

**PERSONNEL COMMITTEE
JULY 15, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, H. Budinger, M. Gasdik, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, R. Lynch, T. Miner, B. Riehle, T. Ross, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 3:35 p.m. by Personnel Committee Chair Debra Root.

Approval of Minutes

A motion was made by Legislator Curran, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of June 17, 2015.

Amendment to Resolution No. 192-10 Establishing Procedure to Promote the Reduction in the Size of the Allegany County Workforce

County Administrator Mitch Alger requested an amendment to RESOLUTION NO. 192-10 as indicated below.

RESOLUTION ESTABLISHING PROCEDURE TO PROMOTE THE REDUCTION IN THE SIZE OF THE ALLEGANY COUNTY WORKFORCE

Offered by: Ways and Means Committee

WHEREAS, this Board recently adopted Part A of the New York State Retirement Incentive Program, and

WHEREAS, the primary goal of the retirement incentive is to reduce the cost of government by reducing the size of the payroll, and

WHEREAS, reduction in the size of the County payroll can be accomplished by not filling vacant positions, and

WHEREAS, it is anticipated that a number of Allegany County employees will opt to retire due to the retirement incentive, now therefore, be it

RESOLVED:

1. That in addition to complying with all existing procedures applicable to the filling of vacant positions, no position may be filled without a recommendation from the County Administrator that it meets at least one of the following criteria:

- a) The position is vital to the health and safety of Allegany County residents.
- b) The position is one that Allegany County is legally obligated to fill.
- c) Filling the position will be financially beneficial to Allegany County.
- d) Necessary for the continued operation of essential programming and/or services.

2. That all recommendations of the County Administrator that a vacant position should be filled shall be subsequently referred to the Ways & Means Committee for such committee's approval.

3. Exception to this procedure occurs when the Office for the Aging requests to fill a pre-existing part-time position that has been vacated unexpectedly, and therefore; necessitates the need for immediate filling for the continued operation of essential programming and/or services. These positions include:

- a. Luncheon Center Manager
- b. Home Delivered Meals Drivers

4. In such an instance, the County Administrator will temporarily approve authorization to fill a vacancy. At the next practical Standing Committee and Ways and Means Committee meeting, the Department Head will bring the request to fill for committee consideration.

5. This resolution shall take effect immediately.

Moved by: Mr. Fanton Adopted: Roll Call
Seconded by: Mr. Pullen 13 Ayes, 0 Noes, 2 Absent

(Memo: Regarding Resolution No. 192-10, the anticipated process for filling vacant positions is as follows: (1) The Department Head will seek approval from his/her Standing Committee to fill a vacancy. If granted by the Committee, (2) The Department Head will present the request to the County Administrator and will set forth the rationale as to why the request to fill meets or exceeds the established criteria. (3) Lastly, the request to fill the vacancy will be brought before the Ways and Means Committee, along with the County Administrator's recommendation, for final action by the Committee.)

Mr. Alger began the discussion by saying that this is an existing policy from 2010 during a period when there was a retirement incentive and the County anticipated quite a few vacancies, so a step was added to the filling a vacancy policy. That step basically added an additional step...from Committee of Jurisdiction, to the County Administrator to Ways & Means. OFA Director Madeleine Gasdik expressed concern that when a luncheon center manager or Meals-on-Wheels driver resigned or retired, there was often not enough time to re-fill the position when needing to go through all these steps. She requested "blanket" permission to fill such a position when the time lapse between a resignation and a Human Services Committee meeting would cause undue difficulty for the luncheon centers and/or home-delivered meals. The proposed amendment would address this issue and allow for a more timely resolution of these positions. It would be a temporary approval until the County Administrator, sometimes after the fact, added his approval to the hiring. Essentially, however, the process remains the same. There was some discussion about other changes that might be made to the policy and/or the memo that follows it. Subsequently, approval of the draft amendment as proposed was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Refer to Ways & Means/Prepare Amended Resolution**

Board of Elections

Condition of the Board of Elections Building

Board of Elections Commissioner Rick Hollis reiterated his concern for employees and clients entering the BOE Building on Schuyler Street. Additionally, he provided photographs to show the deterioration over the past few years. He added that there is quite a "hollow" in the

basement which doesn't seem as if it will support new brick work if the back wall is repaired. It was noted that DPW had contacted a contractor to look into what needs to be done and create a cost estimate. Much more discussion ensued regarding the best ways to address this issue within the confines of the law. County Attorney Tom Miner suggested getting the estimate of scope of work as well as the cost and approach the landlord, saying this work must be done, and suggest that a rent adjustment can be made if the owner could not pay the cost of the work.

Attorney/Client Session

The Committee entered attorney/client session at 3:50 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. The Committee exited attorney/client session at 4:25 p.m., following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

Good of the Order

Legislator Curran gave a brief report on damages incurred in Swain during the previous evening's severe weather and the work being done to mitigate the damages.

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 Pullen, seconded by Legislator Curran, and carried.

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