. Ruckle is requesting to start the position at a step five, rather than the minimum to avoid salary compression between the Clerks in the office and the Human Resources Specialist who is in a higher pay grade.

Some of the duties the Human Resources Specialist would be doing include: health insurance enrollments, billings for departments, oversee exams ordered and administered, upgrade job specifications as needed, job reclassifications as needed, certifying payrolls, and involvement with health insurance. Ms. Ruckle informed committed members that her office also oversees the civil service positions for the towns, villages and school districts.

The request was approved on a motion by Hall, seconded by Fanton and carried. Committee members requested Ms. Ruckle to include a copy of the Request to Fill Position form and a job description with the referral to the Ways and Means Committee. **Refer to Ways and Means**

Veterans Mission Statement

Veterans Service Agency Director H. Scott Spillane distributed copies of his mission statement:

The mission of the Allegany County Veterans Services Agency is to provide a conduit through which veterans, military personnel, their family members and their survivors can access benefits to which they may be entitled by virtue of military service. Our mandate as Veterans Benefits Counselors is to furnish the means to procure these benefits. Our primary objective is to obtain the absolute maximum in dollar value in benefits for Allegany County claimants from whatever sources available. Of equal importance is our responsibility as an Accredited Service Officer is to "inform and assist in relation to: matters pertaining to educational training and retraining services and facilities; health, medical and rehabilitation services and facilities; provisions of federal, state and local laws and regulations affording special rights and privileges to members of the armed forces and wartime veterans and their families; and other matters of similar nature as may be requested by the Director, New York State Division of Veterans Affairs

Mr. Spillane stated that there are approximately 5,000 veterans in Allegany County.

Employee of the Month

A motion was made by Hall, seconded by Fanton and carried that Joyce Brewer from the Human Resources Office be named the Employee of the Month for June.

Coverage for Fireman

Workers' Compensation Executive Secretary Douglas Dillon distributed copies of a letter he sent to Raymond Buckner, Esq., Allegany County's legal counsel regarding Workers' Compensation issues. Mr. Dillon is trying to obtain Attorney Buckner's official opinion as well as clarification on whether or not the competitive events at the County Fire Convention are covered by Workers' Compensation. Mr. Dillon hopes to have information for the next meeting. Legislator Daniel Russo, Personnel Committee Chairman, requested Mr. Dillon to have the County Attorney contact Attorney Buckner for the answers we need if necessary.

Mr. Dillon believes that his communications with the firemen have improved, and he has been working on some things to help them. Mr. Dillon mentioned that he has been updating the manuals they gave out to firefighters four years ago. The manual explains their requirements for filing forms and it explains what is and is not covered as well as a sample on how to fill out the forms.

Health Insurance/Executive Session

Kenneth Hutchings, of the Anchor Group insurance brokerage, was present to discuss the results of Health Insurance Requests for Proposals. A motion was made by Pullen, seconded by Fanton and carried to enter into executive session to discuss the financial history of a particular corporation that could lead to disclosure of proprietary information. Following the executive session, a

motion was made by Pullen, seconded by Fanton and carried to end the executive session and return to regular session.

Legislator Daniel Russo, Personnel Committee Chairman, requested that Mr. Hutchings' letter to our current third party administrators, North American, regarding their claim discounts, past service and their administration fees and costs be filed with the original minutes of this meeting.

Adjournment

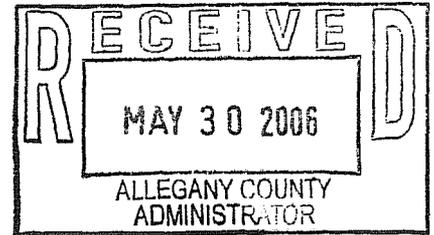
There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators

**NOT
APPROVED**

**PERSONNEL COMMITTEE
Special Meeting**

May 26, 2006



Members Present: Chairman D. Russo, G. Benson, D. Burdick, W. Hall, D. Pullen, D. Fanton,
C. Crandall

Others Present: N. Ungermann, J. Margeson, E. Ruckle, B. Riehle, A. Finnemore

The purpose of the meeting was for a presentation of employee health benefits information by the brokerage firm Manning & Napier Benefits, LLC. County Administrator John Margeson introduced their representatives Joseph Wild, Chief Executive Officer, and Denise Rodolph, National Sales Director.

Call to Order: The meeting was called to order by Chairman Russo at 10:05 a.m.

Executive Session:

The information presented by Mr. Wild and Ms. Rodolph contains proprietary information from health insurance carriers' responses to Requests for Proposals. A motion was made by Fanton, seconded by Benson and carried to enter executive session for discussion of financial history of particular corporations. Following executive session, a motion was made by Pullen, seconded by Fanton and carried to return to regular session.

Health Insurance Brokerage Negotiations:

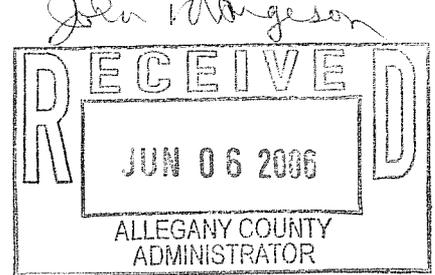
A motion was made by Pullen, seconded by Fanton and carried to authorize the County Administrator to negotiate with Manning & Napier, LLC for a fee schedule relative to brokering the County's health benefits plan. If negotiations are acceptable, a meeting will be set up with the top proposed provider.

Adjournment: The meeting was adjourned at 12:30 p.m. following a motion made by Pullen, seconded by Fanton and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk

**NOT
APPROVED**

**PERSONNEL COMMITTEE
June 5, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, W. Hall, D. Pullen, C. Crandall

Others Present: D. Dillon, A. Finnemore, J. Margeson, B. Reynolds; **Guest:** Jeff Luckey, Fire Advisory Board Chairman

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Amendment and Approval of Minutes of May 1, 2006: On page 1, Request to Fill Position, second paragraph where duties of Human Resources Specialist are listed, second line: "billings for departments" should be amended to read "departmental bookkeeping" per Personnel Officer. A motion was made by Fanton, seconded by Burdick and carried to approve the minutes of May 1, 2006 as amended.

Request to Fill Position – 5th Assistant District Attorney:

The District Attorney's request to fill the 5th Assistant District Attorney position was briefly discussed. (Resolution No. 123-06, dated 05/22/06, accepted and appropriated \$40,000 in grant funds from the "STEPS/Road to Recovery" grant, to finance the position.) The request to fill position was approved by the Ways & Means Committee on May 8, 2006. No action was required.

Firematic Event Coverage and Firemen Physical Requirements:

Workers' Compensation Executive Secretary Doug Dillon updated the committee on the response he received from counsel regarding firematic event coverage and physical requirements. Attorney Raymond Buckner, of Buckner & Kourofsky, LLP, expressed the opinion that firematic exercises conducted at conventions would be covered by Workers' Compensation insurance as long as they are similar to what's been done in the past and are not included on the list of exemptions contained within the Workers' Compensation Law. Some of the noted exemptions were bowling, water ball fights, football, donkey basketball, boxing, and wrestling. Mr. Dillon forwarded copies of the letter to the volunteer fire companies.

Counsel was also asked if the County could require physicals prior to firefighters becoming active by amending the local law. Attorney Buckner responded that it could be done. Mr. Dillon also consulted County Attorney Dan Guiney, who agreed. If the local law is changed, the volunteer firefighters by-laws would also have to be changed to agree with the local law. Mr. Dillon recommends requirements for current members without physicals to receive physicals within a certain number of days, and new members to receive physicals prior to becoming active members. It was noted that the physicals would not just determine active or inactive status, but the doctor would be able to certify any number of levels of full or partial duty. Mr. Dillon suggested a sub-committee to discuss questions and concerns. Aside from the previously mentioned concerns, a question was raised by Insurance Agent Lawrence Dye about coverage for fire commissioners, treasurers, and secretaries, all of whom are currently excluded by the Volunteer Firefighters Law. (Mr. Dillon spoke with County Attorney Dan Guiney, who does not want to go against the Volunteer Firefighters Law.) Another concern was possible coverage for OSFA required physicals.

A sub-committee was formed to discuss volunteer firefighter Workers' Compensation concerns. Appointed to serve on this sub-committee were: D. Russo, D. Pullen, D. Burdick (Chairman), D. Dillon, and Jeff Luckey. Mr. Luckey appointed six firefighters to attend the sub-

committee meetings to represent the volunteer firefighters' concerns. Mr. Luckey felt this would be more efficient than trying to set up a meeting with the entire Fire Advisory Board. A meeting date will be determined by Mr. Burdick, Mr. Dillon, and Mr. Luckey.

July Increment Salary Increases:

Personnel Officer Ellen Ruckle requests a resolution authorizing July increment salary increases for employees hired between 07/01/05 and 12/31/05. The following were recommended for increment increases by their Department Heads: Sheriff's Office: Mary Havens, Elnora Fanton, and Jeffrey Ormsby; Social Services: Kevin Weatherly; Public Works: Adam Orpet; County Clerk: Jason Linnecke; Office for the Aging: Anita Mattison; and Probation: Sara Elliott. A motion was made by Fanton, seconded by Hall and carried to approve the request. **PREPARE RESOLUTION.**

Employee of the Month Recognition:

Nominations were considered for the Employee of the Month recognition for July. A motion was made by Pullen, seconded by Fanton and carried to honor Virginia Mullen from the Department of Social Services.

Board of Elections:

Deputy Election Commissioner Elaine Herdman requested direction from the committee regarding a letter she is composing to be sent to Town Supervisors. In trying to estimate Election Inspector training costs, which will be charged back to the towns, she discovered the problem of which towns to bill for the alternates that do not always work within their own districts. The \$25 reimbursement per inspector for training is more than the towns are accustomed to, but is mandated by the State. Ms. Herdman pointed out that although training costs are higher, and the County has made pay rates uniform for all towns, the towns are only being charged back for the types of expenses they previously paid. A motion was made by Fanton, seconded by Pullen and carried that the County will pay the training expense for Election Inspector alternates and the towns will be charged back for their regular inspector training costs.

Additional Health Insurance Brokerage Presentation:

Mr. Hall requested that another health insurance broker be allowed to make a presentation in order to assure that the County is getting the best possible price. The committee has already heard proposals and information from Kenneth Hutchings of the Anchor Group (May 1) and Manning & Napier (May 26); and County Administrator John Margeson was given the approval to negotiate with Manning & Napier for a brokerage fee schedule. It was noted that every month we delay a decision, it is costing us more. The committee decided to allow the additional health insurance broker to make a presentation at a Committee of the Whole meeting to be scheduled after the Board meeting on June 12.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned at 2:15 p.m. following a motion made by Hall, seconded by Fanton and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 6/5/06

JULY INCREMENTS

Employees are eligible for an increment if they were hired between 7/1/05 and 12/31/05. All employees were recommended for an increment by their Department Head.

<u>Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate</u>	<u>Ave. Increment</u>
<u>SHERIFF</u>				
Mary Havens	Secr. To Sheriff	8/22/05	\$12.06	.41
Elnora Fanton	Secr. To Sheriff	8/29/05	\$12.06	.41
Jeffrey Ormsby	Emerg. Serv. Dispatcher	10/03/05	\$12.61	.40
<u>SOCIAL SERVICES</u>				
Kevin Weatherly	Caseworker	8/09/05	\$16.88	.58
<u>PUBLIC WORKS</u>				
Adam Orpet	Hvy. Equip. Mechanic	10/03/05	\$13.86	.42
<u>COUNTY CLERK</u>				
Jason Linnecke	M.V. Cashier Examiner	11/28/05	\$12.62	.30
<u>OFFICE FOR THE AGING</u>				
Anita Mattison	Aging Serv. Technician	10/11/05	\$15.33	.46
<u>PROBATION</u>				
Sara Elliott	Prob. Officer Trainee	11/14/05	\$16.88	.58

For further information regarding this matter, contact:

ELLEN RUCKLE, PERSONNEL OFFICER

Name and Department

EXT. 215

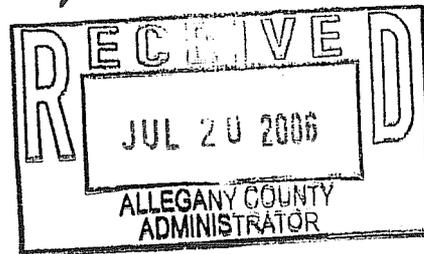
Telephone Number

**NOT
APPROVED**

PERSONNEL COMMITTEE

July 17, 2006

John Margeson



Committee Members Present

D. Russo, G. Benson, D. Burdick, W. Hall, D. Pullen, C. Crandall

Others Present

R. Belmont, D. Button, M. Cole, D. Dillon, D. Eames, S. Keenan, T. Norton, D. Reynolds, B. Riehle, E. Ruckle, T. Zalar

Approval of Minutes

The June 5, 2006 Personnel Committee minutes were approved on a motion by Hall, seconded by Benson and carried.

Workers' Compensation 2007 Budget

Douglas Dillon, Executive Secretary for Workers' Compensation, distributed copies of his proposed 2007 budget in the amount of \$887,730. Mr. Dillon indicated that his proposed budget looks like a flat, achievable budget as long as the state doesn't increase payouts to claimants.

Mr. Dillon also provided a summary showing his actual expenses through June 20, 2006 noting that he is almost \$90,000 under budget so far, and he anticipates remaining positive until the end of the year.

Legislator David Pullen questioned the fluctuations in the Claimant Indemnity and Claimant Medical accounts from year to year. Mr. Dillon indicated that it can be difficult to estimate how you will do in any given year. It's also difficult to predict what medical procedures people might need. If we make a settlement, the indemnity number goes up. Mr. Dillon indicated that he continually tries to take steps to keep costs down. Mr. Dillon stated that the long term trend is that costs continue to rise even though expenses are up and down from one year to the next.

The Workers' Compensation 2007 budget was approved on a motion by Hall, seconded by Pullen and carried.

Executive Session

A motion was made by Hall, seconded by Benson and carried to enter into executive session to discuss the medical history of a particular person. Immediately following the executive session, a motion was made by Hall, seconded by Burdick and carried to end the executive session and return to regular session.

Response from Insurance Consultant

A motion was made by Hall, seconded by Pullen and carried requesting County Administrator John Margeson to contact our insurance consultant, Brian Baty, informing him that the committee is

concerned that an insurance issue has not been resolved in three months, and we would like a prompt reply.

Report on Sub-Committee

Mr. Dillon reported on a recent sub-committee meeting created to discuss volunteer firefighter Workers' Compensation concerns. Mr. Dillon thanked Legislator Burdick and Legislator Pullen for attending the sub-committee meeting and for their input during the meeting. The group discussed compliance, or lack thereof, with the requirement that firemen must have physicals. Mr. Dillon stated that they discussed the proposal to change the County Local Law to state that each fireman must undergo a physical before being inducted, rather than just before active duty. Mr. Dillon remarked that Legislator Pullen told those at the sub-committee meeting that the fire departments have a responsibility to turn in a copy of their by-laws which should be complete and in agreement with the County Local Law. There is a requirement to have physicals, and Mr. Pullen is going to find out from the County Attorney if you can be a member of our plan if you don't comply with that requirement. Mr. Dillon commended Mr. Pullen's efforts to relate to the firemen that they have a responsibility to meet certain criteria in order to be a fireman in our plan.

Legislator David Pullen stated that he has discussed the matter with County Attorney Guiney noting that Attorney Guiney indicated that proposed changes to the County's Local Law would make it possible to require that firemen get their physicals, and that no prospective volunteer firefighter shall be inducted until he or she has undergone a physical examination and been cleared to be an active fireman. If a fire department doesn't have a requirement that firemen must have physicals, an individual may qualify for that particular fire department, but they won't be eligible to participate in the County's Workers' Compensation Plan.

Committee members would like to move forward with changing the County's Local Law; however, they agreed to table the matter until the October Personnel Committee meeting so that the Fire Chiefs have an opportunity to review the issue. Mr. Dillon will inform Jeff Luckey so that he can also discuss the matter with the Fire Chiefs.

Mr. Dillon also noted that there are people listed on fire departments' active lists that are not actually active firefighters, and they are not eligible for benefits. The mere fact that they are in the fire department does not mean they are covered; you must be an active firefighter.

Employee of the Month

A motion was made by Hall, seconded by Benson and carried that Marlee Talbett from the Public Defender's Office be named the Employee of the Month for August.

HAVA

The Board of Elections forwarded copies of a Policy/Procedure Manual for the casting and canvassing of ballots by use of a ballot marking device for September and November 2006 for committee members' information.

REFERRALS FROM OTHER COMMITTEES:

Public Safety Committee

The Sheriff's Office requests a resolution creating the position of Assistant Jail Administrator as required by the Commission of Corrections. It was noted that the position was included on a staffing analysis from the Commission of Correction early on, and we are now going through the process of creating the position. Legislator Daniel Russo, Chairman of the Personnel Committee, stated that many constituents don't understand that these positions aren't optional, and that the jail cannot open without them. Mr. Russo indicated that he will be voting "No" as a protest to the mandates from the Commission of Corrections. Chairman Crandall indicated that he will support the position, but he wants it to be known that the position is another mandate being imposed on the County. A motion was made by Hall, seconded by Pullen and carried (Voting No: Russo) to create an Assistant Jail Administrator position under Grade 7 in the Non-Unit Salary Plan. It was noted that the Jail Administrator is a Grade 9 in the Non-Unit Salary Plan. **Prepare Resolution**

District Attorney Terrence Parker requests a resolution raising the Crime Victim Services Coordinator's salary from \$22,800 to \$25,602 effective October 1, 2006. Mr. Parker indicated that the employee does not receive raises like other County employees, and the salary will remain steady throughout a three-year grant period. A resolution would set the salary for the next three years – October 1, 2006 through September 30, 2009. Committee members briefly discussed the process and policy of discontinuing a position if the funding is discontinued. The request was approved on a motion by Pullen, seconded by Hall and carried. **Prepare Resolution**

Ways & Means Committee

The IT Director requests approval to upgrade the Network Technician in her office to a Senior Network Technician due to increased duties and responsibilities. Ms. Button would like the change to be effective for the 2007 budget year. The Ways and Means Committee referred the matter to the Personnel Committee to request a desk audit. Personnel Officer Ellen Ruckle indicated that she has performed the desk audit and is requesting the committee to create the position of Senior Network Technician under Grade 19 in the AFSCME salary plan. A motion was made by Hall, seconded by Benson and carried to create the requested position and abolish one Network Technician position in the IT Department. **Prepare Resolution**

Manning and Napier

County Administrator John Margeson stated that he informed Manning and Napier that their initial proposal of \$100,000 was unacceptable, and they have indicated that a second proposal will be structured differently. Mr. Margeson explained that the compensation package Manning and Napier will be proposing has the following three components:

1. Flat fee concept.
2. A commission that they can earn through the provision of additional fringe benefits that the County would make available to employees. The County would have no contributing cost. Manning and Napier could find those packages and sign us up.
3. The County would buy "X" amount of hours of service for a flat fee amount. When the determined number of hours has been exhausted, the County can receive additional hours of service at an hourly fee.

Mr. Margeson indicated that Manning and Napier's proposal will be a two-year contract. Mr. Margeson hopes to have additional information in the morning that he will forward to committee

members for review. Committee members agreed to meet after the Board meeting on Monday to discuss the proposal.

Executive Session

A motion was made by Pullen, seconded by Hall and carried to enter into executive session to discuss collective negotiations pursuant to article fourteen of the civil service law. Immediately following the executive session a motion was made by Pullen, seconded by Hall and carried to end the session and return to regular session.

Adjournment

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

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators

2007 BUDGET FOR ALLEGANY COUNTY MUTUAL SELF-INSURANCE PLAN

Pursuant to the provisions of Section 67, Subd. 1 of the Workers' Compensation Law of the State of New York and to Allegany County Local Law No. 3 of 2002, as amended establishing and continuing a Mutual Self-Insurance Plan, we hereby submit the following estimate of the amounts necessary for the operation of the Plan for the calendar year of 2007.

S1710.100	PERSONAL SERVICES		
S1710.101	Regular	\$ 55,285	
S1710.102	Holiday	2,650	
S1710.105	Vacation	4,880	
S1710.106	Sick	3,305	
S1710.107	Personal	1,110	
			\$ 67,230
S1710.201	EQUIPMENT	\$ 0	
			\$ 0
S1710.400	CONTRACTUAL EXPENSE		
S1710.401	Postage/UPS	\$ 1,700	
S1710.402	Administrative Mileage/Exp.	2,100	
S1710.406	Employers' Excess. Liab.	54,000	
S1710.407	Office Supplies	600	
	Dues, Books, Fees, Bonds	500	
S1710.409	State Assessments	110,000	
	Medical Evaluations	15,000	
	Attorney Fees	26,000	
	Physical Exams	7,000	
S1710.411	Equipment Repair	300	
S1710.416	Telephone	1,000	
S1710.419	Copying & Printing	400	
S1710.432	Safety Program	8,000	
			\$ 226,600
S1710.801	EMPLOYEE BENEFITS		
S1710.802	Retirement	\$ 8,155	
S1710.803	FICA	5,145	
S1710.804	Workers' Compensation	1,500	
S1710.805	Disability	300	
S1710.806	North American	10,300	
			\$ 25,400
S1720.406	CLAIMANT INDEMNITY	\$ 285,000	
			\$ 285,000
S1720.409	FEEES (ATTORNEY)	\$ 10,000	
			\$ 10,000
S1720.430	CLAIMANT MEDICAL	\$ 265,000	
			\$ 265,000
S1720.431	CLAIMANT MILEAGE/MED.	\$ 8,500	
			\$ 8,500
	TOTAL 2007 BUDGET		<u>\$887,730</u>
S510	REVENUE		
	Apportionment by Assessment	8,033	
	Apportionment by Experience	160,656	
	Apportionment by Payroll	634,591	
	Interest on Reserves	17,500	
	Prior Year Expense Recoveries	62,000	
	Private Industry Council	4,950	
			\$ 887,730
			<u>\$887,730</u>

PERSONNEL COMMITTEE - APPROVED JULY 17, 2006

Daniel Russo, Chairman

Glenn R. Benson

Douglas D. Burdick

Dwight R. Fanton

William M. Hall

David T. Pullen, Esq.

Ronald B. Truax

Douglas A. Dillon, Executive Secretary

MEMORANDUM OF EXPLANATION

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

COMMITTEES: Public Safety
Human Resources
Ways & Means

DATE: July 5, 2006

RE: Acceptance and Appropriation of Grant Funds

A resolution is requested to accept and appropriate \$92,964.00 in grant funds from the New York State Crime Victims Board grant awarded to Allegany County for the period October 1, 2006 through September 30, 2009. This is a 3 year grant, for \$30,988.00 each year.

The grant terms cover salary, travel and training, office supplies and some fringe benefits for the Crime Victim Services Coordinator position, with local match from the County in kind. The grant allocates \$25,602.00 to salary, \$3,886.00 to benefits, \$500.00 to office supplies and \$1,000.00 to travel and training. It is requested that the salary of the Coordinator position be set at \$25,602.00 per the grant, effective October 1, 2006 and that the department budget for the District Attorney be amended to reflect the grant.

FISCAL IMPACT: No additional cost to County from current situation.

For further information regarding this matter, contact:

Terrence M. Parker, District Attorney

268-9225

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Ways & Means

DATE: July 12, 2006

The Information Technology Department would like to upgrade a Network Technician to a Senior Network Technician for the 2007 budget. This upgrade would be accompanied by an increase in revenues from the Department of Social Service because this person works primarily in the Department of Social Service.

FISCAL IMPACT: None. The increase in revenue will cover the upgrade.

For further information regarding this matter, contact:

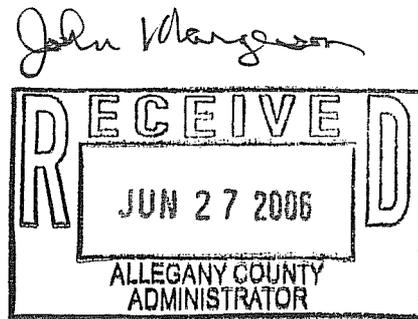
Debbie Button, Director of Information Technology

268-9800

**NOT
APPROVED**

**JOINT PERSONNEL AND
WAYS & MEANS COMMITTEES**

June 26, 2006



Committee Members Present

W. Hall, W. Dibble, D. Fanton, T. Hopkins, M. McCormick, D. Pullen, C. Crandall

Others Present

K. Kruger, J. Margeson, B. Riehle, T. Ross, E. Ruckle, K. Toot, N. Ungermann

Media Present

P. Jannace – Wellsville Daily Reporter; M. Streeter – Olean Times Herald

Nurse Practitioner

County Administrator John Margeson stated that our Nurse Practitioner has been an employee of the Health Department for about three years. The Nurse Practitioner's responsibilities are entirely in the jail. In the past we were able to recover about 40 percent of the Nurse Practitioner's salary through federal and state aid; however, the position is no longer reimbursed as the Nurse Practitioner doesn't provide any public health services. Since we are no longer able to receive reimbursement for this position, and we would like to keep all expenses associated with operating the new jail together, Mr. Margeson is requesting a resolution to transfer the Nurse Practitioner position along with the funds to pay her salary from the Health Department to the Jail. The Nurse Practitioner takes medical direction from the Medical Director, and her day-to-day supervision is handled by the Sheriff. This relationship will remain the same. A motion was made by Fanton, seconded by Pullen and carried to abolish the Nurse Practitioner position in the Health Department and create the position in the Jail. A motion was made by Dibble, seconded by Fanton and carried to transfer \$27,125 from A4010.101 (Health – Personnel) to A3510.101 (Jail – Personnel). It was noted that the Nurse Practitioner will remain a member of the Nurses Union. **Prepare Resolution**

Health Care Compliance Enterprise

Mr. Margeson stated that we entered into a contract with Health Care Compliance Enterprise (Res. No. 140-05) last year for consultant services regarding the establishment of policies and procedures to comply with HIPAA Security Standards for the protection of electronic health information. The cost of the service is \$6,250, and when we entered into the contract, we intended for the Health Department to come up with \$1,000, and the balance would be paid from our Contingency account. Mr. Margeson indicated that the bill is now due, and we need to request a resolution making the necessary transfer. A motion was made by Dibble, seconded by Fanton and carried to transfer \$5,250 from A1990.4 (Contingency) to A4011.409 (Health-Nurses – Fees) to cover the cost of our contract with Health Care Compliance Enterprise. It was noted that we have approximately \$217,000 remaining in our Contingency account. **Prepare Resolution**

Adjournment

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

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Ways and Means

DATE: 06/26/06

The Ways and Means Committee is requested to co-sponsor a Resolution with the Personnel Committee which will abolish one position of Nurse Practitioner in the Department of Public Health and re-create the position in Sheriffs Department - Jail.

The action needed from Ways and Means is to transfer \$27,125 from A4010.101 Health-Personal Services to A3510.101 Jail-Personal Services.

FISCAL IMPACT: None

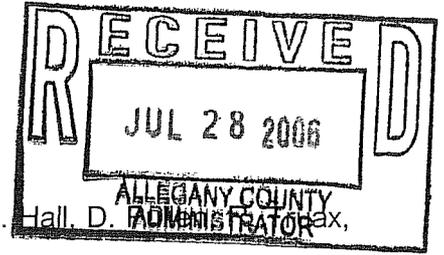
For further information regarding this matter, contact:

John E. Margeson
Name and Department

268-9217
Telephone Number

**NOT
APPROVED**

**PERSONNEL COMMITTEE
Special Meeting
July 24, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, W. Hall, D. Crandall

Others Present: A. Finnemore, T. Hopkins, K. Kruger, J. Margeson, T. Ross, E. Ruckle;
Media: P. Jannace – Wellsville Daily Reporter, M. Streeter – Olean Times Herald

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by Hall, seconded by Truax and carried to approve the minutes of July 17, 2006.

The special meeting of the Personnel Committee was called for a presentation by County Administrator John Margeson regarding a proposal from Manning and Napier Benefits, LLC, for health benefits consulting services (copy of proposed agreement attached to original minutes). Originally, the agency was proposing a three-year contract including compensation for services at a fixed fee of \$100,000 annually. The current proposal is for a one-year term and includes compensation based on the following:

- \$40,000 flat fee, with covered services itemized in contract.
- Commissions on securing stop loss coverage annually and fringe benefit products not currently offered which employees could opt to pay for, i.e. dental, life, vision. Possible commissions estimated at \$15,000 to \$20,000 per year. (Although employees would be responsible to pay for the optional additions, for the County to sponsor them, they would have to be approved by the Board, as they would involve contracts with suppliers and negotiations with unions.)
- Hourly rate of \$125 for additional tasks the County required, i.e. disease management programs, creation of wellness programs, actuarial consulting (GASB 45), labor union negotiation, ad hoc projects.

Mr. Russo pointed out that Manning and Napier's proposal will save the County between \$400,000 and \$500,000 per year, and the services offered are more extensive than what we presently have. The County needs to save money now. It appears the new program could be started anytime. Manning and Napier had previously pointed out that agreements are necessary between the old and new carriers for coverage of open claims and it usually takes two to three months to clear up. They are willing to take care of that issue for the County.

Mr. Margeson noted that the Committee had previously recommended the third-party administrator system of processing claims with the County remaining self insured. The coverage offered through Manning and Napier will be identical to what the County has now, although discounts with hospitals are different.

A motion was made by Pullen, seconded by Truax and carried unanimously to approve the contract with Manning and Napier, LLC, for health benefits consulting services.

Referred to Ways and Means

Mr. Pullen questioned our current stop loss insurance. The County pays a commission to our present consultant for the stop loss policy we have now. Manning and Napier would get the commission in the future if services are transferred to them.

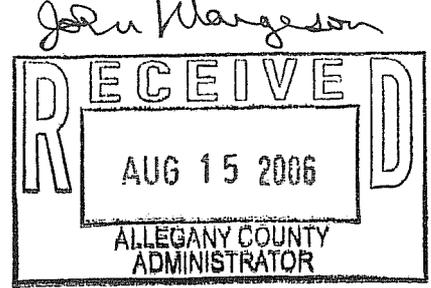
At the May Personnel Committee meeting, Manning and Napier representatives were asked to approach a certain third-party administrator for a possible presentation to the committee. It was asked when they would get back to the committee with that. Mr. Margeson responded that we could have them attend the August Personnel Committee meeting.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,
Adele Finnemore, Journal Clerk

**NOT
APPROVED**

**PERSONNEL COMMITTEE
August 11, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, D. Pullen, C. Crandall

Others Present: J. Margeson, B. Riehle, E. Ruckle, A. Finnemore, T. Norton, M. Cole, S. Keenan

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by Fanton, seconded by Benson and carried to approve the minutes of July 24, 2006.

Referral from Budget Committee, Employee Health Insurance Contributions:

A referral was received from the Budget Committee for the Personnel Committee to discuss a proposal to implement a policy whereby all employees will be required to contribute toward the cost of their health insurance. This might be accomplished by first requiring that all new hires make a contribution, followed by investigation and eventual inclusion of the total work force.

Mr. Fanton questioned the number of employees covered by health insurance and the number that presently are required to contribute a portion of the costs. Ms. Ruckle stated that union employees hired in 1992 or later pay 15 percent of their health insurance costs; or if employed for over ten years, they pay ten percent. Currently neither non-unit staff nor department heads contribute toward health insurance costs.

It was noted that any change from the present health insurance contribution policy would only immediately involve non-unit staff and new hires. The County would have to go through union contract negotiations for the remaining workforce. With current increases in medical insurance costs, some believe that everyone should have to contribute.

Mr. Russo suggested that the committee first look at present costs, and then develop a plan to gradually implement the requirement of a health insurance contribution by non-unit staff and new hires, followed by eventual negotiations with employee unions.

Ms. Ruckle was requested to bring information to the next meeting on the number of employees covered by health insurance, number presently required to contribute, and also the non-unit medical insurance costs. Also requested were the estimated costs for single and family coverage, including what each union employee pays under the different categories with the current rates. The issue of health insurance costs and contributions will be placed on the agenda for the September Personnel Committee meeting.

Employee of the Month for September:

A motion was made by Pullen, seconded by Fanton and carried to select Cheryl Leonard, Nurse Practitioner in the Sheriff's Office, as the September Employee of the Month.

Health Insurance Company Presentations:

A special meeting of the Personnel Committee has been scheduled for August 22 at 1:00 p.m. to hear presentations by the top one or two health insurance companies recommended by Manning & Napier. (On July 24, the Personnel Committee approved a potential contract with Manning & Napier, LLC for health benefits consultant services. The matter was then referred on to the Ways & Means Committee.)

Agenda Items for Future Meetings:

Chairman Russo requested that advance notice for all agenda items for committee meetings be given to the person responsible for the minutes and agenda preparation for that committee.

Attorney-Client Session:

A motion was made by Fanton, seconded by Pullen and carried to enter into an attorney-client session to allow County Administrator John Margeson to convey information to the Committee from County Attorney Daniel Guiney. Following the session, a motion was made by Pullen, seconded by Burdick and carried to close the attorney-client session and reconvene in regular session.

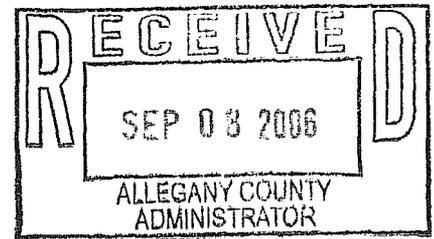
A motion was made by Pullen, seconded by Fanton and carried to table the matter of disability claims until counsel is available.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned at 1:45 p.m.

Respectfully submitted,
Adele Finnemore, Journal Clerk

**NOT
APPROVED**

**PERSONNEL COMMITTEE
September 5, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, W. Hall, D. Pullen, C. Crandall

Others Present: R. Christman, A. Finnemore, R. Joki, J. Margeson, B. Riehle, T. Ross, E. Ruckle

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by Fanton, seconded by Pullen and carried to approve the minutes of August 22, 2006.

Introduction of Human Resources Specialist:

Personnel Officer Ellen Ruckle introduced the new Human Resources Specialist, Richard Joki.

Human Resources Transfer Request:

Ms. Ruckle presented a request to transfer funds for the new Human Resources Specialist, Richard Joki, to attend four weeks of training over a four-month period at the Civil Service Institute in Albany. The transfer will be \$3,000 from Account A1430.101 to A1430.405 to cover lodging, meals, and possibly mileage if no County vehicle is available. There is no cost for the actual training. A motion was made by Fanton, seconded by Hall and carried to approve the transfer request. ***Prepare Resolution.***

Reclassification and Filling of Positions in County Clerk's Office:

Personnel Officer Ellen Ruckle and County Clerk Robert Christman presented a request for resolution approving the reclassification of two Senior Account Clerk Typist (AFSCME Grade 10) positions in the County Clerk's Office to Senior Recording Clerk positions and adding the title of Senior Recording Clerk to Grade 10 of the AFSCME Salary Plan. This issue arose due to a retirement and the desire to properly title the position to describe the actual duties of that position. The change is in title, and the grade classification will remain the same. The decision was also made to include the requirement that hiring will be done from within the County Clerk's Office to maintain a certain level of expertise. A motion was made by Fanton, seconded by Hall and carried to approve the request. ***Prepare Resolution.***

County Clerk Robert Christman requested approval to fill the following positions: one position of Senior Recording Clerk due to a retirement, and one position of Index Clerk due to the anticipated promotion of a current employee to the position vacated by retirement. A motion was made by Hall, seconded by Pullen and carried to approve the request. ***Referred to Ways and Means Committee.***

Sexual Harassment Training:

The Human Resources Department, in conjunction with Employee Services, will be conducting mandatory Sexual Harassment Training Sessions. Scheduled dates are September 19 (Supervisory training) and September 26 and 27.

Employee of the Month:

A motion was made by Fanton, seconded by Burdick and carried that Lori Childs, from the Department of Social Services, be honored as the October Employee of the Month.

Health Insurance Costs and Contributions:

Personnel Officer Ellen Ruckle presented information on health insurance costs and employee contributions as requested at the August 11 meeting. Ms. Ruckle's presentation included data on health insurance enrollment (broken down by active employees and retirees, and grouped by individual unions, management, and legislators); number of employees currently contributing toward health insurance (broken down by individual unions); and health insurance plan benefits, payments, and total premiums (broken down by individual unions). A copy of this information is included with the original minutes.

A recommendation on establishing rates was received by Meritain in November 2005 and is based on claims history by department and includes an annual 10 percent increase given current insurance cost trends. The information presented by Ms. Ruckle reflects premium rates the County is currently using, but rates should be much higher. Personnel Officer Ellen Ruckle and County Administrator John Margeson have implemented a plan whereby employee contributions will be raised to cover actual costs in increments over a two-year period. Mr. Margeson was asked to document this plan for the committee.

Questions were raised on data involving differences in health benefits premiums between the different unions. Premiums are based on claims experience in each group and different prescription coverage costs dictated by union contracts.

It was pointed out that the County has excellent coverage, and the premium should pay for the coverage. For premiums to be lowered, coverage will have to be decreased. Also noted was the need to get the information disseminated that the cost savings the County will experience related to switching third party administrators will actually be cost containment when the current trend of large annual health insurance cost increases is taken into consideration.

A suggestion was made to draft a memo to each union group addressing the cost savings/cost containment issue and as a reminder of the value of employee health insurance. Wording could also be included from the requested documentation from County Administrator John Margeson regarding his plan for employee contribution "catch up" to actual costs. Ms. Ruckle noted that she has met with all union presidents and vice presidents regarding employee contribution increases.

Non-Unit Mid-Management and Management medical costs over the past twelve months have been higher than normal at approximately \$900,000 in claims for around 130 employees and their dependents. Normally, annual claims total around \$600,000.

Change in Health Insurance Third Party Administrator:

Ms. Ruckle reported that she spoke with Denise Rodolph of Manning and Napier Benefits, the County's new health benefits consultants, who stated that great progress is being made in the County's switch to NOVA as its Third Party Administrator. It looks like an effective date of November 1 will be viable. NOVA's contract is presently with the County Attorney and won't be ready to be considered for approval at the next Board meeting on September 11, but probably will be at one of the next two Board meetings. Ms. Ruckle also noted that she will be setting up a meeting with retirees soon regarding Managed Care so that will hopefully be implemented on January 1.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned at 1:45 p.m. following a motion made by Fanton, seconded by Burdick and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk

Request to Fill Position

Date: August 28, 2006

Committee of Jurisdiction: Personnel

I would like to fill the following position:

Title: Senior Recording Clerk

Department: County Clerk

Will any positions be eliminated? None If yes, which one? _____

This position is an:

Existing position? YES Newly Created Position? _____ created by Resolution # _____

This position will be:

Full Time? YES Part Time? _____ Permanent? _____ Temporary? _____

This position will be:

Non Union? _____ Union? YES covered by the AFSCME bargaining unit.

Grade 10 Step 3 Hourly pay rate \$14.72

Annual salary of position \$26,790 Cost of benefits for position \$13,395

Does this position support a mandated program/grant? NO

Name of program/grant? _____

Source of funding for position?

100 % County _____ % State _____ % Federal _____ % Other

Amount in current years budget for this position: Fully Funded

Reason for need to fill this position at this time?

Retirement

Department Head Signature _____



Date 28 August 2006

06/17/03

SENIOR RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work of a specialized nature involving the performance of difficult clerical work in the receipt, review and processing of a variety of legal instruments entered into the permanent records in the County Clerk's Office. Work is performed under general supervision in accordance with specific laws, office policies and procedures requiring a high degree of accuracy and thoroughness. Difficult technical or policy problems may be referred to a superior for decision or review of judgment where recommendations are initiated. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, processes, computes and collects assessed mortgage taxes;
Receives, time stamps, examines and verifies documents for filing, calculates and collects recording fees;
Assists in proofreading typewritten and printed material;
Examines judgments and associates papers for accuracy and completeness;
Review notary public qualification and enforcing strict notarial practices;
Assists the public, title searchers, members of the legal community, and other governmental agencies in person, by mail, or by telephone providing guidance, direction, forms, and research assistance as necessary to complete their transaction or resolve their request;
Operates standard office equipment including copier, adding machine, calculator and network computers;
Types forms, correspondence, vouchers, records, reports and other materials using a computer keyboard and/or typewriter when necessary;
Searches files using indexes and cross-reference.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the regulations, rules, laws and policies governing the recording and indexing of deeds, mortgages and other legal documents filed or recorded in the Office of the County Clerk; ability to type accurately at a satisfactory rate of speed; good knowledge of business arithmetic and English; ability to deal effectively with the public; ability to prepare correspondence and reports; good judgment in solving moderately complex clerical problems; initiative and resourcefulness; neatness of appearance; tact and courtesy; a high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Open Competitive:

- A. Possession of an Associate's degree with a major in Paralegal/Legal Assistant; or
- B. Two years of full-time, paid experience in a position working with legal instruments and records in a department of municipal, state, or federal government, a law, insurance, or real estate office, or a title/abstract or related agency; or
- C. Any equivalent combination of training and experience as indicated in (A) and (B) as cited above.

Promotional: Candidates must be permanently employed in a competitive position at the Allegany County Clerk's Office for a period of twelve (12) months preceding the date of the written test.

ADOPTED: 08/01/06

ALLEGANY COUNTY DEPARTMENT OF CIVIL SERVICE

Request to Fill Position

Date: 28 August 2006

Committee of Jurisdiction: Personnel

I would like to fill the following position:

Title: Index Clerk

Department: County Clerk

Will any positions be eliminated? None If yes, which one? _____

This position is an:

Existing position? YES Newly Created Position? _____ created by Resolution # _____

This position will be:

Full Time? YES Part Time? _____ Permanent? _____ Temporary? _____

This position will be:

Non Union? _____ Union? YES covered by the _____ bargaining unit.

Grade 6 Step 0 Hourly pay rate \$12.34

Annual salary of position \$ 22,458 Cost of benefits for position \$11,229

Does this position support a mandated program/grant? _____

Name of program/grant? _____

Source of funding for position?

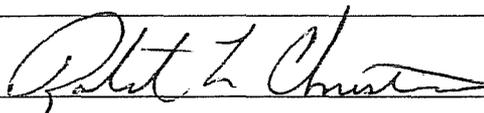
100 % County _____ % State _____ % Federal _____ % Other

Amount in current years budget for this position Fully Funded

Reason for need to fill this position at this time?

Replacement due to promotion

Department Head Signature



Date August 28, 2006

06/17/03

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL

DATE: 9/5/06

Personnel Officer Ellen Ruckle, requested a transfer of funds for Human Resources Specialist Richard Joki to attend State Civil Service Institute in Albany for four weeks of training over a four month period. There is no cost for the training, the expense is lodging, meals and mileage.
Transfer from A1430.101 to A1430.405 \$3000.

FISCAL IMPACT: \$3000

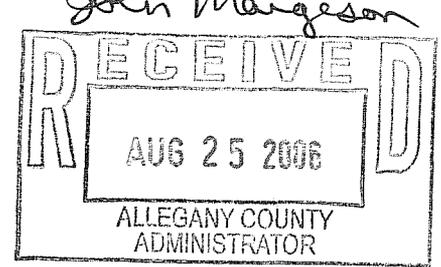
For further information regarding this matter, contact:

Ellen Ruckle HR & Civil Service Dept.
Name and Department

ext 215
Telephone Number

**NOT
APPROVED**

**PERSONNEL COMMITTEE
Special Meeting
August 22, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, D. Pullen, C. Crandall

Others Present: J. Margeson, E. Ruckle, A. Finnemore, K. Kruger, N. Ungermann, AFSCME Union Representatives T. Norton and D. Eames, and Manning and Napier Benefits Representatives Joseph Wild and Denise Rodolph

Call to Order: The meeting was called to order by Chairman Russo at 3:00 p.m. following presentations by Health Insurance Carriers Blue Cross and Blue Shield and NOVA.

Approval of Minutes: A motion was made by Fanton, seconded by Pullen and carried to approve the minutes of August 11, 2006.

Health Insurance:

Prior to the meeting, the Personnel Committee heard presentations from the top two health insurance carriers recommended by Manning and Napier Benefits, LLC. Blue Cross and Blue Shield presented information at 11:00 a.m. and NOVA at 1:20 p.m. (Presentation materials are on file with original minutes.)

Executive Session:

A motion was made by Fanton, seconded by Pullen and carried to enter into an executive session to discuss proprietary information and financial history of particular corporations. In addition to committee members, AFSCME Union Representatives T. Norton and D. Eames were also present. Manning and Napier Benefits Representatives Joseph Wild and Denise Rodolph were asked to return to the room for the last half of the executive session.

Following the executive session, a motion was made by Fanton, seconded by Burdick and carried to close the executive session; and the meeting reconvened in regular session.

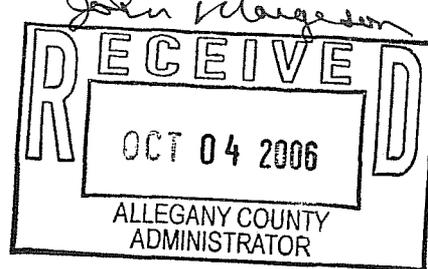
A motion was made by Pullen, seconded by Fanton and carried to authorize Manning and Napier Benefits, LLC, health benefits consultant, to negotiate a Third Party Administrator Contract with NOVA as soon as possible. ***Referred for Resolution pending receipt of the Contract and County Attorney review of same.***

Adjournment: As there was no further business to come before the committee, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,
Adele Finnemore, Journal Clerk

**NOT
APPROVED**

**PERSONNEL COMMITTEE
October 2, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, W. Hall, D. Pullen, C. Crandall

Others Present: D. Dillon, D. Guiney, A. Finnemore, R. Joki, J. Margeson, B. Riehle, E. Ruckle, AFSCME Union Representatives T. Norton and D. Eames, Fire Advisory Board Chairman J. Luckey

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by Hall, seconded by Fanton and carried to approve the minutes of September 5, 2006.

Health Insurance Carrier Change Update:

Personnel Officer Ellen Ruckle reported on the progress being made on the County's health insurance carrier change from Meritain to NOVA being overseen by the new health benefits consultant Manning and Napier. Information and enrollment meetings are scheduled through most of this week at the County Office Building and the County Jail and Public Safety Facility. Representatives will be present from Manning and Napier and NOVA for the presentation. Enrollment forms will need to be filled out by all employees participating in the health benefits plan no later than October 10. ID cards will be mailed out prior to the scheduled effective date of November 1. Only the carrier is being changed, not the coverage.

Workplace Violence Protection Policy:

Human Resources Specialist Richard Joki presented information on new state legislation addressing a mandatory policy for workplace violence protection which applies to most political subdivisions (i.e. counties, cities, towns, and villages). He has contacted surrounding counties, but since the regulations are so new, everyone's just beginning to look at it. A handout was distributed which includes the actual law (copy attached to original minutes). Department of Labor Safety Consultant Mark Smarr will be meeting with Ms. Ruckle and Mr. Joki on October 24 (Personnel Committee members were invited to attend if they so desire). Mr. Joki believes the Department of Labor will be a useful resource as the County begins to look at the where, how, and what is included in the implementation of the legislation; and by contacting them, it counts as a good faith effort to address the issue. Requirements include assessment of risks, development of a plan to reduce risks, communication with employees, and a means for employees to make notification of breaches or problems. Other states have done something similar, so there should be models to follow. A plan was supposed to be in place by October 5, but the deadline has been extended to February 2007 or later.

Recognition for 30-Year Employees:

Ms. Ruckle requested approval for 30-year employee recognition and to be placed on the agenda for either the November 27 or December 11 Board meeting. Human Resources will provide the framed certificates, and the Board of Legislators' "flower fund" will provide punch and cookies. Ms. Ruckle will contact the Clerk of the Board for determination of the date.

Employee of the Month for November:

Ms. Ruckle reported that she hasn't received any nominations for Employee of the Month recognition for the month of November.

Workers' Compensation Update:

Executive Secretary Douglas Dillon updated the Committee on department expenses. Through August, he's approximately \$131,000 under budget overall, but several of his accounts are going to run over due to the substantial cost to defend the County's position in workers' compensation cases for evaluations and attorney fees. Because the number of medical claims has been low, Mr. Dillon is requesting approval to transfer \$84,000 from S1720.430 (Claimant Medical) to S1710.409 (Fees). There are also several additional smaller transfers included on the attached request for resolution. A motion to approve the transfer of funds as indicated on the attached sheet was made by Fanton, seconded by Hall and carried.

Referred to Ways and Means for Resolution Request

Mr. Dillon presented a summary sheet on the firefighters' physical compliance. He reported that percentages have gone up considerably, with an overall average of 91 percent, the highest he's seen. Mr. Dillon is very pleased with the fire companies' efforts. One area of his report that he is not as pleased with is the number of claims with no physical on file. The By-Laws issue was briefly discussed relative to the wording defining active service, but Mr. Dillon felt that issue would be better addressed by the sub-committee. As it stands right now, when a person is on the active list, workers' compensation is covering them, but they have to be performing as an active firefighter for an injury to be covered.

Fire Advisory Board Chairman Jeff Luckey spoke briefly and noted that the sub-committee should have a report for the Personnel Committee the first part of January. He also referred to Mr. Dillon's summary of physical compliance and made note that one of the fire companies that previously had one of the lowest percentages at 64 or 66 percent is now at 100 percent.

Health Insurance Employee Contributions:

Mr. Fanton proposed a resolution establishing a five percent contribution for health insurance coverage by all present non-unit employees (including legislators, department heads, and mid-management employees) and a ten percent contribution for all new employees, with a long-term plan to further investigate contributions and actual costs. Mr. Fanton worked with Ms. Ruckle on current health insurance costs and enrollment of non-unit employees. The contributions, and therefore the savings to the County, are illustrated below:

Family coverage

5% of \$872.44 = \$43.63
\$43.63 X 90 = \$3,926.70
\$3,926.70 X 12 = \$47,120.40

Single coverage

5% of \$348.97 = \$17.45
\$17.45 X 22 = \$383.90
\$383.90 X 12 = \$4,606.80

\$47,120.40 + \$4,606.80 = \$51,727.20 Estimated savings to the County

A motion was made by Fanton, seconded by Pullen and carried to approve this request. *(Subsequent to the meeting, a short Personnel Committee meeting was scheduled for October 10 following the Board meeting to vote on an effective date for the resolution.)* **Prepare Resolution for October 23 Board Meeting**

Attorney/Client Session:

A motion was made by Fanton, seconded by Pullen and carried to hold an attorney/client session. Following discussion, a motion to end the attorney/client session and return to regular session was made by Fanton, seconded by Hall and carried.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned at 2:10 p.m. following a motion made by Fanton, seconded by Pullen and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk



ALLEGANY COUNTY MUTUAL SELF-INSURANCE PLAN

WORKERS' COMPENSATION INSURANCE

5435B COUNTY ROAD 48
BELMONT, NEW YORK 14813
E-MAIL: www.wrncmp@infoblvd.net

TELEPHONE 585-268-5008
FAX 585-268-5002

DOUGLAS A. DILLON
Executive Secretary

PERSONNEL COMMITTEE RESOLUTION

TO: Allegany County Treasurer

SUBJECT: Transfer of Funds Within the A.C.M.S.I. Plan Accounts

DATE: October 2, 2006

WHEREAS, there exists insufficient funds in accounts S1710.106, S1710.409, S1710.411, and S1710.432 for the Plan year December 31, 2006, now, therefore,

BE IT RESOLVED, that the Allegany County Treasurer is hereby ordered to transfer the following specified funds as stated below:

TO WIT: From account S1710.101, "Regular", the sum of One Thousand Four Hundred Dollars (\$1,400.00).

To account S1710.106, "Sick", the sum of One Thousand Four Hundred Dollars (\$1,400.00).

From account S1710.402, "Administrative Mileage/Exp.", the sum of Five Hundred Dollars (\$500.00).

To account S1710.409, "Fees", the sum of Five Hundred Dollars (\$500.00).

From S1710.402, "Administrative Mileage/Exp.", the sum of Two Hundred Dollars (\$200.00).

To account S1710.432, "Safety Program", the sum of Two Hundred Dollars (\$200.00).

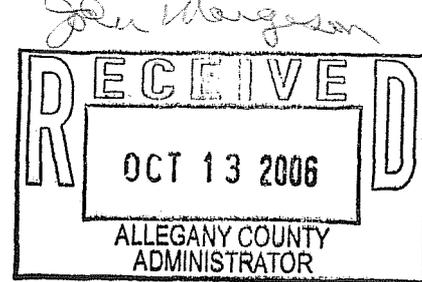
From S1710.806, "North American", the sum of One Hundred Dollars (\$100.00).

To account S1710.411, "Equipment Repair", the sum of One Hundred Dollars (\$100.00).

From account S1710.806, "North American", the sum of Eight Hundred Dollars (\$800.00).

**NOT
APPROVED**

**PERSONNEL COMMITTEE
Special Meeting - October 10, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, W. Hall, D. Pullen, R. Truax, C. Crandall

Others Present: J. Margeson, B. Riehle, E. Ruckle, A. Finnemore, several department heads and non-unit personnel

Call to Order: The meeting was called to order by Chairman Russo at 3:15 p.m.

Approval of Minutes: A motion was made by Hall, seconded by Truax and carried to approve the minutes of October 2, 2006.

Health Insurance Contributions by Non-Unit Staff:

At the October 2 Personnel meeting, a resolution request was approved establishing a contribution for health insurance coverage by non-unit employees. This special meeting was set to recommend an effective date for this change. Originally the resolution was slated to be considered at the October 23 Board meeting.

A motion was made by Truax, seconded by Hall and carried to make the above policy effective as of January 1, 2007.

Mr. Pullen stated he supports the idea of the contribution, but has spoken with several affected employees and they understood that the department heads would have input, and the committee met and made a decision without asking for their ideas. Mr. Pullen would like to give department heads an opportunity to offer suggestions.

County Clerk Robert Christman offered comments including that he would like to have some input and felt department heads were supposed to be allies and assistants to the Board of Legislators in keeping expenses under control. Mr. Christman state that this process has caused discord and will be a possible detriment to efficiency. His suggestion is to pull the resolution request and refer the matter to the October 18 Ways and Means Committee meeting to give department heads and non-unit personnel time to make a presentation.

Legislative Board Chairman Curtis Crandall pointed out that the issue of having non-unit staff make contributions toward the cost of health insurance coverage was not a knee-jerk reaction to correct budget problems, but has been talked about since last year and was included in Committee of the Whole planning sessions.

A motion was made by Truax, seconded by Hall and carried to amend the earlier motion to refer the entire issue to the Ways and Means Committee for their October 18, 2006 meeting to allow the opportunity for input by department heads and other non-unit personnel. ***Referred to Ways and Means***

Civil Service Law Change Regarding Waivers for Test Application Fees:

Personnel Officer Ellen Ruckle presented information on recent New York State legislation requiring an application fee waiver for local examination candidates who receive public assistance or are unemployed and head of a household. Because the fees were originally approved through a Board resolution, a resolution will be required to enact this waiver. A motion was made by Truax, seconded by Hall and carried to approve the above resolution request. ***Prepare Resolution***

Adjournment: As there was no further business to come before the committee, the meeting was adjourned following a motion made by Burdick, seconded by Truax and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk

Referral

To: Ways and Means Committee

From: Personnel Committee

Date: October 10, 2006

The Personnel Committee is referring the issue of non-unit personnel contributions to the cost of employee health insurance coverage to the Ways and Means Committee for further consideration to allow an opportunity for input and suggestions from department heads and other non-unit staff. This includes discussion at both the October 2 and October 10 Personnel Committee meetings. Excerpts follow:

“ Mr. Fanton proposed a resolution establishing a five percent contribution for health insurance coverage by all present non-unit employees (including legislators, department heads, and mid-management employees) and a ten percent contribution for all new employees, with a long-term plan to further investigate contributions and actual costs. A motion was made by Fanton, seconded by Pullen and carried to approve this request. *(Subsequent to the meeting, a short Personnel Committee meeting was scheduled for October 10 following the Board meeting to vote on an effective date for the resolution.)* ”

“ At the October 2 Personnel meeting, a resolution request was approved establishing a contribution for health insurance coverage by non-unit employees. This special meeting was set to recommend an effective date for this change. Originally the resolution was slated to be considered at the October 23 Board Meeting. A motion was made by Truax, seconded by Hall and carried to make the above policy effective as of January 1, 2007. *Following discussion and comments*, a motion was made by Truax, seconded by Hall and carried to amend the earlier motion to refer the entire issue to the Ways and Means Committee for their October 18, 2006 meeting to allow the opportunity for input by department heads and other non-unit personnel.”

MEMORANDUM OF EXPLANATION

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

COMMITTEE: PERSONNEL COMMITTEE

DATE: 10/10/06

The New York State Legislature on August 16, 2006, has amended Section 50.5(b) of the Civil Service Law. This amendment requires application fee waiver for local examination candidates who received public assistance or are unemployed and head of a household.

To receive an examination fee adjustment, the candidates must meet any one of the following criteria:

1. Individuals who are unemployed and primarily responsible for the support of a household;
2. Individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or
3. Individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency.

This new law will apply to all examinations announced after October 15 and held after December 31, 2006.

FISCAL IMPACT: Unknown

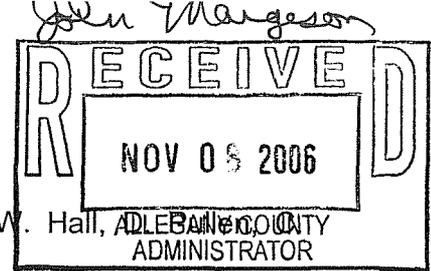
For further information regarding this matter, contact:

Ellen Ruckle, Human Resource/Civil Service
Name and Department

Ext. 215
Telephone Number

**NOT
APPROVED**

**PERSONNEL COMMITTEE
November 6, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, W. Hall, ADLER COUNTY ADMINISTRATOR
Crandall

Others Present: B. Baty (President, H & V Risk Consultants), M. Cole, D. Eames (AFSCME Union Representative), A. Finnemore, T. Hopkins, R. Joki, J. Margeson, B. Riehle, E. Ruckle, T. Zalar

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by Fanton, seconded by Pullen and carried to approve the minutes of October 10, 2006.

H & V Risk Consultants, Brian Baty, President:

Chairman Russo introduced Brian Baty, President of H & V Risk Consultants, the County's consultant for insurance matters (including property, liability, disability, and workers' compensation) since 1989.

Property and Liability Insurance Bidding: It has been the County's policy to solicit quotes on property and liability insurance every three years. Mr. Baty handles this bidding process, and has been able to keep the business in the local area, making an effort to maintain good coverage while keeping costs down. This is a scheduled bid year, with policy renewal due in February 2007. The County is currently insured with New York Municipal Insurance Reciprocal (NYMIR) through Richardson and Stout. Their service has been good, especially in provision of special coverage for the new Jail and Public Safety Facility. Mr. Baty noted that the insurance business is a "soft market," dictated by stock market conditions. Insurance companies have been more aggressive on their underwriting, which may save money on our premium.

A motion was made by Fanton, seconded by Burdick and carried to have Mr. Baty move forward to solicit competitive bids for property and liability insurance. Mr. Baty noted that it will take approximately two weeks to compile the bid specifications, for which he works in conjunction with Clerk of the Board Brenda Riehle and other department heads. The Committee requested a comparison review after the quotes are received.

Disability Insurance Issues: Currently the County is insured through Standard Security. Disability insurance is also bid out every three years, and changed in 2004 from Unum Provident. As a municipality, the County can elect to self-insure for disability insurance with no bonding or financial obligation with the state because they have the tax base to fall back on for catastrophic loss, similar to workers' compensation. Given the County's past history, it has been cheaper to have the insurance and pay the premium than to self-insure.

Mr. Baty has been in contact with the County and AFSCME Union representatives regarding disability insurance claim issues and is familiar with the particular cases. In speaking with the union representative, Mr. Baty was told that the state didn't have proof that the County is insured on file. Mr. Baty received from Standard Security a copy of the declaration of insurance that the state does have on file.

Executive Session: A motion was made by Pullen, seconded by Fanton and carried, to enter into executive session to discuss the medical, financial, or employment history of a particular

person. Following discussion, a motion was made by Pullen, seconded by Fanton and carried, to end the executive session and reconvene in regular session.

Contract Renewal for Insurance Consultant Services: Mr. Baty noted that the County's contract with H & V Risk Consultants is up for renewal in January 2007. He presented his proposal which is basically the same as for the past twelve or more years. The fee for services remains at \$10,000 with the only difference being that now the total can be paid in one installment, within the first 30 days of the coverage period, for a ten percent discount.

Executive Session: A motion was made by Pullen, seconded by Hall and carried, to enter into an executive session to discuss matters leading to the appointment or employment of a particular corporation. Following discussion, a motion was made by Pullen, seconded by Fanton and carried, to end the executive session and reconvene in regular session.

A motion was made by Hall, seconded by Fanton and carried, to approve the contract renewal proposal made by H & V Risk Consultants, LLC (Brian Baty, President) to perform insurance consulting services for Allegany County for the period of January 1, 2007 to January 1, 2008 for the fee of \$10,000 to be paid in one installment, within the first 30 days of the coverage period, at a ten percent discount. Prepare Resolution

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requested resolutions for: (1) Compensation of County Officers and Employees (covering all union, Section 4, and non-unit employees); and (2) Amendment of Resolution No. 297-75 to Provide New Salary Grade Schedule in County Non-Unit Salary Plan. County Administrator John Margeson suggested that these two resolution requests be tabled for two weeks, as the legislators have not made decisions related to some of the County officers and non-unit employees.

Ms. Ruckle requested permission to hire temporary help to cover for an undetermined length of sick leave for the Human Resources Assistant position in the Human Resources and Civil Service Office. There are funds available in her budget. A motion was made by Pullen, seconded by Fanton and carried, to approve the request. Referred to Ways and Means Committee

Employee of the Month for December:

Ms. Ruckle reported that she hasn't received any nominations for Employee of the Month recognition for the month of December.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned at 1:50 p.m. following a motion made by Fanton, seconded by Burdick and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk

MEMORANDUM OF EXPLANATION

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

COMMITTEE: **Personnel**

DATE: **November 6, 2006**

The Personnel Committee requests a resolution approving a renewal proposal/contract with H & V Risk Consultants, LLC (Brian Baty, President) to perform insurance consulting services for Allegany County.

Coverage Period:	January 1, 2007 – January 1, 2008
Payment Terms:	\$10,000 to be paid in one installment, within the first 30 days of the coverage period, for a 10 percent discount

Fiscal Impact: \$10,000 has been budgeted in Account A1910.406

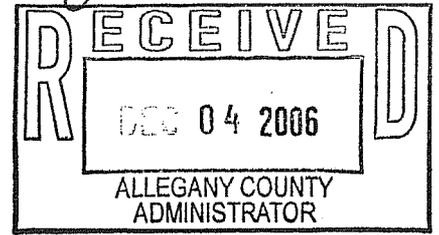
For further information regarding this matter, contact:

Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators

268-9220

**NOT
APPROVED**

**PERSONNEL COMMITTEE
SPECIAL MEETING
NOVEMBER 27, 2006**



Present: D. Russo, D. Fanton, G. Benson, D. Burdick, D. Pullen

The Personnel Committee convened at 3:45 p.m. on November 27, 2006 after being called to order by Chairman Daniel Russo.

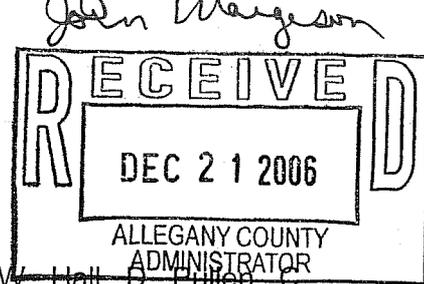
A motion was made by D. Pullen, seconded by D. Burdick and carried to offer a resolution granting a 3% across-the-board salary increase to all employees in the non-unit salary plan graded position classification.

PREPARE A RESOLUTION

Meeting adjourned at 3:50 p.m.

**NOT
APPROVED**

**PERSONNEL COMMITTEE
December 18, 2006**



Members Present: D. Russo, G. Benson, D. Burdick, D. Fanton, W. Hall, D. Pullen, C. Crandall

Others Present: R. Christman, A. Finnemore, J. Margeson, B. Riehle, E. Ruckle; Media: K. Doyle, Olean Times Herald

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by Hall, seconded by Fanton and carried to approve the minutes of November 6, 2006.

Appointment of Commissioner of Elections:

At a meeting of the Allegany County Democratic Committee on November 29, 2006, John (Jack) Colligan of Wellsville, NY was recommended by majority vote for appointment to the Office of Commissioner of Elections, for a four-year term commencing January 1, 2007. A motion was made by Mr. Fanton, seconded by Mr. Hall and carried to approve the appointment.

Prepare Resolution

Re-Appointment of the Director of the Allegany County Veterans' Service Agency:

The Chairman of the Board plans to appoint Harvey Scott Spillane of Wellsville, NY to the position of Director of the County Veterans' Service Agency, effective January 1, 2007. This appointment is subject to confirmation by the Board of Legislators. A motion was made by Mr. Benson, seconded by Mr. Pullen and carried to approve the appointment. **Prepare Resolution**

Employee of the Month for January 2007:

Personnel Officer Ellen Ruckle reported that she hasn't received any nominations for Employee of the Month recognition for the month of January 2007. Following discussion, there was a consensus of the committee that it seems appropriate to continue the monthly recognition program. A memo was recently sent by the Personnel Officer to all department heads regarding nominations. The committee also requested that the issue be brought up at the next department head meeting.

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requested approval for reimbursement of expenses she incurred for refreshments served following the November 27 Board meeting during which recognition was given to employees with 30 years of service to the County. Chairman Russo approved the request. The certificates and frames were paid for by the Human Resources Office.

Chairman Russo:

Chairman Russo recognized committee members for the accomplishments of the past year. Although committee assignments are not yet known, Mr. Russo noted members should

be thinking about how to approach the issues of compensation for non-unit staff, pay grades, and promotions. A sub-committee will probably be appointed in the near future to begin addressing these topics.

Tourism Specialist Position:

County Administrator John Margeson presented a draft job description for a new position of Tourism Specialist. It was the decision of the Board to not renew the current tourism services contract and create a position in-house. In drafting the duties and responsibilities description, Mr. Margeson looked at other counties and patterned it after Allegany County's needs. The Personnel Officer hasn't had time to study the draft, additional work needs to be done on the minimum qualifications, and the State Civil Service Office will need to be involved. Mr. Margeson's recommendation is to create the position as a part-time position under the Section 4 salary plan and assign a salary of \$10,000. There would be no drawbacks to the committee proceeding today with requesting a resolution to create the position, then the Ways and Means Committee could move forward to fill the position at the appropriate time. There are some funds available in the 2007 budget.

Ms. Ruckle noted that the State Civil Service Commission generally considers all positions competitive unless proven otherwise. If there are recruitment difficulties, exceptions are made. The position should be created first; then her office will approach the State.

A motion was made by Mr. Hall, seconded by Mr. Pullen and carried to create the new part-time position of Tourism Specialist, place the title in the Section 4 salary plan, and set the salary at \$10,000. **Prepare Resolution for December 26 Board Meeting**

County Clerk Robert Christman:

County Clerk Robert Christman approached the committee looking for support for changes he feels need to be made for modernization and accessibility in the DMV and County Clerk Offices. Originally he was going to request space in the County Office Building Ground Floor, but the Courts are going to be renovating and using Room 8 *and* the former Jail Kitchen. Mr. Christman needs about twice the space he has now, which would allow for a one-stop system whereby one examiner would take care of an entire DMV transaction from start to finish, eliminating waiting in lines. Allegany County is one of the last DMV Offices to do this. It would be a way of helping the taxpayer with added convenience. As transactions get more complex, lines get longer. The office brings in revenues for the County. Our County Clerk's Office is the only one in the State with no dedicated space for lawyer or research transactions. This office hasn't been looked at in a long time. At one time, Mr. Christman was looking at the Crossroads Center and was quoted an estimate of \$60,000 for renovations.

Mr. Crandall pointed out that the new Court Facilities and County Space Needs Committee would be the one to address the County Clerk and DMV space needs after the first of the year. Mr. Christman noted he was looking for support at this point, the need has been identified, and the next steps would be to establish a plan and look for possible sites.

Mr. Christman stated that the proposed changes wouldn't necessarily reduce personnel, but may cut down on the use of part-time employees called in for coverage, and would cut down on lines.

NOVA Update:

Ms. Ruckle gave an update on the County's experience so far with the new health insurance administrator, NOVA, and consultants, Manning and Napier. They have been very cooperative and supportive. Manning and Napier will start rate estimations in March. Mr. Russo mentioned that individual case management will prove to help both the patient and the County costs.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned following a motion made by Pullen, seconded by Fanton and carried.

Respectfully submitted,
Adele Finnemore, Journal Clerk