

**PERSONNEL COMMITTEE  
MAY 20, 2015**

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

**Committee Members Present:** D. Root, T. O'Grady, P. Curran, D. Decker, D. Fanton, D. Pullen, (Absent: C. Crandall)

**Others Present:** M. Alger, L. Ballengee, S. Brown, S. Burt, H. Budinger, K. Dirlam, K. Graves, D. Healy, M. Hennessy, R. Hollis, T. Hopkins, K. LaForge, T. Miner, B. Riehle, T. Ross, C. Santora, D. Scholes

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 4:10 p.m. by Personnel Committee Chairperson Deb Root.

**Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of April 15, 2015.

**Board of Elections**

**Request a Resolution Urging the NYS Legislature to Modify Section 4-177 of the Election Law to Allow Use of Standard Mail instead of First Class**

The Allegany County Board of Elections requested that the County Legislature pass a resolution requesting that the New York State Legislature modify section 4-177 of the Election Law to allow for the mailing of the mail check cards using Standard Mail versus First Class Mail. This is already permitted under US Postal service rules but NYS Election Law has not kept pace. If the State modified this law, we could realize a savings of \$1,500-\$2,000 per year in mandatory mailing costs. Support of this request was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

**Security Quotes form Austin Locksmithing & Security, Olean and SimplexGrinnell**

DPW's Steve Brown attended the meeting and fielded questions regarding the quotes received from Austin Locksmithing & Security, Olean and SimplexGrinnell. The quotes were about \$8,000 or so each. However, County Administrator Mitch Alger recommended that Mr. Hollis delay taking any action, and see if there is any money left in his budget at the end of the year and use that to begin the security improvements. Additionally, he recommended that the BOE budget for the remainder in 2016. Mr. Hollis said the front door lock was being replaced today so that it could be locked from the inside. Solutions for the back door included installing a peephole as well as replacing that lock.

**NYS Political Calendar**

Mr. Hollis noted that the Governor had signed the NYS Political Calendar. Pertinent dates include:

Thursday, September 10: Primary election

Tuesday, November 3: General election

June 2: first day to circulate petitions for candidacy

July 6-9: dates on which the petitions can be filed in the BOE office.

**Sandwich Signs for Polling Sites**

Mr. Hollis said that he had intended to use some grant funding to purchase an additional 18 sandwich signs for the polling sites. However, MOE Commissioner Mike McCormick was not in agreement, so the issue has been dropped.

### **Quotes for Totem Pocket Displays & Totem Protective Bags, Inclusion Solutions**

Mr. Hollis indicated that he had hoped to receive more than one quote for these items, but had not, so he was delaying any action on this issue at this time.

### **Office of Veterans' Affairs**

#### **Request to Fill Assistant Director of Veterans' Affairs Position**

Office of Veterans' Affairs Director Mike Hennessy requested approval to fill the Assistant Director (AFSCME, Council 66 bargaining unit/ grade 11, step base to step 7) position in his office which will become vacant due to a retirement. The position is budgeted for 2015. This is a full-time position funded 92 percent by the County and eight percent by the NYS Division of Veterans' Affairs. Mr. Hennessy's Memorandum of Explanation stated that the position is critical to the operation of the office. Mr. Hennessy said that without filling this position, there would only be one person to assist the 4,100 veterans and 500 widows in the County. Additionally, there would be a longer wait time for veterans to see the Veteran Service Officer to submit claims to the Veterans' Administration. The funding from the NYS Division of Veterans' Affairs is contingent upon the submission of monthly and quarterly reports to New York State, a portion of the Assistant Director's duties. He added that from the Geographic Distribution of VA Expenditures for FY 2013, (the latest year for which figures are available) the veterans in Allegany County received \$30,927,000 for compensation, pensions, education, and medical care. Mr. Hennessy said that the new hire would need to be a veteran which would increase the scope of duties that person could perform. The request to fill the position was granted on a motion by Legislator O'Grady, seconded by Legislator Fanton, and carried. **Refer to Ways & Means**

### **Human Resources**

#### **July Increments**

The following employees are eligible for an increment per Resolution No. 1-69 beginning in July. They were hired between July 1, 2014, and December 31, 2014, and did not receive an increment in January. Approval of July Increments for the following:

<u>Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate</u>	<u>Increment</u>
<b><u>HUMAN RESOURCES &amp; CIVIL SERVICE</u></b>				
Nancy M. Burdick	Human Resource Assistant	12/15/14	\$19.0399	.5755
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>				
Brandy M. Brodman	Cleaner	09/08/14	\$14.5577	.3491
Philip C. Washburn	Transfer Station Operator	10/11/14	\$14.8392	.4504
<b><u>OFFICE FOR THE AGING</u></b>				
Karen Chamberlain	Aging Services Technician	09/08/14	\$18.0367	.5405
<b><u>DEPARTMENT OF HEALTH</u></b>				
Joshua Schultz	Early Intervention Services Coordinator	07/21/14	\$19.7819	.6755

SOCIAL SERVICES

Brigette A. Thompson Caseworker	07/22/14	\$19.7819	.6755
Andrew S. Fancher Caseworker	08/06/14	\$19.7819	.6755

was granted on a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

**Prepare Resolution****Creation of Planning & Development Specialist Position**

Due to the retirement of a Clerk in the Development Office, and in light of the reorganization efforts for this department, the Planning & Economic Development Committee requested that the Clerk position be abolished and the title of Planning and Development Specialist be created. The Clerk title is an entry-level clerical position, but the Department hopes to better utilize his person by creating a position that is capable of performing a wider range of planning and economic development duties. Work will range from basic clerical functions to more advanced and technical work. This person will give the office more flexibility and depth. The Planning and Development Specialist will report directly to the Director of Planning (once created) but will also assist the Director of Development as needed. The salary for the Clerk is budgeted. The Department proposes that the Planning and Development Specialist be graded as an AFSCME Grade 13 Step Base 7. The request to create a Planning & Development Specialist Position and abolish the Clerk position was granted on a motion by Legislator Fanton, seconded by Legislator Decker and carried. **Prepare Resolution**

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:30 p.m. following a motion by Legislator Fanton, seconded by Legislator Decker, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators