

PERSONNEL COMMITTEE
November 18, 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, H. Budinger, S. Burt, D. Healy, K. Graves, R. Hollis, C. Jessup, C. Knapp, K. LaForge, B. Riehle, T. Ross, R. Scott

Media Present: No media present.

Call to Order: The meeting was called to order at 3:55 p.m. by Personnel Committee Chairman Deb Root.

Approval of Minutes

A motion was made by Legislator Curran, seconded by Legislator Healy, and carried to approve the Personnel Committee minutes of October 21, 2015.

Pension Reporting

Clerk of the Board Brenda Rigby Riehle requested a resolution establishing the following as standard work days for the following elected and appointed officials and will 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. All three participate in the County's timekeeping program, and submit an actual timesheet. They are not required to keep a log.

Title	Name	Standard Day	Term	Record of Time
Public Defender, Asst. 3 rd	DiCola, Paul S.	7 hours/day	8/18/14-12/31/17	yes
Planning Director	Dirlam, Kier	7 hours/day	7/27/15-12/31/17	yes
IT Director	Hooker, Keith	7 hours/day	7/27/15-12/31/17	yes

Approval was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

Board of Elections

Safety and Security Upgrades Project

Board of Elections Commissioner Rick Hollis requested clarification for safety and security upgrades discussed earlier this year. He stated he requested \$8,500 in the 2016 Budget for these upgrades. It was cut to \$4,500, and he wondered how the balance was going to be funded. County Administrator Mitch Alger said they looked at the Budget, and they were not convinced that \$8,500 was appropriate for the upgrades at the office. There was discussion about doing what they can for \$4,500 by prioritizing the list of things that need to be addressed. Some of the issues discussed were being American with Disabilities Act (ADA) compliant, and the County doesn't own the office building they are located in. It was suggested if some of the work can be done out of the 2015 Budget, that may help with funds. Legislator Fanton asked if Mr. Hollis had any money in the 2015 Budget that could help. Mr. Hollis stated he doesn't know because he hasn't received all the bills from the election. Legislator Root asked if some of the

items on the list have already been completed. Mr. Hollis replied only the front door lock has been addressed. There was discussion on the current office space, and the possibility of different office space. Mr. Alger noted there may be some office space in the Department of Health. Mr. Hollis stated he did not know about the office space in the Health Department. Legislator Root suggested coming up with a three-year plan to address some of the issues using a priority list.

Monthly Report

Mr. Hollis reported there was a tie in the Town of Friendship in the Councilman race, so it is considered a null vote. There are three possibilities of what will happen next: the person who was in office stays in office as a hold over, the Town Board can appoint to fill, or the Governor can call a special election. He doesn't believe the Governor will call a special election. Legislator Pullen asked if the candidates know the results. Mr. Hollis said no because they just certified the election today. So, the candidates and Town Board did not know there was a tie.

Mr. Hollis stated they used two scanners to count the absentee ballots. He reported it went well and quickly. He believes that is how they are going to count them in the future. He noted it costs the same for the ballots that can be machine read. Legislator Decker asked how many absentee ballots were cast this election. Mr. Hollis reported 337. Mr. Hollis reported there is an issue in the Town of Allen with the Highway Superintendent. They had a meeting scheduled today, but the person canceled. It has been rescheduled for Monday. Legislator Fanton said he appreciates Mr. Hollis' attention to detail, and the job he has done. Legislator Decker said he was happy with the reporting.

New Business

County Administrator Mitch Alger stated the Office Manager for Worker's Compensation intends to retire December 4, or 5, 2015. He asked if she was willing to come back on a contractual basis to help, but she said she doesn't have any interest in doing that. They are working on a solution to move forward, and the Board will need to address this in the near future. County Treasurer Terri Ross noted there is an actuarial audit in January for the Worker's Compensation Plan. Chairman Crandall asked who does the audit. Ms. Ross replied a new company in Syracuse. Mr. Alger said it is a unique position, and it will be hard for someone to be comfortable right away. Legislator Fanton stated Doug Dylan who trained the Office Manager may be willing to come in and help train a new person. Ms. Ross wondered if the third party administrator may be able to provide temporary staff.

Executive Session

The Committee entered executive session at 4:26 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried, to discuss negotiations pursuant to article fourteen of the civil service law. The Committee exited executive session at 4:32 p.m. following a motion by Legislator Pullen, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:32 p.m. following a motion by Legislator Fanton, seconded by Legislator Decker, and carried.

Respectfully submitted,
Rebecca Scott, Secretary to the Clerk of the Board
Allegany County Board of Legislators