

**PERSONNEL COMMITTEE  
JANUARY 5, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O’Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, N. Ungermann, C. Crandall

**Absent:** D. Pullen

**Guest:** Brian Baty – BMA Consulting Services, Inc., Ian Whitehouse, Rich Ewell – Richardson & Stout

**Others Present:** J. Margeson, M. Alger, T. Hopkins, F. Sinclair, M. Healy, P. Curran, A. McGraw, B. Rigby Riehle, T. Miner, E. Ruckle, T. Ross, K. Toot, L. Ballengee, E. Herdman, C. Lorow, J. Hopkins

**Call to Order:** The meeting was called to order by Chairman T. O’Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to approve the minutes of December 1, 2010.

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle distributed copies of the part time positions in the County and related benefits for those positions as requested by the committee. Legislator Ungermann made a motion, seconded by Legislator O’Grady to not offer any benefits from this time forward to any part time employees. Discussion followed with a motion made by Legislator Ungermann, seconded by Legislator O’Grady to withdraw the motion and to wait for further clarification from the County Attorney. Other Counties benefit packages offered to part time employees, will be researched prior to the next meeting.

**Elaine Herdman/Cass Lorow – Board of Election Commissioners:**

Ms. Herdman and Ms. Lorow discussed their space needs for the office and the new voting machines. There was discussion on the State Board of Election requirements. After discussion the Chairman of the Board asked the Commissioners, County Administrator, and the Deputy County Administrator to have a meeting and come up with a plan to alleviate the space needs issue and to report back to the committee at the next scheduled meeting.

Ms. Herdman stated, due to the old voting machines not being able to be used for any future elections, the Towns/Villages are requesting guidance on who is responsible to destroy them. After discussion it was decided to send a letter to all Towns/Villages stating the County is gifting the machines to them to destroy as they deem appropriate.

**Brian Baty – BMA Consulting Services Inc.:**

Mr. Baty stated the Insurance Proposal quotes that were received were very favorable for the County. There were six different quotes, through Richardson & Stout Agency. The current plan remains the same with a 14% reduction in premium over last year through NIMIR Insurance Company. After discussion Mr. Baty’s recommendation is to stay with NYMIR Insurance Company at a cost of \$233,951.13 for premiums. Fiscal impact is approximate; premium adjustments are processed for changes in vehicles, equipment, property, etc. He stated the County has had a good working relationship with NYMIR. A motion made by Legislator Cady, seconded by Legislator Fanton and carried unanimously to support said request. **PREPARE A RESOLUTION**

Mr. Baty answered further questions from the Committee in regards to the Third Party Administrator for Workers Compensation.

**New Business:**

The committee received a referral from Human Services Committee requesting approval to create one Early Intervention Service Coordinator and one Early Intervention Program Director. These positions are New York State Department of Health Early Intervention regulations and grant funding requirements. The county is held liable to supervise and administer the Early Intervention Program to at risk population from birth to two years old with medical and/or developmental disabilities. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to support said positions. Opposed: Legislator Ungermann **REFERRED TO WAYS AND MEANS**

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to adjourn the meeting at 2:15 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
JANUARY 24, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Absent:** G. Benson

Chairman O'Grady called the meeting to order at 1:15 p.m.

Board Chairman C. Crandall was given the floor and informed the Committee that in order to select a new Veterans Service Agency Director he had called together a group representing various County Veterans organizations along with Legislators O'Grady and Healy who conducted personal interviews with five candidates.

At the conclusion of this process, and taking into consideration the input and recommendations of this group, Chairman Crandall announced that he is appointing Mr. Michael Hennessy of Wellsville, New York to fill this vacant position.

Because this appointment requires confirmation by the Board of Legislators, Mr. Crandall asked the Committee to sponsor a Resolution to implement his appointment.

A motion was made by D. Fanton, seconded by T. O'Grady to sponsor a Resolution to appoint Mr. Hennessy to the position of Veterans Services Agency Director for the period January 24, 2011 through December 31, 2011. **PREPARE A RESOLUTION**

Motion was approved by a unanimous affirmative vote of all present.

Meeting adjourned at 1:25 p.m.

Respectfully Submitted,  
John E. Margeson  
County Administrator

**PERSONNEL COMMITTEE  
FEBRUARY 2, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, C. Crandall

**Absent:** N. Ungermann

**Guest:** James Rooney, Bond, Schoeneck & King

**Others Present:** J. Margeson, M. Alger, T. Hopkins, M. Healy, K. Graves, B. Rigby Riehle, T. Miner, E. Ruckle, T. Ross, K. Toot, J. Luckey, L. Healy

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:04 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Benson and carried to approve the minutes of January 5<sup>th</sup> with a correction on page 2 under New Business. It should have said PREPARE A RESOLUTION not REFERRED TO WAYS AND MEANS. It also should have stated for the EI Program Director it will be a Grade 5 of PEF Union. A motion was made by Legislator Burdick, seconded by Legislator Benson and carried to approve the minutes of January 24, 2011.

**James Rooney – Bond, Schoeneck & King:**

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to enter into executive session to discuss Collective Bargaining Agreement at 1:06. A motion was made by Legislator Cady, seconded by Legislator Pullen and carried to go out of executive session at 1:35.

**Linda Healy – 1<sup>st</sup> Deputy County Clerk:**

Ms. Healy request permission to fill three positions due to Mike Hennessy's appointment to the Veterans Services Directors position, which caused a shift of positions in the office. The positions are Deputy County Clerk III; Sr. Motor Vehicle Cashier/Examiner and Motor Vehicle Cashier/Examiner. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried unanimously to approve filling of all three positions. **REFERRED TO COUNTY ADMINISTRATOR, REFERRED TO WAYS AND MEANS**

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle stated she inquired with Steuben, Cattaraugus, Wyoming and Livingston counties, if they offer benefit packages to part-time employees. Ms. Ruckle stated they all varied in the benefits package they offer, but each county did offer something. After discussing the various options the committee asked County Attorney Tom Miner and Ms. Ruckle to compile a draft proposal for a benefits package to be offered to future part-time employees, by the next scheduled meeting.

**New Business:**

Legislator Burdick was notified by the Village and Town of Alfred in regards to the possibility of the Board of Elections consolidating both polling locations into one. This issue will be addressed at the next scheduled meeting.

A motion was made by Legislator Fanton, seconded by Legislator Cady to adjourn the meeting at 1:59.

Respectfully Submitted,  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
FEBRUARY 14, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Pullen, C. Crandall

**Absent:** D. Fanton, N. Ungermann

**Others Present:** M. Alger, T. Hopkins, M. Healy, K. Graves, K. LaForge, F. Sinclair, T. Miner, E. Ruckle

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 2:32 p.m.

A motion was made by Legislator Pullen, seconded by Legislator Benson and carried to enter into executive session to discuss collective bargaining negotiations per Article 14 of Civil Service Law at 2:32 p.m. A motion was made by Legislator Cady, seconded by Legislator Pullen and carried to go out of executive session at 2:44 p.m.

A motion was made by Legislator Cady, seconded by Legislator Pullen and carried to approve a five-year agreement between County of Allegany and New York Council 66, Local 2574, American Federation of State, County and Municipal employees, AFL-CIO for the years 2010, 2011, 2012, 2013, expiring on December 31, 2014, as ratified by New York Council 66, Local 2574. **PREPARE A RESOLUTION**

A motion was made by Legislator Burdick, seconded by Legislator Pullen and carried to adjourn the meeting at 2:45 p.m.

Respectfully Submitted,  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
MARCH 2, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present:** J. Margeson, M. Alger, M. Healy, F. Sinclair, K. Graves, B. Rigby Riehle, T. Miner, E. Ruckle, T. Ross

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to approve the minutes of February 2<sup>nd</sup> and February 14, 2011.

**Tom Miner, County Attorney:**

Mr. Miner distributed copies of a draft proposal that the committee requested for a benefits package to be offered to future part-time employees. The intent of the committee is not to take away benefits from the present part-time employees, but to have a standardized benefit policy for all future part-time employees. There was discussion on how the benefits are implemented to the present part-time employees. Mr. Miner requests the committee to review the draft and any comments to be directed to either himself or Ellen Ruckle, Personnel Director. Ms. Ruckle was asked to give a copy of the policies that was solicited from four other surrounding counties for the committee to review. This issue will be discussed further at the next meeting.

**Board of Elections:**

The Board of Elections Commissioners were unable to attend the meeting. Chairman O'Grady discussed the concerns of the Board of Election Inspectors on the delay of receiving compensation for their time worked. Treasurer Terri Ross stated currently the inspectors are reimbursed for their time once the election has been certified. In the past the towns were responsible to reimburse the inspectors. It is now State Law that all inspectors have to be reimbursed by Allegany County Board of Elections office. After discussion Ms. Ross was asked to work with the Board of Election Commissioners to find a solution to deal with the issue on a more convenient time frame.

Legislator Burdick further discussed the issue on who is responsible to make the decision on changing the polling places in the towns and villages. Tom Miner, County Attorney stated he reviewed the State Board of Election Law and the Board of Election Commissioners in each county has jurisdiction on setting the polling locations per each town and village. The individual towns and villages are able to give their input, but the final decision is up to the Board of Election Commissioners.

**Old Business:**

Legislator Pullen thanked the committee for approving the five year agreement between County of Allegany and New York Council 66, Local 2574. The Allegany County Board of Legislators approved the agreement on February 28, 2011.

**John Margeson, County Administrator:**

Mr. Margeson distributed a report on the financial impact of the Early Retirement Incentive for the committee to review. Thirty-five full time employees and one part-time County employee

took advantage of the Early Retirement Incentive which was made available during the period of October 1, 2010 through December 29, 2010. It represents a conservative estimate of savings in the amount of \$517,548. Mr. Margeson thanked Ellen Ruckle, Personnel Director for her assistance with this report. There was discussion on the filling of some of the positions. Mr. Margeson stated the positions are State mandated to be filled.

**Ellen Ruckle, Personnel Director:**

Ms. Ruckle distributed a list of positions to be abolished. A motion was made by Legislator Fanton, seconded by Legislator Ungermann to abolish:

**County Clerk**

Sr. Index Clerk  
Index Clerk

**Social Services Department**

Sr. Caseworker  
Sr. Social Welfare Examiner

**Health Department**

Office Manager  
Sr. Account Clerk Typist  
Clinic Secretary  
Medical Records Computer Operator  
Receptionist

Fire Coordinator

After discussion the committee agreed to abolish additional positions of a Motor Equipment Operator position in Public Works Department, and the Employment and Training Program Coordinator position in Employment and Training Department that were not on the list.

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to adjourn the meeting at 1:51 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
APRIL 6, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Pullen, N. Ungermann, C. Crandall

**Absent:** D. Fanton

**Others Present:** J. Margeson, T. Hopkins, M. Healy, F. Sinclair, K. Graves, B. Rigby Riehle, T. Miner, E. Ruckle, R. Christman, E. Herdman, C. Lorow, L. Edwards

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:04 p.m.

A motion was made by Legislator Ungermann, seconded by Legislator Pullen and carried to approve the minutes of March 2, 2011.

**Ellen Ruckle – Personnel Officer:**

Ms. Ruckle stated she had a request from a Department Head inquiring the possibility for their part-time secretary to be allowed to receive retro-pay due to the union contracts having been settled. Due to the fact part-time employees are not in a union the committee agreed there would not be any retro-pay to any part-time employees.

At the last Personnel Committee meeting the committee was asked to compile comments on the draft proposal the County Attorney presented in regards to a benefits package to be offered to future part-time employees and to discuss it at the next meeting. Legislator Ungermann and Chairman O'Grady presented their proposals for the committee to discuss. The proposals are attached to the original minutes. Discussion followed. A part-time employee is defined by working less than 25 hours per week. The policy is intended to go into effect for any part-time employees that have been hired after January 1, 2011. The committee agreed that part-time employees would be required to pay 50% of the Health Insurance Premium if they so which to have coverage after they have been employed for one full year. Paid leave benefits will be 5 paid personal days per year with out the availability of accruing these hours. There will be no holiday pay. This policy will continue for any consecutive years that the same or more hours are worked. If an employee requires unpaid time off it is the discretion of the Department Head to allow that. The County Attorney and Personnel Officer were asked to attend the next scheduled meeting to present the amended proposal for final approval.

**Elaine Herdman/Cass Lorow Commissioners Board of Elections:**

The Board of Election Commissioners presented a proposal to increase the Election Inspectors salary from \$25.00 to \$35.00 due to the increase in Inspector Training Classes of at least 4½ hours of training on the new election machines. There was also a proposal to increase their salary for primary and general elections. A motion was made by Legislator Pullen, seconded by Legislator Cady and carried to increase the

Election Inspectors salary for training from \$25.00 to \$35.00, but to table the second proposal until the next scheduled meeting.

The Commissioners will notify the municipalities on why the new proposal was approved and give them the additional information on the tabled proposal for their review and opinions before the next scheduled meeting.

### **PREPARE A RESOLUTION**

The Commissioners went to Chautauqua County Board of Elections for a demonstration on the new printer they purchased to print their own ballots. The Commissioners discussed the feasibility of purchasing a printer/copier to print our own ballots at a cost of approximately \$65,000. It was estimated there would be a cost savings of \$18,130.90 per year. If approved printer would be paid in full in four years from this cost savings. Commissioner Lorow made a suggestion to have Chairman O'Grady, County Administrator, Deputy County Administrator and both Commissioners attend a meeting at Chautauqua County Board of Elections for a demonstration on the new printer. This meeting will be arranged at a later date. The Commissioners stated the paper that is used with this machine is different than the ballots they received at the last elections and ballot perforation tore easier on these new ballots. Chautauqua County didn't have any complications during their last election from these new ballots. It was discussed on the possibility of leasing the machines and if there would be a cost savings in doing this method. Both methods will be addressed at the meeting in Chautauqua County.

### **Robert Christman County Clerk:**

Mr. Christman discussed setting up two new revenue accounts. There are times when customers process their Motor Vehicle and County Clerk transactions by postal mail and there are overages in the checks that are written for their transactions. In the past Allegany County Motor Vehicle Department and County Clerk's Office returned the overages back to the customer. By the time this transaction is completed and postage is put on the mailings it cost more than the check that is enclosed. In addition, many checks were not cashed which caused a lot of accounting problems. Mr. Christman is setting up a new policy that the overages will be put in a new revenue account. There was discussion on what the cut off amount would be before a check will be written. State statute states \$10.00. After discussion the committee agreed that any amount \$10.00 or less would go into the new revenue account. There is also a \$5.00 handling fee in the County Clerks office to process and mail court documents that do not have a self stamped envelope enclosed. The local Bar Association has provided a mail box system to collect court documents which is located in the Clerk's Office.

### **Executive Session:**

A motion was made by Legislator Pullen, seconded by Legislator O'Grady and carried to enter into attorney/client executive session at 2:16 p.m. A motion was made by Legislator Ungermann, seconded by Legislator Burdick and carried to go out of executive session at 2:16 p.m.

A motion was made by Legislator Pullen, seconded by Legislator Burdick and carried to adjourn the meeting at 2:17 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
MAY 4, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guest:** Brian Baty – BMA Consulting Services, Inc.

**Others Present:** J. Margeson, T. Hopkins, M. Healy, F. Sinclair, P. Curran, K. LaForge, K. Graves, B. Rigby Riehle, E. Ruckle, E. Herdman, C. Lorow, D. Button, K. Toot, M. Hennessy

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Pullen, seconded by Legislator Burdick and carried to approve the minutes of April 6, 2011.

**Brian Baty – BMA Consulting Services, Inc.:**

Ellen Ruckle Personnel Officer stated that it has been six years since a Request for Proposal (RFP) has been done for the County Disability insurance carrier. In discussion with County Administrator John Margeson it was decided it was time to put out a RFP now. Mr. Baty sent out the RFP request and stated there were (8) proposals received. Currently the County pays \$12.30 per employee per month. Coverage is 50% of wages earned per week up to \$170 for employees and \$300 per Legislators for 26 weeks. Ms. Ruckle stated that if an employee's coverage is over the limit then her office has to calculate the County's portion and submit this difference to the Treasurers office to be paid through payroll. Mr. Baty recommends going with Lincoln Financials proposal of 50% of wage up to \$400 per week for both employees and Legislators. The \$9.50 rate is guaranteed for 2 years. Mr. Baty stated it would be a cost savings of approximately \$15,000 per year. Ms. Ruckle stated this would alleviate the extra calculations, possible errors and extra expenditure for the County. After discussion Chairman O'Grady requested a copy of the breakdown from all the proposals for the committee to review. A special meeting will take place on Monday, May 9, 2011 after the Allegany County Legislative Board meeting, for final approval of a County Disability insurance carrier.

**Elaine Herdman/Cass Lorow – Board of Election Commissioners:**

The Commissioners discussed the consolidation of polling places in the County, to reduce the polling places in some of the Towns due to smaller voting turnout. The new machines capabilities can handle a much larger volume of ballots than the older machines did. There was discussion on how the consolidation process is being handled and that there is some opposition to the proposal. The consolidation is intended to cut cost for the Towns and the County. After a lengthy discussion it was determined that the Personnel Committee has no jurisdiction over the issue. The Board of Election Commissioners are to work with the towns to address this issue.

**Legislators Kevin LaForge, D. Michael Healy:**

Legislator LaForge introduced Commander Jerry Babchak, Bob Haney and Tom Carlin from the Allegany County Vietnam Veterans Organization. Mr. Babchak stated that the organization owns 110 acres of property on Hunt Road in the Town of Alma. They came to the committee for support to have Veteran's Services Director Michael Hennessy work with their organization to submit a grant to improve infrastructure. This will improve lodging for wounded Veterans to come for a place of respite. It is a nice quiet area for just such services. They currently are

working with the Bath VA Center, but they would like to be able to increase their services to make it available to more veterans. Mr. Babchak stated they have a yearly picnic for area veterans plus veterans that are currently patients in the nursing homes. It gives them a chance to leave the nursing homes and enjoy time with fellow veterans. Mr. Babchak stated they have recently completed a timber harvest from the property to raise money for improvements of the roads onto the property to make them more handicapped accessible. A motion was made by Legislator Cady, seconded by Legislator Fanton and approved to direct Mr. Hennessey to aid the Allegany County Vietnam Veterans Organization in their endeavors at their property in the Town of Alma, including help with grant applications.

Mr. Hennessey invited all Legislators to attend the open house hosted by Allegany County Veterans Service Agency, Office for the Aging and NY Connects on Friday, May 13, 2011 at 10:00 – 2:00 p.m. at the Crossroads Center, 6085 State Route 19 North, Belvidere.

- Open to veterans and others who care about veterans
- Visit the Bath VA Medical Center Mobile Van
- Have your blood pressure tested
- Learn what services we have to help you
- Veterans not currently enrolled should bring their DD-214 and 2010 income information

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to adjourn the meeting at 1:52 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
MAY 9, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present:** J. Margeson, M. Alger, T. Hopkins, K. Graves, E. Ruckle, T. Miner

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 2:44 p.m.

Chairman O'Grady stated, at the last Personnel Committee meeting Brian Baty presented proposals received from a Request for Proposal (RFP) for the County Disability insurance carrier. During that meeting Chairman O'Grady posed a question to see if these RFP's were sent out to our local insurance companies for quotes, and they were not. The County has never dealt with a third party carrier for this type of coverage. The committee discussed and agreed to get a copy of all the quote information and to hold a special committee meeting on May 9, 2011 before a final decision can be approved. Chairman O'Grady stated he has discussed this issue with local insurance agents and they would be willing to review the RFP to see if they were able to do a proposal by the spec requirements.

After discussion a motion was made by Legislator Pullen, seconded by Legislator Ungermann and carried to request Brian Baty BMA Consulting Services, Inc. to submit another Request for Proposal (RFP) to the local insurance agencies for the County Disability insurance. The committee would like a closing date of June 1, 2011 if possible.

Ms. Ruckle agreed to contact Mr. Baty to relay the committee's request.

A motion was made by Legislator Burdick, seconded by Legislator O'Grady and carried to adjourn the meeting at 2:45 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
JUNE 1, 2011**

**\*\* NOT APPROVED \*\***

**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present:** J. Margeson, M. Alger, T. Hopkins, M. Healy, E. Ruckle, T. Miner, S. Keib, M. Hennessy

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 12:56 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the minutes of May 4<sup>th</sup> and May 9, 2011.

**Ellen Ruckle – Personnel Officer:**

Ms. Ruckle presented to the committee a list of the July Employee Increments for committee approval. They have completed their probationary period and are eligible for an increment if they were hired between July 1, 2010 and December 31, 2010. All employees were recommended for an increment by their Department Head. A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to approve said request. (Opposed: Legislator Ungermann) **PREPARE A RESOLUTION**

**John Margeson/Sharon Keib – Workers Compensation:**

Mr. Margeson introduced Sharon Keib Office Manager of Workers Compensation. Mr. Margeson presented the 2012 Budget to the committee to review on behalf of Ms. Keib. After discussion a motion was made by Legislator Fanton, seconded by Legislator Burdick and carried unanimously to approve the 2012 Allegany County Mutual Self-Insurance Plan Budget and Assessments. **PREPARE A RESOLUTION**

There was further discussion on the feasibility of the County not being self insured. Legislator Ungermann discussed the possibility of getting a proposal from a private carrier The New York State Insurance Fund to see if it would be a cost savings for the County rather than the self insurance plan. The committee requests Brian Baty BMA Consulting Services, Inc. to resubmit a Request for Proposal (RFP) to the New York State Fund Insurance and local insurance agencies for the County Disability Insurance. Legislator Ungermann stated he is not impressed by Mr. Baty.

Mr. Margeson stated that Employee Benefit Solutions-RMSCO, Inc. – Third Party Administrator have completed the Medicare set aside reporting. After discussion the committee agreed to have Employee Benefit Solutions-RMSCO, Inc. attend the next scheduled meeting on July 6, 2011 for further discussions.

**Old Business:**

Chairman O'Grady inquired on the Allegany County Fringe Benefit Policy. Tom Miner County Attorney presented the draft policy for the committee to review. After discussion the policy was

tabled. Mr. Miner was asked to present the proposal to the Department Heads for their review before the next scheduled meeting.

**New Business:**

County Attorney Tom Miner requests committee approval for an attorney/client session. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to go into attorney/client session at 1:38 p.m. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to go out of attorney/client session at 1:59 p.m.

**Adjournment:**

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to adjourn the meeting at 1:59 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
June 13, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present:** M. Alger, P. Curran, K. Graves, M. Healy, T. Hopkins, K. LaForge, J. Margeson, A. McGraw, T. Miner, B. Riehle, F. Sinclair, R. Whitney

**Call to Order:** The meeting was called to order by Personnel Committee Chairman T. O'Grady at 3:30 p.m.

**Executive Session**

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to enter into executive session at 3:30 p.m. to discuss the employment history of a particular employee. Following discussion at 3:40 p.m., a motion was made by Legislator Cady, seconded by Legislator Burdick and carried to end the executive session and return to the regular meeting.

**Adjournment**

A motion was made by Legislator Pullen, seconded by Legislator Burdick and carried to adjourn the meeting at 3:40 p.m.

Respectfully Submitted:

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

**PERSONNEL COMMITTEE  
JULY 6, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guest:** James Rooney – Bond Schoeneck & King, PLLC

**Others Present:** J. Margeson, M. Alger, T. Hopkins, M. Healy, F. Sinclair, K. Graves, B. Rigby Riehle, E. Ruckle, T. Miner, R. Christman, E. Herdman, C. Lorow, M. Hennessy

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:03 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to approve the minutes of June 1, 2011 with the following corrections: On page 1 under Workers Compensation first paragraph, last sentence, it should not have said approval of Assessments. Also second paragraph, the last sentence needs to be deleted. It should have read Mr. Margeson indicated he would confer with Mr. Brian Baty regarding the possibility of seeking a quote from the New York State Insurance Fund.

**James Rooney – Bond, Schoeneck & King, PLLC:**

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to go into executive session at 1:04 p.m. to discuss collective bargaining negotiations per Article 14 of Civil Service Law. A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to go out of executive session at 1:25 p.m.

**Brenda Rigby Riehle Clerk of the Board:**

Ms. Rigby Riehle request the committee to sponsor a resolution to establish the following attached information as standard work days for elected and appointed officials and to report the following days worked to the New York State and Local Employees' Retirement system based on the record of activities maintained and submitted by these officials to the Clerk of the Board. A motion was made by Legislator Pullen, seconded by Legislator Benson and carried unanimously to approve said request. **PREPARE A RESOLUTION**

**Robert Christman County Clerk:**

Mr. Christman discussed a new initiative in the County Clerk's office. This will be a pilot program for Allegany County and Essex County for Digital-Filing of civil cases. The documents will be scanned by lawyers and emailed to the County Clerk's office. Both Counties will be using the same vendor. The Office of Court Administration is extremely familiar with the vendor and has a very positive relationship with them. These digital images will be filmed and stored off site as back up in case of an emergency situation at the County Clerk's office. It has been approved by the Office of Court Administration, the State Senate, State Assembly and signed into law by the Governor's Office. This will save a lot of storage space in the future and reduce the time required to physically file paper documents. Mr. Christman now will present this pilot project to the Allegany County Bar Association for their input.

Mr. Christman gave an update of the Department of Motor Vehicle upgrades. He discussed the tentative drawings and he will report back to the committee once the drawings have been refined.

Mr. Christman request permission to fill a position of Motor Vehicle Examiner that was unexpectedly terminated when the previous employee terminated their employment. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried unanimously to approve said request. **REFERRED TO WAYS AND MEANS**

**Elaine Herdman, Cass Lorow – Board of Election Commissioners:**

The Commissioners distributed the results of the surveys sent to 29 Town Supervisors for inspector raises. It was stated that all inspectors have to be paid the same amount. The inspectors have more requirements with the new machines than the old ones. After discussion a motion was made by Legislator Burdick, seconded by Legislator Fanton and carried unanimously to approve a seventy-five cents per hour raise for 2011 and a seventy-five cents per hour raise for 2012.

There was discussion on obtaining more inspectors. The Commissioners stated they still are lacking on the total amount of inspectors that are required.

The Commissioners gave an update on the consolidation of polling places in the County. There was discussion on charging back to the towns some of the cost to run the primary/regular elections. After discussion it was decided to have the County Attorney obtain a copy of the State Board of Election Law for review by the committee.

There was discussion on finding a place big enough to train the inspectors, for approximately 15-16 days in August.

County Attorney Tom Miner requests committee approval for an attorney/client session. A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried at 2:19 p.m. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to come out of attorney/client session at 3:08 p.m.

**Adjournment:**

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to adjourn the meeting at 3:08 p.m.

Respectfully submitted:  
Alice Alsworth  
Confidential Secretary  
Alice Alsworth

**PERSONNEL COMMITTEE  
AUGUST 3, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, N. Ungermann

**Absent:** C. Crandall, D. Fanton, D. Pullen

**Guest:** Joseph Peckham/William DePersis – EBS-RMSCO, Inc., Brian Baty – BMA Consulting Services, Inc.

**Others Present:** J. Margeson, M. Alger, T. Hopkins, M. Healy, F. Sinclair, P. Curran, A. McGraw, K. Graves, T. Miner, B. Rigby Riehle, E. Ruckle, S. Keib

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Benson and carried to approve the minutes of June 13<sup>th</sup>, June 27<sup>th</sup> and July 6, 2011.

**John Margeson/Sharon Keib – Workers Compensation:**

Mr. Margeson requests the committee to approve the Allegany County Mutual Self-Insurance Plan 2012 Budgeted Participant Assessments. A motion was made by Legislator Burdick, seconded by Legislator Benson and carried to approve said request. Opposed: Legislator Ungermann

There was discussion on the Town of Birdsall withdrawing as a participant in the Allegany County Mutual Self-Insurance Plan. The Town of Birdsall will have to acquire a new insurance carrier.

After discussion the committee requests John Margeson County Administrator to have the New York State Fund Insurance representatives come to the September meeting to make a presentation to the committee to help them better understand what is required if the County makes a decision not to be self insured.

**Joseph Peckham/William DePersis EBS-RMSCO, Inc.:**

Mr. DePersis distributed copies of their report for the period from January 1<sup>st</sup> through July 31, 2011 for the committee to review. Mr. DePersis and Mr. Peckham further discussed the information distributed. Due to the State mandate on MMSEA 111 reporting it obliges the County to submit certain claims data elements to the centers for Medicare and Medicaid studies. It's sole purpose is to identify situations wherein Medicare paid for a claim when the obligation belonged to the Mutual Workers' Compensation Plan and the State wants to correct those errors. EBS-RMSCO has transmitted the first and second quarter data submissions to Medicaid Studies. They gave a claims summary, paid dollars, open claims and closed claims reports to the committee. They have been encouraging the judges to close as many cases as possible to help cut costs. After discussion the committee requests EBS-RMSCO, Inc. to continue to give quarterly reports.

**Brian Baty BMA Consulting Services, Inc.:**

Mr. Baty asked the committee to give him direction on who to solicit on quotes for Disability Insurance. There was discussion on the various markets and what markets to assign.

Chairman O'Grady stated the committee would like RFP's sent to local insurance companies for quotes to cover the Allegany County Disability Insurance.

Ellen Ruckle Personnel Officer discussed a quote from the current Disability Insurance carrier which was lower than what is currently being charged and she asked if our current cost could be lowered. Mr. Baty stated the County is committed for a year.

The committee requests Mr. Baty to come back on September 7, 2011 with the latest quotes from local carriers and to further discuss this issue.

**Appointment of Personnel Officer:**

A motion was made by Legislator Cady, seconded by Legislator Burdick and carried unanimously to sponsor a resolution for the reappointment of Ellen A. Ruckle as Personnel Officer for a six year term commencing September 28, 2011, and expiring September 27, 2017.

**PREPARE A RESOLUTION**

**Attorney/Client Executive Session:**

A motion was made by Chairman O'Grady, seconded by Legislator Benson and carried to go into attorney/client executive session at 1:59 p.m. A motion was made by Legislator Burdick, seconded by Legislator Benson and carried to go out of executive session at 2:06 p.m.

**Adjournment:**

A motion was made by Legislator Burdick, seconded by Legislator Benson and carried to go out of executive session at 2:06 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
AUGUST 8, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Absent:** G. Benson

**Others:** J. Margeson, M. Alger, T. Miner, T. Hopkins, M. Healey, F. Sinclair, K. LaForge, K. Graves, E. Ruckle

**Call to Order:** The meeting was called to order by Chairman O'Grady at 2:41 p.m.

**John Margeson County Administrator:**

Mr. Margeson stated the Deputy Sheriff AFSCME Council 82, Local 3989 voted to ratify the contract agreement with the County by a vote of 53 approved – 14 opposed votes. Mr. Margeson requests the committee to sponsor a resolution to ratify the contract agreement by the Board of Legislators. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried unanimously to approve said agreement. **PREPARE A RESOLUTION**

**Adjournment:**

A motion was made by Legislator Burdick seconded by Legislator Pullen and carried to adjourn the meeting at 2:43 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
SEPTEMBER 7, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guests:** Maryann Roby/Susan Roy – NY State Insurance Fund, Brian Baty – BMA Consulting Services, Inc., Terrence O'Neill- Pro Act

**Others:** J. Margeson, M. Alger, T. Miner, T. Hopkins, M. Healy, F. Sinclair, K. Graves, B. Rigby Riehle, E. Ruckle, S. Keib, L. Wilcox

**Call to Order:** The meeting was called to order by Chairman O'Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to approve the August 3<sup>rd</sup>, and August 8, 2011 minutes.

**Maryann Roby/Susan Roy – NY State Insurance Fund:**

Ms. Roby discussed the various services their company provides. They cover Workers Compensation and Employers' Liability Insurance. They provide on-line services, report claims, get quotes, pay claims etc.

Ms. Roy – Claims Services Representative stated her department does safety checks and audits every year. If there are any fraudulent claims reported the auditors will check all claims. There was discussion on coverage for the Volunteer Fire Department and Ambulance Corps.

Legislator Ungermann explained that the County is Self Insured and asked for a possibility of a quote from NY State Insurance Fund. Mr. Margeson County Administrator stated he is working with one of their representatives to get a quote for the Mutual Self Insured Plan. Mr. Margeson stated it takes awhile to compile all the necessary information that is required before a quote can be completed.

**Brian Baty – BMA Consulting Services, Inc.:**

Mr. Baty discussed working with Mr. Margeson to obtain the quotes from NY State Insurance Fund, and others. There was discussion on the payroll based formula by classification and the possible savings to the County.

Mr. Baty distributed market requests/assignments to the area insurance companies and one from a Buffalo based firm. The insurance companies listed their three choices by name and in the order of preference. Mr. Baty suggested they give two quotes as marked. After discussion a motion was made by Legislator Fanton, seconded by Legislator O'Grady and carried unanimously to have Mr. Baty market requests for Disability Insurance with the market assignments as presented and to work with NY State Insurance Fund for their quote as well. Mr. Baty discussed the possibility of needing Broker of Record letters. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried unanimously to have either John Margeson County Administrator or Mitch Alger Deputy County Administrator sign these letters if one is required.

Chairman of the Board, Curtis Crandall discussed the need to contact the county fire departments on the possibility of changes to their policies if the County approves not being Self-Insured. Legislator Crandall stated the need to keep everyone informed as the progress moves forward before any final decisions are made.

**Terrence O'Neill – Pro Act:**

Pro Act Inc. is a pharmacy benefit management company that offers a Pro Act prescription drug discount card. Mr. O'Neill stated there are 46 other counties that have endorsed the program since the end of August. As of July 2011 Allegany County has saved over \$3,000 already. Mr. O'Neill stated there will be a newsletter in the fall to promote and educate the people on their program and a press release will be submitted as well.

**Ellen Ruckle – Personnel Director:**

Ms. Ruckle requests permission to honor employees with thirty years of service to the County. The committee unanimously approved said request.

**New Business:**

Linda Wilcox – Early Intervention Director requests permission to create 4 part-time positions in the Health Department for Early Intervention Quality Assurance as follows:

Quality Assurance Occupational Therapist, Quality Assurance Speech Language Pathologist, Quality Assurance Physical Therapist, Quality Assurance Special Education Teacher. These are State mandated positions. Ms. Wilcox explained the job descriptions for these positions. These positions will be two hours every other month per (4) employees. A job description needs to be completed before a final approval can be made. If the job description is completed before the next scheduled meeting in October the committee agreed to hold a special meeting for a vote on said request.

A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to adjourn the meeting at 2:21 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
SEPTEMBER 26, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen

**Others:** J. Margeson

Chairman O'Grady called the meeting to order at 3:45 p.m. Mr. O'Grady advised the committee that Ms. Sharon Keib, Office Manager for the Workers Compensation Fund has asked consideration of an up-grade in title as a result of being called upon to undertake additional administrative responsibilities following the retirement of former executive secretary Doug Dillon.

Mr. O'Grady indicated the first step of the process is to request that the Personnel Department conduct a desk audit of the position and report back to committee with a recommendation.

On motion of D. Cady, seconded by D. Burdick and carried, the committee approve going forward with the desk audit.

Meeting adjourned at 3:50 p.m.

Respectfully Submitted:  
John E. Margeson

**PERSONNEL COMMITTEE  
OCTOBER 5, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, N. Ungermann, C. Crandall

**Absent:** D. Fanton, D. Pullen

**Others:** M. Alger, T. Miner, T. Hopkins, M. Healy, F. Sinclair, K. Graves, B. Rigby Riehle, E. Ruckle, R. Christman, M. Hennessy, L. Ballengee

**Call to Order:** The meeting was called to order by Chairman O'Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to approve the September 7<sup>th</sup>, September 26, 2011 minutes.

**Ellen Ruckle Personnel Director:**

At the special Personnel Committee meeting held on September 26, 2011 the committee was asked for consideration of an up-grade in title of Office Manager for the Workers' Compensation Fund as a result of being called upon to undertake additional administrative responsibilities following the retirement of former executive secretary Doug Dillon. Chairman O'Grady indicated the first step of the process is to request that the Personnel Department conduct a desk audit of the position and report back to committee with a recommendation. The committee approved going forward with the desk audit. Ms. Ruckle stated a desk audit has been completed and the job description for the position has been revised to reflect the additional responsibilities. Ms. Ruckle indicated that this request is warranted because of the additional administrative responsibilities that are being done. After discussion a motion was made by Legislator Burdick, seconded by Legislator O'Grady and carried unanimously to sponsor a resolution to approve the revised Office Manager (Workers' Compensation) job classification, and upgrade the position from Grade 2 to Grade 6 of the PEF Salary Plan. This will take affect October 1, 2011.

**PREPARE A RESOLUTION**

At the September 7, 2011 Personnel Committee meeting the Health Department request permission to create 4 part-time positions in the Health Department for Early Intervention Quality Assurance. These positions are State mandated that they are County employees. A job description is required to be completed before a final approval can be made. Ms. Ruckle presented the four Health Department titles/positions for permission of creating and slotting them in the Section 4 Salary Plan for Physical Therapist, Occupational Therapist, Speech-Language Pathologist and Special Education Teacher. These positions will be two hours every other month per each four (4) employees. A motion was made by Legislator Burdick, seconded by Legislator Cady and carried unanimously to sponsor a resolution for the creation of said positions and slotting them into the Section 4 Salary Plan, at an hourly rate of \$10.00. There are no benefits extended to these positions. **PREPARE A RESOLUTION**

Ms. Ruckle distributed a copy of minimum qualifications for a Safety Officer position which has been discussed at a previous meeting for the committee.

**Rob Christman County Clerk:**

Mr. Christman distributed copies of a Lease agreement for the committee to review. Mr. Christman discussed this issue at a previous meeting and stated he would work with the County Attorney to compile an agreement to allocate space to our local abstractors for a more private area to conduct business with clients, and look up abstracts as needed. The terms of the Lease will be a month-to-month tenancy, and shall immediately expire at the pleasure of either Landlord or Tenant. A motion was made by Legislator Cady, seconded by Legislator Benson and carried to approve said agreement. **REFERRED TO WAYS AND MEANS/PREPARE A RESOLUTION**

Mr. Christman discussed the recent State initiative to remove from the County Department of Motor Vehicles the requirement of an eye examination for driver's licenses. Mr. Christman stated the County Clerk Association expressed their concerns to Governor Cuomo on the lost revenue this would create for all County Motor Vehicle Departments. Mr. Christman also stated this is a very serious public safety issue. Mr. Christman has been informed Governor Cuomo has rescinded the initiative at this time.

**New Business:**

The Department of Public Works is requesting the Personnel Committee to sponsor a resolution to place Part time Laborers (Gatekeepers) in Solid Waste into Section 4 of the Salary Schedule. This will allow them to control some cost with in the department. After discussion a motion was made by Chairman O'Grady, seconded by Legislator Benson and carried unanimously to approve said request. **PREPARE A RESOLUTION**

**Adjournment:**

A motion was made by Legislator Burdick, seconded by Legislator Cady and carried to adjourn the meeting at 1:40 p.m.

Respectively Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
NOVEMBER 2, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann

**Others:** J. Margeson, M. Alger, T. Miner, M. Healy, F. Sinclair, A. McGraw, B. Rigby Riehle, E. Ruckle, R. Christman, C. Lorow, T. Ross, D. Button, B. Kelley

**Call to Order:** The meeting was called to order by Chairman O'Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to approve the October 5, 2011 minutes.

**Cass Lorow Board of Elections:**

The Board of Elections requests the committee to sponsor a resolution for the transfer of funds from .4 to .2 equipment account for the purchase of an electronic time recorder to stamp mail and other items received with the date and time. To replace the backup battery for the EMS System, and to also buy standup privacy booths. Some of the cost for these booths will be reimbursed from the grant money that is remaining. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to approve said request. **PREPARE A RESOLUTION**

**Ellen Ruckle Personnel Director:**

Ms. Ruckle distributed a draft proposal for the new benefits package for positions designated as permanent part time. After review and discussion the committee agreed to have one changed made in the Sheriff's Department. Ms. Ruckle was asked to contact the County Sheriff on this issue and to bring a final draft to the next scheduled meeting for final approval. There will be no health insurance benefits to employees working less than 25 hours per week. Present part time employees receiving pro-rated benefits will remain the same.

There was discussion on when the final discontinuation of the old Health Insurance Plan would take effect for all Section 4 Non-Unit employees. This issue has been addressed at previous meetings. After a discussion a motion was made by Legislator Pullen, seconded by Legislator Ungermann to eliminate this plan effective January 1, 2012 and everyone would be obligated to join the Option 1 Health Insurance Plan. Discussion followed and an amendment to the motion was made by Legislator Cady to discontinue the plan effective January 1, 2013 in order to give more time to notify all employees of this decision, motion carried.

Ms. Ruckle requests the committee to sponsor the payment of an invoice for \$64.88 to cover expenses involved with a reception to honor employees with 30 years of service that was held on October 24, 2011. A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to approve said request.

**Robert Christman County Clerk:**

Mr. Christman requests the committee to approve temporarily filling a Senior Account Clerk Typist position that has been vacant due to an employee resigning. This position is a Civil Service requirement and the exam has not been issued at this time. Mr. Christman would like to temporarily fill this position as soon as possible. A motion was made by Legislator Pullen,

seconded by Legislator Fanton and carried to temporarily fill this position until Mr. Christman is able to appoint someone from the Civil Service list.

**New Business:**

The committee received a referral from the Public Safety Committee requesting the creation of a Second Public Defender position. Ms. Barbara Kelley Public Defender discussed with the committee the importance of filling this position. She stated the case load has increased a great deal. After discussion a motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to approve said request. Opposed: Legislator Ungermann

**PREPARE A RESOLUTION**

Legislator Ungermann inquired about quotes for Worker's Compensation Insurance. Mitch Alger Deputy County Administrator stated an insurance agent will be attending the next Personnel Committee meeting to discuss some of our options regarding Worker's Compensation.

**Adjournment:**

A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to adjourn the meeting at 2:12 p.m.

Respectively Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
DECEMBER 7, 2011**

**\*\* NOT APPROVED \*\***

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann

**Guests:** Bradley Allen – Marshall & Sterling, Brian Baty – BMA Consulting Services, Inc.

**Others:** J. Margeson, M. Alger, T. Miner, K. Slep, T. Hopkins, M. Healy, F. Sinclair, K. Graves, B. Rigby Riehle, E. Ruckle, M. Hennessy, S. Keib

**Call to Order:** The meeting was called to order by Chairman O'Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to approve the November 2, 2011 minutes with an amendment to reflect that Chairman O'Grady voted against the Public Defender position.

**Bradley Allen – Marshall & Sterling:**

Mr. Allen discussed the County's Self-Insured Workers Compensation Insurance Plan. There was discussion on what options the committee would like to check out in order to make a final decision. Chairman O'Grady stated the committee is exploring what options are out there and the best coverage for the money, whether to stay self insured or not. There was discussion on what his company can provide because of the County not having a designated safety officer. Mr. Allen stressed the need for safety/training meetings that have proven loss control, which lowers the cost. Chairman of the Board Curt Crandall stated the committee needs to put together an RFP stating specific options they want quotes on.

**Michael Hennessey Director Veterans Services Agency:**

Mr. Hennessey distributed information on the new VIP – Veterans I.D. Program to the committee and explained how the program works. This is a joint effort with the Veterans Council of Allegany and Cattaraugus Counties which offers a discount or incentive for all active and honorable/medical discharged Veterans. First the Veterans of Honorable Service are identified and issued an identification card. Second, Veteran-Friendly Businesses will be identified by a sticker on their door and in a directory that will be distributed. Veteran's will receive incentives of discounts off services or products. Mr. Hennessey explained the program will start in Cattaraugus County first. Mr. Hennessey and the Sheriff Department are working with Cattaraugus County to get this program started.

**Ellen Ruckle Personnel Director:**

Ms. Ruckle distributed a final draft proposal for the new benefits package for positions designated as part time. After review a motion was made by Legislator Pullen, seconded by Legislator Ungermann and carried to approve the proposal with an effective date starting January 1, 2012. **PREPARE A RESOLUTION**

Ms. Ruckle request committee to sponsor a resolution for the compensation of County employees for 2012 step increases for those eligible in the Sheriff, Nurses, A.F.S.C.M.E. and P.E.F. Salary plans. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to approve said request. **PREPARE A RESOLUTION**

Ms. Ruckle request committee to sponsor a resolution for the compensation of County employees for 2012 in the Section 4 Salary Plan. A motion was made by Legislator Fanton, seconded by Chairman O'Grady and carried to approve said request. (Opposed – Legislator Ungermann) **PREPARE A RESOLUTION**

Ms. Ruckle request committee to sponsor a resolution for the compensation of County employees in the Non-Unit Salary Plan to receive a salary increase of 2.25% and step increase as eligible. (Opposed – Legislator Ungermann) **PREPARE A RESOLUTION**

**Old Business:**

Brian Baty – BMA Consulting Services, Inc. distributed copies to the committee for their review of quotes for Disability Insurance Proposals, which are attached to the original minutes. Mr. Baty discussed our current carrier rate of \$12.30 was adjusted to \$7.55 per employee/ per month in September 2011, when we started to solicit quotes. Sun Life quoted, all employees at a rate of 50% of wages up to \$400 per week, at a cost of \$7.40 per employee with a 2 year rate guarantee. After discussion a motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve Sun Life as the Disability Insurance carrier. **PREPARE A RESOLUTION**

**Appointment:**

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to approve a reappointment of Michael D. Hennessy to the position of Director of the County Veterans' Service Agency effective January 1, 2012. **PREPARE A RESOLUTION**

**Adjournment:**

A motion was made by Legislator Ungermann, seconded by Legislator Benson and carried to adjourn the meeting at 2:11 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator