

**PERSONNEL COMMITTEE
JUNE 17, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, S. Burt, R. Christman, K. Dirlam, K. Graves, D. Healy, K. Hollis, R. Hollis, T. Hopkins, J. Hoshal, S. Keib, C. Jessup, C. Knapp, K. LaForge, B. Riehle, T. Ross, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 4:00 p.m. by Personnel Committee Chair Deb Root.

Approval of Minutes

A motion was made by Legislator Decker, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of May 20, and June 8, 2015.

Allegheny County Mutual Self-Insurance Plan

Proposed 2016 Budget

Workers' Compensation Office Manager Sharon Keib distributed a proposed budget for 2016, already reviewed by County Administrator Mitch Alger, noting that the figures need to be in place by August 15. The proposed budget was approved on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried.

2016 Participant Assessments

Additionally, Ms. Keib requested approval of the Allegheny County Mutual Self-Insurance Plan 2016 Budgeted Participant Assessments. Ms. Keib noted that assessments are based on the following: one percent real property, 20 percent experience, and 79 percent payroll. There was some discussion regarding the fluctuations from last year's numbers which were explained to the Committee. Subsequently, the assessments to participants were approved on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried.

Board of Elections

Resolution to Merge the June Federal Primary and September State and Local Primary to the First Tuesday in August

BOE Commissioner Rick Hollis addressed the Committee, saying that the Board of Elections requests a resolution to merge the June Federal Primary and September State and Local Primary to the first Tuesday in August. Merging the two primaries would fix the following issues:

- It will allow the Board of Elections to meet all requirements of the Federal M.O.V.E. Act, allowing our Military and Overseas voters an equal opportunity to have their voices heard in all Elections;
- It will reduce the burden on County Committees to only having to collect petition signatures one time for all candidates and allow that process to take place in late April and May when the weather upstate is more conducive to collecting signatures;

- It will reduce the confusion of voters by having only one Primary Election in non-Presidential years, thus increasing voter turnout;
- Since School Districts will not be allowed to use lever machines in the future, the conflict with using optical scan machines is removed since any budget re-vote is required to take place on the third Tuesday of June and the Federal Primary is currently scheduled for the Fourth Tuesday in June, thus removing the conflict;
- Because schools are often used as polling sites across the state, this proposal moves the Primary out of the time when Schools are in session thereby increasing school safety since students will not be in school;
- It will allow approximately 30 days to resolve contested primaries;
- It will appropriately spread out Elections to give limited staff time to resume normal operations between Elections;
- According to the NYSBoE it will save Counties and Towns approximately \$50,000,000 dollars in unfunded mandate costs.

Mr. Hollis said that Congressman Tom Reed, Senator Cathy Young, and Assemblyman Joe Gliglio support this proposal. Mr. Hollis also suggested that when the resolution is adopted, that it be sent to InterCounty and NYSAC as appropriate. Approval of the proposed resolution was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

Old Business

Referrals from Planning & Economic Development

Request to Create and Fill Director of Planning Position

A resolution was requested to create and fill a Director of Planning position. The Director of Planning will supervise the Secretary to the Director of Planning and the Planning and Economic Development Specialist. The Director will be responsible to initiate, coordinate, direct, review, and report the daily activities performed by the Planning Department. The Planning Director will operate with guidance and direction from the County Administrator. Filling this position is essential to ensuring short- and long-term municipal and regional planning objectives are achieved. Since this is a Department Head position, the Section IV Salary Plan will need to be amended to include the Director of Planning's salary. Approval of the creation of the position of Director of Planning along with the appropriate addition to the Section 4 Salary Schedule was granted on a motion by Legislator Curran, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Creation of Secretary to the Director of Planning Position

Additionally, there was a request to create a Secretary to the Director of Planning in the Planning Department. This position will serve as a confidential secretary to the Director of Planning as well as provide administrative and technical support to the office. It is recommended that the position be placed in the Non-Unit Salary Schedule at Grade 2, Step 11. The salary is currently budgeted under the Secretary to the Director of Development. Approval to create this position was granted on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Prepare Resolution**

Executive Session

The Committee entered executive session to discuss collective bargaining negotiations at 4:20 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. The

Committee exited executive session at 4:40 p.m., following a motion by Legislator Curran, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:40 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

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