

PERSONNEL COMMITTEE
December 16, 2015
NOT APPROVED

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

Others Present: M. Alger, L. Ballengee, H. Budinger, S. Burt, K. Graves, D. Healy, M. Hennessy, R. Hollis, J. Hopkins, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, R. Scott

Media Present: No media present.

Call to Order: The meeting was called to order at 3:46 p.m. by Personnel Committee Chairman Deb Root.

Approval of Minutes

A motion was made by Legislator Curran, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of November 18, 2015.

Renewal of the Hartford Short-Term Disability Insurance

Personnel Officer Bobby Budinger requested to renew the short-term disability insurance with the Hartford. Requests for proposals were sent out to fourteen carriers. Mr. Budinger received five quotes, one non-competitive reply, and eight declinations. The Hartford quoted a rate of \$0.45 which was \$0.036 lower than the next lowest quote. This represents a rate increase of \$0.16. The request was approved on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Prepare Resolution**

Appointment of Veteran's Service Agency Director

The Chairman of the Board plans to reappoint Michael D. Hennessy of Wellsville, New York, to the position of Director of the County Veterans' Service Agency, effective January 1, 2016. Legislator Graves asked if it was possible to change the one-year appointment to a four-year appointment. County Attorney Tom Miner said it may be possible, and he would look into it. County Veterans' Service Agency Director Michael Hennessy said the Veteran's Service Officer Association has been trying to get it approved for a longer term, but it hasn't gone anywhere. A motion was made by Legislator Curran, seconded by Legislator Decker, and carried to sponsor a resolution, confirming the Chairman's appointments. **Prepare Resolution**

Request Permission to Fill Assistant County Attorney (4th)

County Attorney Tom Miner requested to create and fill one temporary training position of Assistant County Attorney (4th). This position will terminate upon the retirement of the First Assistant County Attorney, but no later than September 6, 2016. This attorney position will help fill the gap created when the First Assistant County Attorney retires, and will primarily deal with Family Court matters on behalf of the Department of Social Services. The individual hired will be replacing an attorney with over twenty-years of experience in the County Attorney's Office and over thirty-five years as a practicing attorney. The training period is necessary to mitigate the loss of experience. Currently, both the First and Second Assistant County Attorneys spend

a majority of their time on such matters. As Mr. Miner also plans to retire no later than the end of his current term, December 31, 2017, the Second Assistant will need to be in a position to take over all the other County Attorney work currently performed by Mr. Miner. Therefore, the individual hired for the temporary training position will ultimately take over the workload of the soon to be retired First Assistant, and partially free up the Second Assistant to train with Mr. Miner. The position is in the Budget at an annual salary of \$70,000. However, given its temporary nature, it will be filled no more than seven and one-half months. Therefore, the salary paid for this period would not exceed \$43,750. Legislator Pullen asked if there are any leads on possible candidates. Mr. Miner said they are not certain, and noted there are not a lot of local options. The request was approved on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Prepare Resolution and Refer to Ways & Means**

Allegheny County Computer and Email Use Policy

Legislator Root read language County Attorney Tom Miner proposes regarding the new Computer and Email Policy. It said, "WHEREAS, the widespread use of a variety of different means of electronic communication by County employees has warranted a review of the County's existing policy on this matter, now therefore, be it

Resolved:

1. That the Employee Electronic Communications & Device Use Policy is hereby approved.
2. That this policy is intended to complement the Computer Use Policy; E-Mail Policy and Internet Policy previously adopted by Resolution No. 35-2004 and to the extent that this earlier policy conflicts with the newly adopted Employee Electronic Communications & Device Use Policy, the newly adopted Policy shall apply.
3. This resolution shall take effect immediately.

Chairman Crandall asked about the iPads and the electronic distribution of information. He wondered if it needs to be in the Board Rules or part of the policy. Mr. Miner stated it can be in the Board Rules. Legislator Root suggested it may be more procedural, than a policy. A memo form the Clerk's Office may be an option, along with including it in the Board Rules. Legislator Pullen had a question about the Legislators' use of the tablets, and if using the Tablets for a political matter is violating the policy. Mr. Miner doesn't see a conflict because part of being a Legislator is political. Clerk of the Board Brenda Rigby Riehle believes the same rules that apply to the paper documents apply to the electronic ones. Legislator LaForge stated the Freedom of Information Law (FOIL) policy should be reviewed. He suggested having two people look at every request. Mr. Miner recommends one person should be the County Attorney. Legislator Root commented that when she was at Alfred State, they had a situation with foiling. The State University of New York (SUNY) legal representatives came, and every employee went through training. She learned not to do any personal business because it is foilable. They also suggested not keeping emails. Finally, she learned not to use email for everything. There is a time and place for using email and using the phone. If you don't want anyone to see it, pick up the phone and have a conversation. Mrs. Rigby Riehle encourages everyone to have a County email. Legislator Decker made a motion to adopt the revised Employee Electronic Communications & Device Use Policy, seconded by Legislator Curran, and carried. **Prepare Resolution**

Referral from Human Services:

Request Permission to Create Director of Environmental Health Position

Public Health Director Lori Ballengee requested a resolution to create and fill a Director of Environmental Health position. Personnel Officer Bobby Budinger recommended approving the position as a PEF, Grade 9 based on the evaluation of requirements. The request was approved on a motion by Legislator Pullen, seconded by Legislator Decker, and carried. **Prepare Resolution and Refer to Ways & Means**

New Business

Commissioner Rick Hollis stated in the Assembly there is a Bill (A8582) concerning early voting, and it will be moving forward.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:10 p.m. following a motion by Legislator Decker, seconded by Legislator Curran, and carried.

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