

PERSONNEL COMMITTEE

January 20, 2016

NOT APPROVED

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

Others Present: H. Budinger, S. Burt, K. Graves, D. Healy, R. Hollis, J. Hopkins, C. Jessup, C. Knapp, K. LaForge, J. Margeson, T. Miner, B. Riehle, T. Ross, R. Scott

Guests: Rich Ewell and Ian Whitehouse, Richardson & Stout

Media Present: No media present.

Call to Order: The meeting was called to order at 3:27 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Curran, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of December 16, 2015.

NYMIR Insurance Renewal

The Clerk of the Board's Office requests a resolution approving the insurance proposal by Richardson & Stout from NYMIR for the period February 1, 2016, through February 1, 2017 in the amount of \$248,719.20.

<u>Coverage</u>	<u>Deductible</u>	<u>Renewal Quote</u>
<i>Property</i> \$79,695,809 TIV	\$ 5,000	\$ 64,355
<i>General Liability</i> \$1 mm Occ./\$2 mm Agg.	\$250,000 per claim (SIR)	\$ 23,677
<i>Automobile</i> 186 - \$1mm per accident	\$500 Collision \$200/\$500 Comp.	Liability \$ 5,563 Physical Damage \$ 27,811
<i>Inland Marine</i> (\$11,922,958 TIV)	\$500 deductible	\$ 24,851
<i>Boiler & Machinery</i> (\$35 mm limit)	\$5,000 deductible	\$ 9,467
<i>Health Care/Prof. Liability</i> \$1mm occurrence/\$3mm aggregate	\$0 deductible	\$ 9,201
<i>Police Professional Liability</i> \$1mm occurrence/\$2mm aggregate.	\$250,000 per occur. (SIR)	\$ 20,927
<i>Crime</i> \$100,000 Employee dishonesty	\$250 (Employee Dishonesty/Forgery Bond) \$50,000 (Theft Disappearance)	\$ 3,622
<i>Capitalization Fee</i>	Allegany County recovered 100 percent of the capitalization fees paid, with interest.	

Public Officials Liability	\$250,000 per claim (SIR)	\$ 14,123
\$1mm occurrence/\$2mm aggregate		
Commercial Excess Liability	\$250,000 per occur. (SIR)	\$ 17,639
\$10mm occurrence/\$20mm aggregate		
Agency Fees (Richardson & Stout Commission)		\$ 26,000
NYS Motor Vehicle Fee/NYS Fire Fee		<u>\$ 1,483</u>
TOTAL:		\$248,719

FISCAL IMPACT: \$248,719.20

(In 2016 budget under Acct. A1910.406)

Clerk of the Board Brenda Rigby Riehle introduced Rich Ewell and Ian Whitehouse from Richardson & Stout. Mrs. Riehle stated they looked at self-insured and deductible plans. They determined that the self-insured plan was a better value for Allegany County. Legislator O'Grady stated he appreciated Richardson & Stout keeping their fees low in order to keep the County costs low. Legislator Graves asked if this was under budget. Mrs. Riehle replied it is within the budgeted amount. Legislator Graves commented that customer service is very important, and Richardson & Stout have provided excellent service. He has been very satisfied with them for years. The request was approved on a motion by Legislator Root, seconded by Legislator Decker, and carried. **Prepare Resolution (Resolution to come off the Floor at 1/25 Board Meeting.)**

Board of Elections

Commissioner Rick Hollis stated he attended a conference last week. He reported early voting was not included in the New York State Election Commissioners Association (NYSECA) agenda of the Legislative Committee because it was voted down in a six to six tie. The Election Commissioners will not be pushing early voting. However, Assemblyman Cusik will be pushing early voting legislation through the Assembly; it will then go to the Senate. Mr. Hollis distributed and reviewed the 2016 NYSECA Legislative Committee Agenda. He stated he voted against proposal 3 because it wanted to increase the districts. Mr. Hollis stated proposal 12 regarding electronic poll books was voted on separately. He voted against this in Committee. He believes this is a gateway into early voting because without them they can't have early voting. Mr. Hollis said it was a good conference, and he learned a lot. Mr. Hollis appreciates being allowed to attend because he is on the Legislative Committee. If he did not go to the conference, early voting would have passed six to five.

Legislator Pullen asked about the items they want to change at a Constitutional Convention. They include same day registration and no excuse absentee voting. Mr. Hollis said the State Constitution requires a minimum of 10 days to register before the election, and State Law requires 25 days. Same day registration would allow someone to show up at a polling site to register to vote and cast their ballot. Mr. Hollis said he would need registration people besides election inspectors at every district site on Election Day. Mr. Hollis said no excuse absentee voting would allow anyone to get an absentee ballot for no reason. Currently, you can get an absentee ballot only for certain reasons. Mr. Hollis said in his opinion it takes the process and opens it up to fraud. He noted Washington State and Oregon found this out because they do all their voting by mail. Mr. Hollis said there are good reasons to have a Constitutional Convention, but in his opinion these are two reasons why not to have one. He

noted the voter registration in the State is about 60 percent Democrat and about 30 percent Republican. Mr. Hollis feels the Democrats have the votes.

Mr. Hollis reported he met last night with the Town of Genesee to permanently move the voting site to the library. Last year they had a fire at the Town Hall, and they had to temporarily move to the library. When they remodeled the Town Hall, the room they would use for voting is now too small. The library has a larger space, plenty of parking, and is handicapped accessible. He spoke with the Town Board, and they passed a resolution to permanently move the voting to the library. Members of the Library Board will pass a resolution at their meeting on Thursday.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:39 p.m. following a motion by Legislator Root, seconded by Legislator Curran, and carried.

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

PERSONNEL COMMITTEE
February 17, 2016
NOT APPROVED

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

Others Present: L. Ballengee, L. Bliven, S. Burt, D. Healy, R. Hollis, J. Hopkins, C. Jessup, K. LaForge, J. Margeson, T. Miner, B. Riehle, T. Ross, R. Scott, R. Sobeck-Lynch

Media Present: No media present.

Call to Order: The meeting was called to order at 2:36 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

Elections Commissioner Rick Hollis requested on page 3 to add Commissioner Mike McCormick to the meeting with the Town of Genesee to permanently move the voting site to the library. A motion was made by Legislator Decker, seconded by Legislator Root, and carried to approve the Personnel Committee minutes of January 20, 2016, as amended.

Board of Elections

School Elections

Commissioner Rick Hollis reported there have been a number of inquiries about the Board of Elections assisting in school elections. He stated one inquiry came from a school where the Board of Elections uses the school as a voting site. Mr. Hollis requested permission to assist the schools with their elections. He reported they already help the Wellsville School District with their elections. Mr. Hollis stated they would offer other school districts the same agreement they currently have with the Wellsville School District. He noted it would not significantly increase the Board of Elections workload; they would only have to make additional ballots. Legislator O'Grady asked if all of the schools vote on the same day, and if the Board of Elections would have enough machines to assist them. Mr. Hollis replied yes, and there are twelve school districts. He said in the current agreement with Wellsville, the Board of Elections cannot help the school during the year when there is a federal primary election. This year it is on June 28; and by law, the school revote has to be the fourth Tuesday of June. There is not enough time to ship the machines, and then have them ready for the primary.

Legislator Decker asked if the school will provide personnel to help with the elections. Mr. Hollis stated they have to choose from a list of certified inspectors. Legislator Healy asked if the Board of Elections would take more inspectors. Mr. Hollis said yes. The Board of Elections pays for the training, but the school district hires and pays for the inspectors to work the school election.

Legislator O'Grady said he doesn't have any issues with the Board of Elections assisting the schools. He said if other schools are interested, they would have the same contract as Wellsville. Mr. Hollis stated he will survey the other eleven school districts to see who is interested. Legislator Pullen made the motion to offer the current school voting contract to other Allegany County school districts to assist them in school elections, seconded by Legislator Decker, and carried.

Village Elections

Mr. Hollis believes the Village of Angelica is going to have a referendum in March to move their election to November. If it passes, the Board of Elections would run their elections starting November 2017. Mr. Hollis noted there is no additional cost to the Board of Elections, but there is an additional cost to the town. He reported they would probably have to split the Town of Angelica and Village of Angelica. They would have to redistrict in order to do that. Mr. Hollis said the Village of Cuba is thinking about doing the same thing. He believes more Villages will follow because they will want to cut costs. Mr. Hollis said moving the election from March to November will improve voter turnout. County Treasurer Terri Ross asked how it would affect the terms of the Trustees. Mr. Hollis replied it would extend their terms. So, anyone in office would stay until the next election. The term would start the first of January, instead of April. Legislator Pullen commented he serves as counsel for the Village of Angelica. He has worked with Mr. Hollis and has found his knowledge and assistance very valuable. Legislator Pullen stated this is an example where the County can make things easier for local governments. He appreciates the assistance of Mr. Hollis and the Board of Elections.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:49 p.m. following a motion by Legislator Decker, seconded by Legislator Root, and carried.

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

PERSONNEL COMMITTEE

March 16, 2016
NOT APPROVED

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

Others Present: L. Ballengee, H. Budinger, K. Graves, D. Healy, R. Hollis, J. Hopkins, C. Jessup, C. Knapp, K. LaForge, J. Margeson, T. Miner, B. Riehle, T. Ross, R. Scott

Media Present: No media present.

Call to Order: The meeting was called to order at 4:26 p.m. by Board Chairman Curt Crandall.

Approval of Minutes

A motion was made by Legislator Decker, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of February 17, 2016.

NYSAC Resolution – DMV Services

This resolution calls for an increase in the share of revenue counties retain for providing State Department of Motor Vehicles (DMV) services. Chairman Crandall highlighted the seventh whereas in the resolution saying there is a clear inequity present when a county DMV provides all the services, including overhead and staffing needs, to fulfill these DMV services needed for state residents, yet the State takes 87.3 percent of the revenue generated from providing these services. A motion to support this resolution was made by Legislator Curran, seconded by Legislator Decker, and carried. **Prepare Resolution**

Board of Elections

Commissioner Rick Hollis stated yesterday the Village of Angelica overwhelming voted to turn over their elections to the Board of Elections in November. He noted this will require the Village to be separated from the Town, and add an election district. There will be two separate ballots, and it is not a hard to do that. Mr. Hollis said it will not impact the Republican Committee this year because it will take effect next year.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:29 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

PERSONNEL COMMITTEE

April 20, 2016

NOT APPROVED

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

Others Present: J. Adams, L. Ballengee, H. Budinger, K. Graves, D. Healy, R. Hollis, J. Hopkins,
C. Jessup, C. Knapp, K. LaForge, J. Margeson, T. Miner, B. Riehle, T. Ross, S. Burt

Media Present: No media present.

Call to Order: The meeting was called to order at 4:00 p.m. by Personnel Committee Chairman
Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of March 16, 2016.

Board of Elections

Commissioner Rick Hollis stated he was approached by numerous town officials requesting cost reductions. They asked if there is anything the County can do to reduce the elections charge back costs. Mr. Hollis commented on the handouts that he provided to committee members attending the meeting and outlined the scenarios and costs. Mr. Hollis stated the costs are determined by the number of elections held. County Treasurer Terri Ross stated towns receive charge backs based on costs incurred. Mr. Hollis noted that schools are required to pay 100 percent. Legislator Fanton stated the County is limited by the tax cap and is already doing more with less. For instance, for village elections, the state requires the County to have eight election inspectors, the County used to have four. Legislator Graves remarked this is a prime example of forced inefficiencies and recommended moving this concern up the chain. County Treasurer Terri Ross noted that charge backs are only billed to towns; we do not bill the villages.

A motion was made by Legislator Root, seconded by Legislator Fanton, and carried to enter into executive session at 4:10 p.m. to discuss the employment history of a particular individual. Immediately following discussion, at 4:25 p.m., a motion was made by Legislator Root, seconded by Legislator Decker, and carried to end the executive session and return to the regular meeting.

A motion was made by Legislator Fanton, seconded by Legislator Decker, and carried to enter into attorney/client session at 4:25 p.m. and immediately following discussion, at 4:37 p.m., a motion was made by Legislator Fanton, seconded by Legislator Decker, and carried to end the executive session and return to the regular meeting.

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 Decker, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Jodi Adams
Assistant to the County Administrator

PERSONNEL COMMITTEE

May 18, 2016

NOT APPROVED

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

Others Present: J. Adams, S. Decker, K. Graves, K. Hollis, J. Hopkins, C. Knapp, K. LaForge, T. Miner,

Media Present: No media present.

Call to Order: The meeting was called to order at 4:50 p.m. by Personnel Committee Vice Chair Debra Root.

Approval of Minutes

A motion was made by Legislator Decker, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of April 20, 2016.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5:02 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

Respectfully submitted,
Jodi Adams
Assistant to the County Administrator

PERSONNEL COMMITTEE

June 15, 2016
NOT APPROVED

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

Others Present: H. Budinger, M. Gasdik, K. Graves, M. Healy, R. Hollis, J. Hopkins, C. Jessup, K. LaForge, J. Margeson, T. Miner, B. Riehle, T. Ross, N. Ungermann

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 3:49 p.m. by Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator O'Grady, and carried to approve the minutes of May 18, 2016.

Pension Reporting

Brenda Rigby Riehle, Clerk of the Board, requested a resolution establishing a standard work day and directing a report of days worked to the NYS Retirement System. This request was approved by Legislator Root, seconded by Legislator O'Grady and carried.

Prepare Resolution

July Increments

Mr. H. Robert Budinger, Personnel Director, provided a list of employees who are eligible for an increment per Resolution No. 1-69 beginning in July. The employees were hired between July 1, 2015, and December 31, 2015, and did not receive an increment in January. This request was approved on a motion by Legislator Root, seconded by Legislator Fanton, and carried. **Prepare a Resolution**

Board of Elections

Rick Hollis, Elections Commissioner (R) indicated that NYS has passed and Governor Cuomo has signed a bill to use the post office to send our big mail. Mr. Hollis indicated the election went well in the Wellsville Central School. The Richburg School has asked the Board of Elections to find another facility for the public to vote. The facility used for voting needs to be ADA compliant. Mr. Hollis will discuss using the Town Hall with Senator Cathy Young and Assemblyman J. Giglio. Rick Hollis, Elections Commissioner (R) and Mike McCormick, Elections Commissioner (D) will meet with Richburg Central School officials to discuss holding elections at the school. Elections will most likely have to be held at the Richburg Central School for the next two years since they are ADA compliant.

Dominion Voting Machines

Seventeen voting machines are coming off warranty next year. Rick Hollis, Commissioner of Elections (R) noted if we don't have a contract with them, then we are last on the list to have service completed. This agreement would cover a period of 3 years at a cost of \$23,976. This agreement would cover 37 machines. The request to approve this agreement was made by a motion from Legislator Fanton, seconded by Legislator Root, and carried. **Refer to Ways and Means**

EMS Software Agreement

Mr. Hollis reported that the EMS software maintenance agreement expires next year and three machines go off warranty next year. EMS software is used to create the ballots. Terri Ross, County Treasurer, suggested making this a 3 year agreement which would include 2017, 2018 and 2019. Mr. Hollis indicated he would go back to the software company and see if this would be possible to negotiate.

Executive Session (when applicable)

The Committee entered executive session at 4:08 p.m. on a motion by Legislator Fanton, seconded by Legislator Root, and carried, to discuss collective negotiations pursuant to article fourteen of the civil service law. The Committee exited executive session at 4:17p.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 4:17 p.m. following a motion by Legislator Decker, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Janet Norris, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE

June 20, 2016
NOT APPROVED

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

Others Present: T. Boyde, H. Budinger, J. Budinger, S. Burt, R. Christman, R. Hollis, K. Hollis, J. Hopkins, C. Jessup, C. Knapp, K. LaForge, M. McCormick, T. Miner, B. Riehle,

Media Present: Bob Clark, Olean Times Herald

Call to Order: The meeting was called to order at 3:00 p.m. by Personnel Committee Chairman Timothy O'Grady.

Approval of Minutes

A motion was made by Legislator Root and seconded by Legislator Decker to approve the minutes of June 15, 2016. This motion was withdrawn as Elections Commissioner Hollis requested a few changes to those minutes. Chairman O'Grady suggested that approval of the June 15, 2016, minutes wait until the next meeting.

Replacement of Deputy Clerk II

County Clerk Robert Christman requested approval to fill a Deputy Clerk II (Non-Union, Grade 7) position due to a retirement. The Deputy II Clerk is responsible for managing the receipting, indexing, storage, and retrieval of documents, including legal records pertaining to ownership of real property and all court records, except criminal records for Supreme Court and County Court. The Deputy II is also responsible for managing the collection of revenue for these services, which are provided to several levels of government (Courts, Towns, County, State, and Federal). All typical managerial responsibilities to include payroll, equipment maintenance, procurement, and personnel affairs. The position is funded by the fees generated in the County Clerk's Office. The request was approved on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Refer to Ways and Means**

Senior Recording Clerk in County Clerk's Office

Mr. Christman also requested approval to fill a Senior Recording Clerk (AFSCME, Grade 10) position. The County Clerk has five Senior Recording Clerks. They are frontline employees who interact with the general public, lawyers, and abstractors. The position of Senior Recording Clerk (SRC) requires a high level of training and proficiency, and it is critical that a trained SRC is always available to assist and complete the legally required civil filing and real property transactions. The position is funded by the fees generated in the County Clerk's Office. The request was approved on a motion by Legislator Root, seconded by Legislator Decker, and carried. **Refer to Ways and Means**

Voting Machine Maintenance Agreement

Mr. Hollis reported that at the last meeting there was a discussion regarding the Voting Machine Maintenance Agreement. Mr. Hollis contacted the vendor, and beginning this year all 40 voting units will now be due in unison. This will add three machines to the current agreement, increasing the contract from \$23,976 to \$24,840.

Mr. Hollis also spoke with the vendor regarding the EMS Software Maintenance Agreement that will expire next year. The EMS Software is used to create the ballots. Mr. Hollis conveyed that the agreement is \$27,000 annually, and since it does not expire until the end of 2017, he advises not making any changes with this agreement at this time.

Voting – Richburg School Update

The Richburg School had asked the Board of Elections to find another facility for the public to vote. An agreement was made between Mr. Hollis, Mr. McCormick, and the school principal to use a different room within the school for voting purposes. This room has a different access than what has been used previously, is self-contained, and can be closed off from the rest of the school. Mr. Hollis stated that postcards would be going out to all registered voters notifying them of the changes.

Legislator Decker asked if this room and its access would still be ADA compliant, and Mr. Hollis assured that this was the case.

Crosswalk project

Mr. Hollis reported that he spoke with the DOT regarding the crosswalk project. DOT reported that nothing has yet been put in the 2018 budget for this crosswalk. Mr. Hollis stated that he will check back with the DOT regarding this project.

Voting –Town of Burns

In speaking with the Supervisor from the Town of Burns, Mr. Hollis and Mr. McCormick stated that voting will be moved to the Community Room within the same building that is currently being utilized for voting purposes. Mr. Hollis reported that this room is also ADA compliant.

Inspector Training

Mr. Hollis reported that next week will begin inspector training. There are 167 individuals signed up for this training. It will take place in the Situation Room at the Sheriff's

Department. Mr. McCormick and Mr. Hollis would both like to express their thanks to the Sheriff for allowing them the use of the room.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:12 p.m. following a motion by Legislator Root, seconded by Legislator Decker, and carried.

Respectfully submitted,

Nancy Burdick, Human Resources Specialist

PERSONNEL COMMITTEE

August 8, 2016
NOT APPROVED

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

Others Present: T. Boyde, H. Budinger, K. Graves, M. Healy, K. Hollis, R. Hollis, J. Hopkins, C. Jessup, K. LaForge, R. Lynch, T. Miner, B. Riehle, T. Ross, N. Ungermann

Call to Order: The meeting was called to order at 12:49 p.m. by Personnel Committee Chairman Timothy O'Grady.

Extend Temporary Position of Fourth Assistant County Attorney

County Attorney Tom Miner requested a resolution extending the temporary position of Fourth Assistant County Attorney to September 17, 2016. When the position was created by Resolution No. 290-15 on December 28, 2015, the resolution indicated that the position would be abolished no later than September 6, 2016. The position of Fourth Assistant County Attorney was created in anticipation of the First Assistant County Attorney retiring by September 6, 2016, and to provide an opportunity for an attorney to become proficient in handling various legal matters. Since that time, the First Assistant County Attorney indicated that she plans to retire by September 17, rather than September 6. A motion was made by Legislator Decker, seconded by Legislator Root, and carried to extend the position of Fourth Assistant County Attorney from September 6 to September 17, 2016. **Refer to Ways & Means**

Assistant County Attorney Salaries Established by Resolution No. 290-15

Attorney Miner also requested the following salary adjustments for the Assistant County Attorney positions established by Resolution No. 290-15:

First Assistant County Attorney from \$98,293 to \$80,000
Second Assistant County Attorney from \$75,762 to \$75,000
Third Assistant County Attorney from \$74,581 to \$70,000

Attorney Miner indicated that this change will result in an annual savings of approximately \$24,000. The request was approved on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Refer to Ways & Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 12:53 p.m. following a motion by Legislator Root, seconded by Legislator Decker, and carried.

Respectfully submitted,

Brenda Rigby Riehle, Clerk of the Board
Allegheny County Board of Legislators

PERSONNEL COMMITTEE

August 17, 2016

NOT APPROVED

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

Others Present: T. Boyde, R. Christman, K. Hollis R. Hollis, C. Knapp, M. McCormick, T. Miner, B. Riehle, T. Ross, M. Washer

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 3:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

Elections Commissioner Rick Hollis requested the following amendments to the June 15, 2016 minutes:

- On page 1 at the beginning of Board of Elections paragraph add "the bill the Governor signed will allow us to use standard mail rates instead of first class for our mailings of the mail check post cards."
- On page 1 at the end of Board of Elections paragraph add "since the NYSDOT will not put in an ADA crosswalk from the school side to the Town Hall, due to a major road rebuild to take place in 2018, we will need to vote in the school for at least the next two years."
- On page 2 at the end of Dominion Voting Machines paragraph add "37 voting machines are coming off warranty."
- On page 2 under the EMS Software Agreement add "that agreement ends in December 2017, we also have three ICP voting machines coming warranty in December 2017, the Commissioner will check with the vendor to see if these machines can be added to 37 machines that come off warranty in 2016 and then all voting machines would come off warranty the end of 2019. The EMS warranty ends in 2017 and will stay on that cycle."

Elections Commissioner Rick Hollis requested the following amendments to the July 20, 2016 minutes:

- The date of the minutes should be changed from June 20 to July 20.
- On page 2 under Voting – Town of Burns change "Supervisor from the Town of Burns" to "the Mayor Canaseraga".

A motion was made by Legislator Fanton, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of June 15, 2016 as amended.

A motion was made by Legislator Pullen and seconded by Legislator Root, and carried to approve the Personnel Committee minutes of July 20, 2016 as amended.

COUNTY CLERK

Designation of Depository and Authorization to Access Funds

Allegany County Clerk Robert L. Christman requested approval to name two new deputies, Jessica L. Lynch and Ryan M. Keib to be depositories as well as authorize both to move funds in and out of Steuben Trust Company. Deputy County Clerk Linda Healy and Deputy County Clerk III Wanda Bise (name change) will continue to be listed as well. The request was approved on a motion by Legislator Decker, seconded by Legislator Fanton, and carried. **Prepare Resolution**

On a related note, Legislator Decker questioned if there are any banks based in Allegany County that we could use for this account, rather than a bank from Hornell, NY. Mr. Christman stated that Steuben Trust Company is our official depository bank that is based out of Hornell, NY; however, he does his business at our local Steuben branch here in Belmont, NY. County Treasurer Terri Ross added that the only bank based out of Allegany County is the credit union, and they are not approved to be a depository for taxpayers and are not able to provide collateral against our deposits.

Board of Elections

Attorney/Client Session

A motion was made by Legislator Decker, seconded by Legislator Pullen, and carried to enter into attorney/client session at 3:04 p.m. Immediately following discussion at 3:19 p.m., a motion was made by Legislator Decker seconded by Legislator Pullen, and carried to end the attorney/client session and return to the regular meeting.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:20 p.m. following a motion by Legislator Fanton, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
September 12, 2016
NOT APPROVED

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

Others Present: R. Anderson, T. Boyde, H.B. Budinger, K. Graves, L. Gridley, D. Healy, K. Hollis R. Hollis, C. Jessup, J. Kelley, T. Miner, B. Riehle, T. Ross, M. Washer

Call to Order: The meeting was called to order at 12:49 p.m. by Personnel Committee Vice Chairman Debra Root.

Approval of the Workers' Compensation Budget for 2017

The committee reviewed the Workers' Compensation Budget for 2017. There was a brief discussion on how we obtain our numbers and what specific formulas are used to get them. The Budget was approved on a motion made by Legislator Decker, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 12:53 p.m. following a motion by Legislator Fanton, seconded by Legislator Decker, and carried.

Respectfully submitted,
Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
September 21, 2016
NOT APPROVED

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

Others Present: T. Boyde, H.B. Budinger, R. Christman, P. Cockle, K. Graves, S. Grusendorf, D. Healy, K. Hollis, R. Hollis, J. Hopkins, C. Jessup, K. LaForge, R. Lynch, T. Miner, K. Monroe, B. Riehle, T. Ross, M. Washer

Call to Order: The meeting was called to order at 3:30 p.m. by Personnel Committee Vice Chairman Debra Root.

New York Municipal Insurance Reciprocal (NYMIR)

NYMIR (New York Municipal Insurance Reciprocal) Senior Risk Control Specialist Tim Randall attended the meeting to meet the Legislators and discuss the County's insurance coverage. Mr. Randall stated he is heavily involved in physical surveys and over the last couple of weeks; he has looked at the County facility, Courthouse, Friendship facilities, and Landfill operations. Mr. Randall stated all looks well and he was hard pressed, particularly in the utility/boiler rooms, to find any issues. Mr. Randall made the committee members aware of dates and times for upcoming training sessions this fall.

Executive Session

A motion was made by Legislator Pullen, seconded by Legislator Curran, and carried to enter into executive session at 3:44 p.m. to discuss the collective negotiations pursuant to article fourteen of the civil service law. Immediately following discussion at 4:13 p.m., a motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to end the executive session and return to the regular meeting.

Approval of PEF Agreement

A motion was made Legislator Fanton, seconded by Legislator Pullen, and carried to move the approval of the PEF Agreement to Ways and Means. **Refer to Ways and Means**

County Engineer Position

Personnel Officer Harold Budinger requested a resolution to approve the addition of three salary grades (12, 13, and 14) to the PEF Salary Plan. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Pullen, and carried. **Refer to Ways and Means**

Mr. Budinger also requested a resolution to approve the change in classification from 11 to 14 for the County Engineer position. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Pullen, and carried. **Refer to Ways and Means**

911 Dispatch Center Positions

The Sheriff's Office requested approval to create four full-time 911 Dispatch positions. These positions are required to fill the new schedule in the 911 Dispatch Center. These positions have been included in the proposed budget for 2017. This request was approved on a motion made by Legislator Curran, seconded by Legislator Pullen, and carried. **Refer to Ways and Means for Approval to Fill**

A motion was made by Legislator Fanton, seconded by Legislator Pullen, and carried to table the discussion and approval of the Memorandum of Agreement to retain five retired Deputy Sheriffs as part-time Deputies.

County Clerk

County Clerk Robert Christman requested approval to fill one full-time Deputy Clerk (Grade 9, Step Base) position. The Deputy Clerk is responsible for managing the receipting, indexing, storage and retrieval of documents, including legal records pertaining to ownership of real property and all court records, except criminal records, for Supreme Court and County Court. The Deputy Clerk is also responsible for managing the collection of revenue for these services, which are provided to several levels of government (Courts, Towns, County, State and Federal). There are also managerial responsibilities to include, payroll, equipment maintenance, procurement, and personnel affairs. This request was approved on a motion made by Legislator Pullen, seconded by Legislator Fanton, and carried. **Refer to Ways and Means**

Elections Commissioner Re-Appointment

Clerk of the Board Brenda Rigby Riehle reported that she received correspondence from the Republican County Committee indicating that as a result of its September 19, 2016, meeting, the members would like to recommend Richard G. Hollis of 10987 Old State Road, Dalton, New York, as a suitable and qualified person for re-appointment to the Office of Commissioner of Elections to fill a four-year term commencing January 1, 2017, and expiring on December 31, 2021. The appointment was approved on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:27 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE

October 19, 2016

NOT APPROVED

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

Others Present: T. Boyde, C. Brown, H.B. Budinger, K. Graves, D. Healy, K. Hollis, R. Hollis, C. Jessup, C. Knapp, K. LaForge, T. Miner, B. Riehle, T. Ross, M. Washer

Call to Order: The meeting was called to order at 3:04 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Curran, seconded by Legislator Root, and carried to approve the Personnel Committee minutes of September 21, 2016.

A motion was made by Legislator Decker, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of September 26, 2016.

Elections Commissioner

Elections Commissioner Rick Hollis attended the meeting to update the committee on their contract with Wellsville School. Mr. Hollis stated they have asked them for assistance with an election on December 20 regarding a project that needs to be voted on. Mr. Hollis stated he recently found out after this year they will no longer be voting at the Amity Rescue Squad in Belmont, New York. Mr. Hollis stated Genesee Valley School Superintendent Brian Schmitt has offered the school as space for them to use, and he has looked at some different areas of the school but has made no final decisions. Mr. Hollis stated there have been proposals made that schools be closed on Election Day, which he supports due to the safety and security of the students. Mr. Hollis noted he has been recently inundated with new voter registration forms, and all are valid registrations. Legislator Pullen questioned if there is information we can receive with the makeup of what the new registrations are by party. Mr. Hollis stated 190 were Republican and 400 were all other parties, but that number could change as new registrations and updates come in.

Memorandum of Agreement with the Allegany County Deputy Sheriff's Association

Personnel Committee Chairman Tim O'Grady asked County Attorney Tom Miner if there was any update on the review of the Agreement with the Allegany County Deputy Sheriffs Association. County Attorney Tom Miner stated he understands the concerns but is comfortable with the current language in the agreement and does not foresee it causing any problems.

A motion was made by Legislator Pullen, seconded by Legislator Curran, and carried to allow the retention of retired Deputy Sheriffs as part-time Deputy Sheriff's, and the creation of five part-time Deputy Sheriff positions. **Refer to Ways and Means**

A motion was made by Legislator Pullen, seconded by Legislator Decker, and carried to approve setting the pay for part-time Deputy Sheriff's at \$17 per hour. **Refer to Ways and Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:25 p.m. following a motion by Legislator Decker, seconded by Legislator Curran, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
September 26, 2016
NOT APPROVED

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

Others Present: T. Boyde, K. Graves, S. Grusendorf, D. Healy, J. Hopkins, C. Jessup, K. LaForge, T. Miner, K. Monroe, B. Riehle, T. Ross, M. Washer, R. Whitney

Call to Order: The meeting was called to order at 11:35 a.m. by Personnel Committee Chairman Tim O'Grady.

Memorandum of Agreement

Sheriff Whitney requested permission to sign a Memorandum of Agreement with the Allegany County Deputy Sheriff's Association, Council 82, Local 3989 allowing the retention of retired Deputy Sheriffs as part-time Deputy Sheriffs, and setting the rate of pay at \$17/hour. Personnel Committee Chairman Tim O'Grady stated he has concerns with Section 8 that states "All full-time Deputy Sheriff vacancies shall continue to be filled by promotion, as outlined in the Collective Bargaining Agreement." Personnel Committee Chairman Tim O'Grady explained that during his last term, he was in a position of abolishing Deputy positions and the Union argued they could not abolish the positions; they needed to be filled according to the contract. After going through and winning an arbitration regarding the matter, Mr. O'Grady has concerns this new verbiage is putting them back into the position of not being able to abolish Deputy positions, which he feels is a right that management needs to have. Personnel Committee Chairman Tim O'Grady also stated he understands what this contract is trying to state; that we don't want a number of Deputies laid off and replaced with part-time Deputies; however, when the time comes for a new Board of Legislators, there may not be the same understanding as to the original intent of this clause. County Attorney Thomas Miner requested to review the contract and look at the concerns brought before the Personnel Committee so he can make sure that what is put forward is not going to create any of the concerns discussed during the meeting. A request to refer the contract to County Attorney Thomas Miner was motioned by Legislator Pullen, seconded by Legislator Root, and carried. **Refer to County Attorney**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 11:47 a.m. following a motion by Legislator Pullen, seconded by Legislator Root, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
November 16, 2016
NOT APPROVED

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

Others Present: L. Ballengee, T. Boyde, B. Budinger, S. Burt, R. Christman, K. Graves, D. Healy, K. Hollis, R. Hollis, J. Hopkins, C. Jessup, J. Kelley, C. Knapp, K. LaForge, T. Miner, B. Riehle, T. Ross, M. Washer

Call to Order: The meeting was called to order at 3:01 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of October 19, 2016.

Elections Commissioner

Elections Commissioner Rick Hollis attended the meeting to discuss the November 8, 2016, election. Mr. Hollis stated the turnout, without including absentee ballots, was around 69.7 percent. Mr. Hollis stated they had two scanners go bad, one during testing and one at the poll site. Mr. Hollis stated that fortunately the scanner went bad at the large poll site in Wellsville, and the voters were able to use the other scanner available. Mr. Hollis went on to say both scanners are on their way to be repaired or replaced, and feels the Equipment Maintenance Agreement will be a good thing for them as new machines cost \$6,500 each. Mr. Hollis said they changed the poll site in Wirt; it worked out better, and they only received one complaint regarding the distance from the parking lot to the poll site. Legislator Graves asked if they had the vote totals back for the Justice race in Wellsville that was contested. Mr. Hollis stated they are in the process of counting absentee ballots, affidavits, and third ballots, but believes it's leaning towards the incumbent.

Employee Information Reports

County Treasurer Terri Ross submitted reports previously requested by the committee. The reports show average age of combined staff, total number of employees as of September 30, average payroll per department, and active payroll statistics as of September 30. Ms. Ross stated there are some anomalies the committee should take into consideration when looking at these numbers; one being the takeover of WIC employees. Personnel Committee Chairman Tim O'Grady stated these reports are something they should continue to monitor, especially for future boards, as employees and payroll are the biggest expenses.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:17 p.m. following a motion by Legislator Fanton, seconded by Legislator Root, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
November 28, 2016
NOT APPROVED

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

Others Present: L. Ballengee, T. Boyde, B. Budinger, S. Burt, K. Graves, L. Gridley, D. Healy, K. Hollis, R. Hollis, J. Hopkins, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, M. Washer

Call to Order: The meeting was called to order at 12:34 p.m. by Chairman Curt Crandall.

Attorney/Client Session

A motion was made by Legislator Decker, seconded by Legislator Fanton, and carried to enter into attorney/client session at 12:35 p.m. Immediately following discussion at 12:58 p.m., a motion was made by Legislator Decker, seconded by Legislator Fanton, and carried to end the attorney/client session and return to the regular meeting.

Nurses' Union Contract

A motion was made by Legislator Pullen, seconded by Legislator Fanton, and carried to move the Nurses' Union Contract to Ways and Means and the full Board for approval. Legislator Decker noted that he has the highest admiration for what our nurses do, and given the information received, he is reluctantly supporting the contract. **Refer to Ways and Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:00 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
December 21, 2016
NOT APPROVED

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

Others Present: T. Boyde, B. Budinger, J. Budinger, S. Burt, K. Graves, D. Healy, M. Hennessy, K. Hollis, R. Hollis, J. Kelley, K. LaForge, M. McCormick, T. Miner, B. Riehle, T. Ross, M. Washer

Media Present: Brian Quinn – *Wellsville Daily Reporter*, Bob Clark – *Olean Times Herald*

Call to Order: The meeting was called to order at 12:34 p.m. by Chairman Curt Crandall.

Approval of Minutes

A motion was made by Legislator Fanton, seconded by Legislator Root, and carried to approve the Personnel Committee minutes of November 16, 2016.

Veteran's Service Agency Director

A request was made to re-appoint Michael D. Hennessy of Wellsville, New York, to the position of Director of the County Veterans' Service Agency, effective January 1, 2017, with an expiration date of December 31, 2017. This request was approved on a motion made by Legislator Fanton, seconded by Legislator Root, and carried. **Prepare Resolution**

Proposed Legislation

Elections Commissioner Rick Hollis attended the meeting to discuss proposed legislation the State Attorney General has come out with. With the issues surrounding the 2016 Presidential election, he has decided to promote a law called NY Votes 2017 containing twenty different parts. Mr. Hollis highlighted the top eight that follow:

1. Automatic registration
2. Same day registration and constitutional amendment
3. Permanent registration
4. Early voting
5. No excuse absentee voting
6. Increased language access
7. Restore voting rights to people on parole
8. Multiple notices to voters

Mr. Hollis stated that currently they send the mandated voting notice once per year to every voter, and this past year it cost \$5,600 to the one mailing. The proposed legislation will require us to send a voting notice a few weeks before every election happening during the year. Mr. Hollis added that this is going to be a significant increase to their costs. Legislator Graves stated he believes this is just a knee jerk reaction to the outcome of the Presidential election. Democratic Commissioner Michael McCormick stated some of the proposed legislation carries some merit to make the voting process easier, but it still has many more avenues to go through before it would be approved, adding right now this is just coming from the Attorney General.

Personnel Committee Chairman Tim O'Grady stated he's not necessarily opposed to the legislation; however, he doesn't want to foot the bill for it. If the State is willing to cover the additional costs, he would support it.

New Business

County Administrator Tim Boyde stated to the committee he was recently approached by the local YMCA to discuss a wellness program for County employees. They are looking at a shared monthly cost where the County will pay \$10 per month towards a membership, and the employee will pay the remaining \$30 per month, and would like to come and do a presentation to the Board. Legislator Root stated it doesn't hurt to listen, but this could be a very costly program to the County paying \$10 per month for every employee that chooses to participate.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:25 p.m. following a motion by Legislator Fanton, seconded by Legislator Root, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators