

PERSONNEL COMMITTEE
January 16, 2007

***** NOT APPROVED *****

Members Present: D. Russo, D. Burdick, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Absent: G. Benson

Others Present: J. Margeson, T. Hopkins, K. Kruger, B. Riehle, E. Ruckle, D. Dillon

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by D. Pullen and carried to approve the minutes of December 18, 2006.

Workers Compensation:

Douglas Dillon, Executive Secretary for Workers Compensation gave a yearly summary of the lost-time claims. There were a total of eight lost-time claims which was two under the last four years' claims. There were not as many negotiated settlements as in prior years. There was a cost savings of around \$200,000. Mr. Dillon reported that 2006 was the lowest expense year since he has been Executive Secretary.

Mr. Dillon has concerns for the 2007 Budget which has been set. The new state representative intends on increasing the benefits. Mr. Dillon has not officially received any information to know the extent of the increase and the effect of such a change. There are concerns about the reserve accounts. There is sufficient money in the account now to help offset this year, but they will not handle long-term change.

Mr. Dillon is working with the fire departments in the county to have them be more compliant with physicals that are required of new inductees. The fire departments compliance rate for physicals is 92%. If a volunteer is an interior firefighter and is under forty years of age they have to have a physical every three years. Once they are over forty years of age, they need a physical every year. The departments are working to keep their records more up to date on active members which will help to cut the cost of insurance.

The average injury claims that were filed this year were down from last year. Most of the claims were not very costly.

Mr. Dillon will be working more closely with the ambulance companies to have them be more compliant with the physical requirements.

Appointment to Workers Compensation:

A motion was made by D. Fanton, seconded by D. Burdick and carried to approve the re-appointment of Mr. Dillon as Executive Secretary to Workers Compensation.

Executive Session:

A motion was made by N. Ungermann, seconded by D. Fanton and carried to go into executive session to discuss the employment history of a particular person at 1:24.

A motion was made by N. Ungermann, seconded by D. Fanton and carried to go out of executive session at 1:44.

A motion was made by D. Pullen, seconded by D. Fanton and carried to raise the salary of Undersheriff William Goetschius in Grade 10 to Step 4 - \$45,317. A motion was made by N. Ungermann, seconded by D. Fanton and carried to amend the motion to look at this issue again in six months. After discussion the motion was amended, on a motion by D. Pullen, seconded by D. Fanton and carried to make the salary increase retroactive to January 1, 2007.

Employee of the Month:

Personnel Officer Ellen Ruckle reported she hasn't received any nominations for Employee of the Month recognition for the month of February 2007. Ms. Ruckle was encouraged to address the issue at the next Department Head meeting.

Executive Session:

A motion was made by D. Fanton, seconded by D. Russo and carried to go into executive session to discuss the employment history of a particular person at 1:51.

A motion was made by D. Fanton, seconded by D. Pullen and carried to go out of executive session at 2:09.

Time Clocks:

The issue of potentially installing time clocks for the purpose of facilitating the administration of payroll was discussed. The County Administrator was instructed to make arrangements for all three collective bargaining units to be introduced to the concept and report back to the Committee.

Meeting was adjourned at 2:09.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
January 24, 2007

***** NOT APPROVED*****

Members Present: D. Russo, D. Burdick, D. Fanton, D. Pullen, C. Crandall

Absent: G. Benson, N. Ungermann

Others Present: J. Margeson, K. Kruger, B. Riehle, E. Ruckle

Guest: Brian Baty – BMA Consulting Services, Inc., Richard Ewell – Richardson & Stout , Ian Whitehouse – Richardson & Stout, Lee James – Hasper & Dye

Call to Order: The meeting was called to order by Chairman Russo at 2:05 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by D. Pullen and carried to approve the minutes of January 16, 2007.

Insurance Proposals:

Mr. Russo introduced Brian Baty, BMA Consulting Services, Inc., insurance consultant for Allegany County, who distributed copies of the proposals that were submitted for insurance coverage for February 1, 2007 – February 1, 2008. NYMIR – Richardson & Stout, and St. Paul/Travelers – Hasper & Dye submitted proposals. Discussion followed on the comparison of the proposals. Due to a request for more information, a final decision was postponed until Friday, January 26, 2007 at 4:00 p.m.

Executive Session:

A motion was made by D. Fanton, seconded by D. Pullen and carried to go into executive session to discuss pending litigation at 2:32 p.m.

A motion was made by D. Pullen, seconded by D. Fanton and carried to go out of executive session at 2:45.

Meeting Notice:

A special meeting will be held Friday, January 26, 2007 at 4:00 p.m.

Adjournment: As there was no further business to come before the committee, the meeting was adjourned following a motion made by D. Fanton, seconded by D. Pullen and carried at 2:46.

Respectfully Submitted:
Alice Alsworth

**PERSONNEL COMMITTEE
SPECIAL MEETING
January 26, 2007**

NOT APPROVED

Members Present: D. Russo, D. Burdick, D. Fanton, D. Pullen, C. Crandall

Absent: G. Benson, N. Ungermann

Guest: Brian Baty – BMA Consulting Services, Inc., Richard Ewell – Richardson & Stout, Ian Whitehouse – Richardson & Stout, Lee James – Hasper & Dye

Others Present: J. Margeson, B. Riehle, E. Ruckle, T. Ross

Call to Order: The meeting was called to order by Chairman Russo at 4:20 p.m.

Insurance Proposals:

Chairman Russo instructed the insurance agents that each agency would be able to give a short presentation to the committee. One insurance company would be present in the room at a time.

A motion was made by D. Fanton, seconded by D. Burdick and carried to go into executive session to discuss the financial and employment history of a certain corp. at 4:30 p.m.

A motion was made by D. Pullen, seconded by D. Fanton and carried to go out of executive session at 5:10 p.m.

A motion was made by D. Fanton, seconded by D. Burdick and carried to unanimously approve Richardson & Stout's proposal. Chairman Russo stated the committee went with the original quotes. It was further noted the committee agreed both companies are reputable firms which made it a hard decision. Due to a past experience a few years ago with the company Hasper & Dye were representing, the committee chose to stay with Richardson & Stout who represents New York Municipal Insurance Reciprocal (NYMIR) for the period February 1, 2007 through February 1, 2008.

PREPARE A RESOLUTION

Third-Party Claims Administration Services:

A resolution is requested to renew our contract with Alternative Service Concepts LLC for the period February 1, 2007 through February 1, 2008, to provide claims administration services.

This contract is required under the terms of the County's self-insured retention package, relating to the services for claims arising from coverage provided under insurance policies issued by NYMIR through Richardson & Stout Insurance Company. The cost for the contract period is \$8,500 (\$3,855 less than last year's rate of \$12,355). Any claim remaining open after 24 months is subject to an annual maintenance fee of \$500, up from \$400 last year. There are three claims still outstanding, and one of those should be closing this month. A motion was made by D. Fanton, seconded by D. Pullen and carried to accept the renewal contract.

PREPARE A RESOLUTION

Umbrella Liability Insurance:

A resolution is requested to secure umbrella liability insurance in the amount of \$4 million for the period February 1, 2007 through February 1, 2008 with Merchant's Mutual Insurance Company. The producer is Humphrey & Vandervoort of East Amherst, New York. The premium is \$58,500 this figure represents a premium reduction greater than \$10,000.

A motion was made by D. Russo, seconded by D. Pullen and carried to accept the proposal for Umbrella Liability Insurance.

PREPARE A RESOLUTION

Aggregate Insurance Coverage:

A motion was made by D. Fanton, seconded by D. Russo and carried to remove the aggregate insurance coverage of \$750,000 under the new policy due to the history of our claims. This results in a cost savings of around \$8,000.

PREPARE A RESOLUTION

Adjournment:

A motion for adjournment was made by D. Fanton, seconded by D. Pullen at 5:22.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
February 5, 2007

NOT APPROVED

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, C. Crandall

Absent: N. Ungermann

Others Present: D. Guiney, B. Riehle, E. Ruckle, P. Schmelzer

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by D. Burdick and carried to approve the minutes of January 26, 2007.

Resolution No. 307-88:

During a Human Services Committee meeting on November 27, 2006 the CAP Supervisor position was discussed. A suggestion was made to eliminate/or change the title of the position. Commissioner Schmelzer was asked to look into what repercussions would occur if the program was eliminated. On December 26, 2006 the program was reviewed and discussed. A motion was made and carried to start the 90 day process of eliminating the program. After a lengthy discussion on the positions over seeing the program in reference to Resolution No. 307-88 dated 12/15/88 this issue was referred to the Personnel Committee and County Attorney for opinion.

Daniel Guiney – County Attorney:

Mr. Guiney was asked for an interpretation on the positions created in Resolution No. 307-88 in regard to the CAP Program. He concluded the positions were not created with any contingency with respect to funding. The positions were created without restrictions.

Commissioner Patricia Schmelzer:

Commissioner Schmelzer answered questions in regards to the positions that were created. There was discussion on the various other tasks each individual performs besides the CAP Program. This issue will be looked into further and new titles will be created as needed. They will have to take the Civil Service test to qualify. The new positions will be 75% State and Federal funded.

A motion for adjournment was made by D. Pullen, seconded by D. Fanton, at 1:15.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE

March 14, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Guest: Brian Baty – BMA Consulting Services, Inc., Raymond DeTine – Met Life Insurance, Daniel Greene – Chief Deputy, Sheriff's Department, James Gallman-Jack Colligan – Board of Elections

Others Present: J. Margeson, B. Riehle, E. Ruckle, D. Dillon, R. Christman, T. Ross, K. Toot, D. Roeske, E. Herdman

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by G. Benson, seconded by N. Ungermann and carried to approve the minutes of January 24, 2007. A motion was made by D. Burdick, seconded by G. Benson and carried to approve the minutes of February 5, 2007.

Brian Baty- BMA Consulting Services, Inc.:

Mr. Baty presented the committee with a proposal for an optional health care plan for retired employees. The proposal if approved would change the insurance coverage for retirees from a self-insured policy to an insured policy. The company that offers this plan is NEBCO Insurance Company based out of Rhode Island. Medicare would be the primary insurance coverage with this being a wrap around policy to provide services that Medicare does not cover. One of the requirements is the insured has to be 65 years or older. This company is able to tailor the wrap around policy to individually meet the County's requirements. Mr. Baty gave an example of another county that has gone with this coverage. There was discussion on the pros and cons of this policy. A motion was made by N. Ungermann, seconded by D. Fanton and carried unanimously, to have Personnel Officer, Ellen Ruckle provide the necessary retiree information to Mr. Baty. Mr. Baty was asked to report back to the committee at the next scheduled meeting on a quote from NEBCO Insurance Company.

Raymond DeTine- Met Life Insurance:

Mr. DeTine presented the committee with a proposal from Met Life Insurance on permanent life insurance for the employees. It is no cost to the County. All that is required is a line item for deduction from the payroll for the plan with bi-weekly payments to be made. There is an age requirement of 21 years – 70 years, and one year of service. Mr. DeTine went on to explain the policy and answer any questions. The committee agreed to have Mr. DeTine contact the department heads and non-unit employees. The County Administrator was asked to talk with the various unions in the County before anything will progress further with the union employees.

Daniel Greene- Chief Deputy, Sheriff Department:

Mr. Greene presented the committee with a proposal on a health benefit package on behalf of individuals who are nearing retirement. There was a lengthy discussion on this issue. A motion was made by N. Ungermann, seconded by D. Fanton and carried unanimously to have the County Attorney, County Administrator, Personnel Officer and Sheriff review the proposal and have a recommendation completed by the next scheduled meeting. It was also approved to have a time frame implemented with this proposal.

REFERRED TO COUNTY ATTORNEY, COUNTY ADMINISTRATOR, PERSONNEL OFFICER AND SHERIFF

County Clerk, Robert Christman:

Mr. Christman requests a resolution to transfer funds from A1410.401 County Clerk Postage account to A1410.201 County Clerk Equipment account in the amount of \$500.00.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve said request.

PREPARE A RESOLUTION

Workers Compensation:

Mr. Dillon requests a resolution to secure Excess Workers' Compensation insurance in the amount of \$51,819.00 for the period February 15, 2007, through February 15, 2008, with Safety National Insurance Company. The producer is Humphrey & Vandervoort of Amherst, New York. The funds are included in the 2007 County Budget.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to approve said request.

PREPARE A RESOLUTION

Mr. Dillon presented an eight-year comparison chart on Excess Insurance from 2000 – 2007. The actual premiums have more than tripled in the eight-year period while our worker's retention were two and one-half times higher during the same period. In the last two years the insurance companies have instituted the separate higher retention for volunteers due to the increased severity of volunteer accidents statewide.

Mr. Dillon presented the Mutual Self-Insurance Plan expense analysis year-end report.

Office for the Aging, Kim Toot :

Ms. Toot requests a resolution to create the position of Community Service Worker – Aging. This position will be part of the new Point of Entry for Long Term Care and is included in the 2007 County Budget.

A motion was made by D. Pullen, seconded by D. Fanton and carried to approve said request to create the position.

PREPARE A RESOLUTION

Public Works Superintendant, David Roeske:

Mr. Roeske requests permission to increase compensation of fill-in supervisors by \$2.00 an hour. The rate of pay increase right now, which varies is not enough incentive for the increased responsibility. This is a short term increase while the supervisors are on vacation or out on sick leave.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve said request upon approval by the County Attorney.

REFERRED TO COUNTY ATTORNEY

PREPARE A RESOLUTION

A motion was made by N. Ungermann, seconded by D. Fanton and carried to go into executive session to discuss the credit or employment history of a particular person at 2:21 p.m. A motion

was made by D. Fanton, seconded by D. Burdick and carried to go out of executive session at 2:31 p.m. The matter was referred to Personnel Officer, Ellen Ruckle and the County Attorney for their review, and to have them report back to the committee with their opinions at the next meeting.

REFERRED TO PERSONNEL OFFICER, AND COUNTY ATTORNEY

Board of Elections Commissioner, James Gallman:

Mr. Gallman gave an update on the HAVA requirements and were the county stands on the issue at this time. Mr. Gallman will report back to the committee with further updates on Federal and State requirements.

Employee of the Month:

A motion was made by D. Fanton, seconded by G. Benson and carried to have Mike Gardner, from Information Technology Department, be honored as the April employee of the month.

Referral from Budget Committee:

The committee received a referral from the Budget Committee in regards to the Fair Labor Standards Act and for the committee to determine if any employees receiving overtime may not actually be eligible for it. This referral was referred to the Personnel Director and the County Attorney as well. A memo was received with a response from the County Attorney in regards to this issue. Both the Personnel Officer and the County Attorney conclude that employees are not receiving overtime hours they do not deserve in regards to the Fair Labor Standards Act.

Legislator N. Ungermann discussed a health insurance issue, which will be discussed further at a later date.

A motion was made by D. Pullen, seconded by D. Fanton and carried the meeting was adjourned at 3:05 p.m.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE

April 2, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, C. Crandall

Others Present: B. Riehle, E. Ruckle, R. Christman, T. Ross, T. Hopkins, B. Reynolds, Vicki Fegley, Government Intern Students

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by D. Pullen and carried to approve the minutes of March 14, 2007.

Clerk of the Board, Brenda Rigby Riehle:

The Clerk of the Board's office requests a resolution accepting a check in the amount of \$205 from NYMIR (New York Municipal Insurance Reciprocal) representing the cost to replace a broken windshield (cause unknown) on a 2005 Chevrolet Malibu in the Sheriff's Office. The repairs were made on or around March 12, 2007. The funds should be appropriated to CS1931.429 (Risk Retention – Uninsured Property Loss) with a like sum placed in revenue account CS07.2680.00 (Insurance Recovery).

A motion was made by D. Fanton, seconded by G. Benson and carried to approve said request.

PREPARE A RESOLUTION

REFERRED TO WAYS AND MEANS

The Health Department sent a letter to Legislator Daniel Russo, Chairman of the Personnel Committee, expressing concern about our insurance coverage under the Health Care Professional Liability Policy. There was a suggestion that the County consider securing "occurrence-based" liability coverage. The County Attorney, Clerk of the Board, insurance consultant, insurance agents and insurance underwriter investigated and discussed the matter, and believe that the County has adequate coverage. Mrs. Riehle reported that an occurrence-based policy would be cost prohibitive for the County. We currently have coverage for any suit pertaining to Health Care Professional Liability back to February 1, 2000. In addition, the County is ultimately liable for the actions of anyone employed by the County as long as the individual is acting within the scope of their duties.

County Clerk, Robert Christman:

Mr. Christman distributed to the committee, the first deed book for the County which is 200 years old. The County Clerk's Department is mandated to maintain all deed and census books. Mr. Christman had a records management firm review all the books and give an estimate of the cost to refurbish them. It is estimated that the books will cost \$1,200 each to refurbish. Mr. Christman explained the process that the books will have to go through to stop the bleeding of the ink through to other pages. Mr. Christman has been in contact with our State Representatives on the possibility of a member item to offset some of the cost. There are a total of six hundred books the County has at this moment, and approximately eighty to one hundred need to be refurbished. Mr. Christman does not have an exact count at this time. He explained to the committee that starting with the 2008 County Budget, he plans to include \$10,000 a year to complete this process on the five-year plan he will be implementing. Mr. Christman was asked about possibilities of grants to help off-set the cost. He informed the committee grants are not applicable for this issue.

Employee of the Month:

A motion was made by D. Fanton, seconded by D. Burdick and carried to have Richard D. Joki, from Human Resources Department, be honored as the May employee of the month.

Referral: Ways and Means Committee

The Ways and Means Committee requests the Personnel Committee to create the position of County Planner and assign it the proper title and grade in the Non-Unit Salary Schedule. Personnel Officer, Ellen Ruckle distributed a copy of the original County Planner position that was created years ago.

A motion was made by D. Fanton, seconded by D. Pullen and carried to approve a resolution to create the position of County Planner, to accept the original County Planner qualifications and to have the position be on the Grade 7 – Non-Unit Salary schedule. This issue will be referred to the Ways and Means Committee for them to approve the position and grade level as they deem appropriate.

PREPARE A RESOLUTION

REFERRED TO WAYS AND MEANS

Executive Session:

A motion was made by D. Fanton, seconded by G. Benson and carried to go into executive session at 2:17 p.m. to discuss extended leave request of a particular person.

A motion was made by D. Fanton, seconded by D. Burdick and carried to go out of executive session at 2:35 p.m.

A motion was made by D. Pullen, seconded by D. Burdick to deny said request for extended leave. Committee members requested Personnel Officer, Ellen Ruckle to send a letter to said individual of committee denial.

Meeting Adjourned:

A motion was made by D. Fanton, seconded by D. Pullen and carried the meeting was adjourned at 2:37 p.m.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
May 7, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Others Present: E. Ruckle, D. Dillon, B. Riehle, T. Ross, D. Button, W. Goetschius, L. Wuersig, T. Hopkins, B. Reynolds, Government Intern Students

Call to Order: The meeting was called to order by Chairman Russo at 1:34 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by D. Burdick and carried to approve the minutes of April 2, 2007.

Information Technology Director, Deborah Button
Undersheriff William Goetschius

Ms. Button talked about the time clock and demonstrated the proximity terminal which can be used with a proximity card or on a computer terminal for employees to clock in their time. This system requires a license per employee. There were 120 licenses with the purchase of the terminal. If it is determined the time clock will be used for all employees there could be up to 550 employees during summer hours. The license fees are \$15 each for any additional employee license. An additional end user license is required for each payroll clerk within the County. The County would need 35 more licenses if the committee agrees to have all employees use a time clock system, at a cost of \$25 each. Deb went on to explain all the other requirements that go with the system. The estimated cost to get this up and running will be approximately \$15,000 to provide this system for the whole workforce. Committee members discussed other options available, and it was decided that this was the best system for our needs. After discussion the committee agreed to use the new County Jail as the pilot system to see if this system will be feasible for the whole County workforce.

There is a yearly maintenance fee of \$830. Ms. Button will need approximately \$7,000 to get the present system up and running at the County Jail. A motion was made by N. Ungermann, seconded by D. Fanton and carried to approve a resolution to move forward in setting up the time clock system in the County Jail, not to exceed \$7,000 to complete the process. The County Administrator will be asked to work with the Ways and Means Committee to determine what account the funds will come from.

REFERRED TO WAYS AND MEANS
REFERRED TO COUNTY ADMINISTRATOR
PREPARE A RESOLUTION

Personnel Officer, Ellen Ruckle

The Budget Committee sent a referral requesting the Personnel Committee to investigate the possibility of streamlining departments. Ellen Ruckle distributed an organizational chart showing each department under either Administrative Support or County Services. There are changes that need to be done with the chart. It was determined the Ad Hoc Committee currently is working on these changes so no action was done by the Personnel Committee.

Employee of the Month

Personnel Officer, Ellen Ruckle reported she has not received any nominations for Employee of the Month recognition for the month of June 2007.

Budget Committee Referral:

A referral was sent to the Committee from the Budget Committee to review and approve the revised Request to Fill Position Form. Chairman Crandall discussed the changes that were made for the new form. A motion was made by D. Fanton, seconded by G. Benson and carried to approve the new form with an addition to include the request has been approved by the Ways and Means Committee and the date of approval on the original form. **ALL** employees that are hired at the County need final approval by the Ways and Means Committee before the new employee can officially be hired.

Daniel Greene – Chief Deputy, Sheriff Department:

At the March 14, 2007 meeting Chief Deputy Sheriff, Daniel Greene presented a proposal on a health benefit package on behalf of individuals who are nearing retirement in the Sheriff's Department. Personnel Committee Chairman, D. Russo appointed D. Burdick, G. Benson and N. Ungermann to work with Deputy Greene on the issue. N. Ungermann was appointed chair of the sub-committee. They will report to the committee at the next scheduled meeting.

Nepotism Form:

There was discussion on the nepotism form the County requires all new employees to complete before they are hired. There were questions regarding wording of the rules. The Committee agreed to refer the matter to the County Attorney for review and to report back to the committee on his decision.

REFERRED TO COUNTY ATTORNEY

Executive Session:

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session to discuss the medical, financial, credit or employment history of a particular person at 2:12 p.m.

A motion was made by D. Fanton, seconded by D. Pullen and carried to go out of executive session at 2:50 p.m.

A motion was made by D. Pullen, seconded by D. Fanton and carried to send a referral to the County Administrator to review and respond to a request for a credit of additional vacation days. The committee agreed the matter should remain the same as previous protocol.

REFERRED TO COUNTY ADMINISTRATOR

Personnel Officer, Ellen Ruckle:

Ellen asked permission to have Manning & Napier attend the next scheduled meeting, to update the Committee on the health insurance for the retirees. Permission was granted to have them speak for approximately forty-five minutes at the next meeting. Ms. Ruckle was also asked to have the County Negotiator, Norman Stocker attend the July 2, 2007 scheduled meeting to clarify various matters with the Committee.

A motion was made by N. Ungermann, seconded by D. Fanton and carried to go into executive session to discuss the medical, financial, credit or employment history of a particular person at 2:52 p.m.

A motion was made by D. Burdick, seconded by D. Fanton and carried to go out of executive session at 3:10 p.m.

At the March 14, 2007 meeting a request was made by the Board of Elections Commissioners which was postponed until the matter could be investigated further. After a lengthy discussion a

motion was made by D. Pullen, seconded by D. Burdick and carried to approve sending a referral to the County Attorney. The Personnel Committee requests the County Attorney to send a response to the Board of Elections Commissioners stating the status of the Deputy Commissioners of the Board of Elections will be governed consistent with the court rulings in the litigation that occurred several years ago, which the County believes controls such issues. If the County Attorney believes that it is appropriate he can provide the Board of Elections with a copy of the Court ruling in that litigation.

REFERRAL TO COUNTY ATTORNEY

A motion was made by D. Burdick, seconded by D. Pullen and carried the meeting was adjourned at 3:15 p.m.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE

June 4, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall, J. Margeson

Guests: Manning & Napier Representatives – Joseph Wild, Denise Rodolph, Karen Mooradian

Others Present: D. Dillon, B. Riehle, T. Ross, T. Hopkins, D. Green, B. Baker

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by D. Burdick and carried to approve the minutes of May 7, 2007.

Manning & Napier Representatives:

Mr. Wild introduced his representatives and discussed the agenda they plan to present to the committee. Ms. Rodolph gave an update to the Committee on the transition from Meritain Health to the current provider NOVA Healthcare Services Administration, Inc. The Administrative Services Agreement and a clearer plan document for employees are still being addressed with the County Attorney. Ms. Rodolph gave an update on the progress with claim issues. Manning & Napier presented the Medicare Management Advantage Plan to all retirees. Due to some local doctors not under this plan the retirees were not receptive to this new plan. Ms. Rodolph presented a 4-year cost comparison on the benefits for the County from 2003 to 2006. Ms. Rodolph presented a 3-year high dollar and high risk analysis for review, and discussion. There is a new group plan option "Medicare Anywhere" for retirees. This option will be more closely reviewed. The Harbridge Consulting Firm is reviewing the Medicare Part B Program for the County to make us compliant with its requirements.

Workers Compensation:

Mr. Dillon, Executive Secretary for Workers Compensation, distributed copies of the 2008 Workers Compensation Budget for review. Mr. Dillon explained the possibility of new mandates from the State on disability coverage, and his concerns on how this will affect the budget. The committee was asked to review the budget and let him know of any concerns they might have.

Most towns will experience a savings this year, but certain towns will have to pay a 10% increase because they didn't submit necessary payroll information.

There are eight fire departments that met 100% of the State requirements for physical compliance, and no lost time accidents in the calendar year, they will receive special recognition. Mr. Dillon discussed the awards that will be presented to honor these departments for a job well done.

County Clerk, Rob Christman:

The County Clerk's Office requests the committee to sponsor a resolution accepting a member item check in the amount of \$5,000 from the 147th Assembly District, Assemblyman Daniel Burling, and a member item check in the amount of \$5,000 from 149th Assembly District, Assemblyman Joseph Giglio to help refurbish the deed books that are in need of repair. This will help a great deal toward the five-year plan that will be implemented to finish this project. A motion was made by D. Pullen, seconded by N. Ungermann and carried to support said request.

PREPARE A RESOLUTION
REFER TO WAYS AND MEANS

Mr. Christman has contracted with Brown's River for records preservation services to restore four County Clerk deed books and index covers. This is the beginning process of restoring the County Clerk deed books.

County Administrator, John Margeson:

Mr. Margeson requests the committee to sponsor a resolution to amend the Section 4 Salary Plan for the salary of the new Public Health Director, Lori Ballengee in the amount of \$61,000 per year. A motion was made by D. Burdick, seconded by D. Fanton and carried to sponsor said request.

PREPARE A RESOLUTION

Ad Hoc Committee:

Legislator N. Ungermann was appointed chairman of the Ad Hoc Committee to review the proposal presented by the Sheriff Department for early retirement. This committee met with County Treasurer, Terri Ross to discuss this issue. Ms. Ross presented her findings with the committee and her recommendations. After a lengthy discussion, Chairman Russo requested the sub-committee to meet with the Budget Officer, Mr. Margeson, Chairman of the Budget Committee, Legislator T. Hopkins, and County Treasurer, T. Ross to compile a report to present to the committee at the next scheduled meeting for them to review and to make a decision on this issue.

Employee of the Month:

There is not an employee of the month for June or July. Chairman Russo asked Mr. Margeson to notify the department heads on the importance of this recognition.

July Increment Salary Increases:

In the absence of the Personnel Officer, Ellen Ruckle, the committee was asked to sponsor a resolution to accept the July increments for the various employees that have completed their six month probationary period as recommended by the Department Heads. A motion was made by D. Fanton, seconded by D. Pullen and carried to sponsor said request.

PREPARE A RESOLUTION

Nepotism Policy:

At last month's meeting, the committee discussed the nepotism policy and their concern about some of the wording in the policy. It was referred to the County Attorney for his review and recommendations. The County Attorney distributed a revised copy containing language that would clarify the intent and alleviate any interpretation issues of the policy to committee members for review. After review a motion was made by D. Fanton, seconded by G. Benson and carried to approve the amendment to the Employment of Relatives Policy adopted by Resolution No. 66-99, with Legislator Ungermann opposing.

PREPARE A RESOLUTION

RFP to Insurance Companies:

Clerk of the Board B. Riehle stated that a representative from a local insurance company contacted her about the possibility of making a proposal to offer discounts to employees on their home and auto insurance. The County Attorney recommended that RFP's should be published so that all insurance companies would have the same opportunity if this is something the Personnel Committee is interested in. After discussion the committee indicated they were not interested at this time.

A motion was made by D. Burdick, seconded by D. Fanton and carried to adjourn the meeting at 3:10 p.m.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE

July 2, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall, J. Margeson

Guest: Norman Stocker – Associated Labor Consultant

Others Present: E. Ruckle, D. Dillon, R. Christman, B. Riehle, T. Ross, T. Hopkins, T. Zalar

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by G. Benson and carried to approve the minutes of June 4, 2007.

County Clerk, Rob Christman:

The County Clerk's office requests the committee to sponsor a resolution for the transfer of funds from:

A1410.405 – Conference to A1410.201 - Equipment

A1410.421 – Education/Schools to A1410.201 – Equipment

A1410.430 – Gen. Gov. Support Contract to A1410.201 - Equipment

for the replacement of computer screens within his department. A motion was made by D. Fanton, seconded by D. Pullen and carried to sponsor said request.

PREPARE A RESOLUTION

Workers' Compensation:

Mr. Dillon, Executive Secretary for Workers' Compensation, requests the committee to sponsor a resolution to accept the 2008 Workers' Compensation Budget. A motion was made by D. Fanton, seconded by D. Burdick and carried to sponsor said request.

Mr. Dillon requests the committee to sponsor a resolution to accept the Allegany County Mutual Self-Insurance Plan 2008 Budgeted Participant Assessments for the Towns and Villages. A motion was made by D. Pullen, seconded by D. Burdick and carried to sponsor said request.

PREPARE A RESOLUTION

Mr. Dillon informed the committee that currently enacted legislation exempts all Self-Insured Workers' Compensation Plans from depositing monies into the Aggregate Trust Fund of the Workers' Compensation Board. The deposits proposed under Bill S6325 would require Self-Insured monies, which represent the present value of all permanent partially disabled claims into the Aggregate Trust Fund. Nothing in the S6325 Bill addresses any payment of interest on these funds to the Self-Insured's during the Aggregate Trust Fund holding period or refunds to the Self-Insured's in the event of premature lower settlement or claimant demise. The proposed Bill S6325 is onerous to Allegany County and its plan participants. For the Bill S6325 sponsor to say the fiscal implications are minimal is erroneous. Mr. Dillon requests the committee to sponsor a resolution opposing said legislation. After discussion a motion was made by D. Fanton, seconded by D. Pullen and carried to sponsor said request.

PREPARE A RESOLUTION

Norman Stocker – Associated Labor Consultant:

Mr. Stocker was asked to attend the meeting to explain his role assisting the County as the Chief Negotiator on labor contracts and labor grievances.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to go into executive session at 1:20 p.m. to discuss employment history of a particular person. A motion was made by D. Burdick, seconded by D. Fanton and carried to go out of executive session at 1:52 p.m.

Legislator Norman Ungermann:

Mr. Ungermann distributed information on time clocks. After discussion the committee agreed to set up a joint meeting with the Public Safety Committee at a later date to discuss this issue.

Mr. Ungermann discussed the issue of employee sell backs for vacation and sick time.

Mr. Ungermann discussed the issue of parking county cars. He has completed a spreadsheet showing the advantages of parking county cars. After discussion it was decided to forward the spreadsheet to the committee members and to discuss this issue further at the next meeting.

Personnel Officer, Ellen Ruckle:

Personnel Officer Ellen Ruckle discussed the NY State Civil Service and Personnel Officers' Training Conference highlights.

Due to the abolishment of the CAP Program in the Department of Social Services in March of 2007, five (5) CAP positions are proposed for reclassification. The new titles will not require further testing by the incumbents as determined by State Civil Service.

The action of the reclassification will abolish 2 CAP Case Manager positions and create 2 Senior Case Manager positions. Abolish 2 CAP Specialist positions and create 2 Case Manager positions. Abolish one CAP Supervisor position and create one Principal Social Welfare position.

The titles of the CAP Case Manager and CAP Program Specialist will be removed from the A.F.S.C.M.E. Salary Plan and replaced with Case Manager and Senior Case Manager respectively. CAP Supervisor will be removed from the Non-Unit Salary Plan.

A motion was made by D. Pullen, seconded by D. Fanton and carried to sponsor a resolution for the abolishment and reclassification of the five CAP positions.

PREPARE A RESOLUTION

A Colonial Insurance representative made a request to present life insurance to the Sheriff employees. After discussion the committee denied said request.

Personnel Officer reviewed a statement of duties submitted by the Emergency Services Dispatchers for a possible upgrade of positions. Ms. Ruckle recommends the following action: Upgrade of Emergency Services Dispatchers from Grade 11 to Grade 13 of the A.F.S.C.M.E. Salary Schedule. Action to be effective January 1, 2008.

After review of duties statement the Personnel Officer recommends the position of Emergency Communications Coordinator to Grade 3 of the Non-Unit Salary Plan. Removing the title of Emergency Communication Coordinator from Grade 13 of the A.F.S.C.M.E. Salary Plan. Action to be effective January 1, 2008.

The Personnel Officer recommends the position of Head Emergency Services Dispatcher be reclassified to Emergency Services Dispatcher upon the vacancy of the position. This would be a fiscal impact for 2008 Grade 13 A.F.S.C.M.E. Salary Plan \$13.68 - \$16.56. The Grade 3 Non-Unit Plan impact would be approximately \$.39/hour increase.

A motion was made by D. Fanton, seconded by G. Benson and carried to sponsor a resolution for the upgrade of these positions as requested.

PREPARE A RESOLUTION

Ms. Ruckle gave an update on the new schedule of the Dispatcher's and its progress.

New Business:

Employee of the Month:

There is not an employee of the month for August.

Legislative Board Referral:

An amendment to the employment of Relatives Policy went before the Legislative Board on June 25, 2007. This amendment was withdrawn and referred back to the Personnel Committee for further review.

A motion was made by D. Fanton, seconded by D. Burdick and carried to go into executive session at 2:26 to discuss the employment history of a particular person. A motion was made by D. Fanton, seconded by D. Burdick and carried to go out of executive session at 2:30.

There was further discussion on the policy. A motion was made by D. Fanton, seconded by G. Benson and carried to sponsor a resolution to accept the amendment of the Relatives Policy. Opposing D. Pullen, N. Ungermann

Ways and Means Committee Referral:

The committee received a referral from the Ways and Means Committee to look into developing and adopting an Anti-Fraud or Employee Protection – Whistleblowers Policy. The committee tabled the discussion until the next meeting so that the committee members can review a proposed policy from Steuben County.

Changing of Personnel Committee meetings:

The Personnel Committee agreed to change their regular meetings from the first Monday of every month to the first Tuesday of every month to make it more accessible to the press.

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session to discuss the employment history of a particular person at 2:50 p.m. A motion was made by D. Pullen, seconded by D. Fanton and carried to go out of executive session at 3:16 p.m.

A motion was made by D. Pullen, seconded by D. Fanton and carried to adjourn the meeting at 3:16 p.m.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
August 7, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Media: Paul Jannace, Tony Washer – Wellsville Daily Reporter

Others Present: E. Ruckle, R. Christman, B. Riehle, T. Ross, W. Goetschius

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

Approval of Minutes: A motion was made by D. Fanton, seconded by D. Burdick and carried to approve the minutes of July 2, 2007.

County Clerk, Rob Christman:

Mr. Christman displayed the new preserved deed books to the committee. Eight of the deed books have been preserved. Mr. Christman thanked the committee for their support. He has added allowances in his 2008 Budget to help cover the expenses to preserve more deed books and new covers for the census books. Once the project is completed, he will then scan all the books to preserve the information even further.

Personnel Officer, Ellen Ruckle:

Personnel Officer Ellen Ruckle gave an update on the progress with Manning & Napier to upgrade the department in processing new employees. Ms. Ruckle is pleased with the professional help she has received from Manning & Napier.

Ms. Ruckle gave an update on filling a position in her department.

Ms. Ruckle gave an update on union negotiations.

Legislator, Norman Ungermann:

Mr. Ungermann distributed information on parking county cars. After a lengthy discussion a decision was made to have Legislator D. Fanton get more information from the Public Works Department and to report back to the committee.

Old Business:

Mr. Undermann discussed the time clock issue for the County. After discussion a decision was made to have a joint Public Safety and Personnel Committee meeting with a company that Mr. Ungermann has been in contact with regarding time clocks. It would have to be determined if their system would be compatible with the software that the County had to purchase when the new County Jail system was installed.

New Business:

Employee of the Month:

A motion was made by D. Fanton, seconded by D. Burdick and carried to have Kristina Male, from the Health Department, be honored as the September employee of the month.

Ways and Means Committee Referral:

The committee received a referral from the Ways and Means Committee to look into developing and adopting an Anti-Fraud or Employee Protection – Whistleblowers Policy. The committee tabled the discussion until this meeting to give committee members time to review a proposed

policy from Steuben County. County Treasurer, T. Ross stated, our State Auditors every year ask if we have a fraud policy in effect. After discussion the committee referred the Steuben County Whistle Blowers Policy to the County Attorney for him to review and rewrite the policy to better fit Allegany County.

REFERRED TO COUNTY ATTORNEY

Referral from the Compensation & Benefit Ad Hoc Committee:

The Compensation and Benefit Ad Hoc Committee would like the Personnel Committee to consider sponsoring four resolutions brought forth to the committee after seven months of deliberation. D. Pullen explained the four recommendations to the committee.

1. All employees not covered by a collective bargaining unit shall be entitled to a pay increase from year to year that shall be equal to the lowest increase provided for in any current Collective Bargaining Agreement. Individual merit increases for Department Heads and increases intended to address salary compression shall be in addition to this base rate or increase.

There was discussion on who would determine the merit increases and what criteria would be used. After discussion the following suggestions were made:

- a. To use the same evaluation form as previous practice.
- b. To include the employee in the evaluation process.
- c. To include others in the evaluation process besides the County Administrator.
- d. To state the date of the evaluation which should be before the budget process begins.

A motion was made by D. Pullen, seconded by D. Burdick and carried to have the County Attorney rewrite the resolution to include these changes as he deems appropriate. Opposed by N. Ungermann

REFERRED TO COUNTY ATTORNEY **REFERRED TO WAYS AND MEANS**

A motion was made by D. Pullen, seconded D. Burdick and carried to have the County Administrator write the evaluation policy to include the merit increase and work with the County Attorney to include who will be included in the evaluation process.

2. All employees of Allegany County retiring after January 1, 2008 shall as a condition of receiving any County-paid health insurance coverage, be required to participate in Medicare Parts A and B commencing at their earliest date of eligibility for such Medicare coverage. In order to continue to try to contain County costs, the possibility of requiring participation in Medicare part D may be reviewed, discussed and evaluated at any time. The County will finance the cost to the retiree to enroll in Medicare Part B as follows:

20 years of County service = County paying 100% of Medicare part B
10 years of County service = County paying 50% of Medicare Part B

A motion was made by D. Fanton, seconded by G. Benson and carried to support said resolution.

PREPARE A RESOLUTION **REFERRED TO WAYS AND MEANS**

3. All employees of Allegany County retiring after January 1, 2008 prior to the date upon which they become eligible for Medicare coverage, shall receive single health coverage at no cost, but they shall be required to pay 50 percent of the current County health insurance

premium equivalent for family coverage, with such payments to continue until such time as that retired employee becomes eligible for Medicare coverage. After discussion the committee also wanted to clarify and have added to the resolution that in order to be eligible for retirement benefits you have to have ten years of service with the County and retiring from the NY State Retirement system.

A motion was made by D. Pullen, seconded by D. Burdick and carried to support said resolution with the clarification change made.

PREPARE A RESOLUTION
REFERRED TO WAYS AND MEANS

4. After discussion the committee made a change in the fourth resolution to read:

The County of Allegany shall have the option, at the direction of the Board of Legislators, to require all employees of the County, retiring after January 1, 2008, to enroll in Medicare Advantage Insurance Program, equivalent program or supplemental coverage, in lieu of receiving coverage through the County Self-Insurance Program provided such insurance shall be equivalent to County coverage. Employees electing not to enroll in such alternative coverage shall be required to pay 50 percent of the cost to the County of Allegany for participation in the County Health Insurance Program.

A motion was made by D. Pullen, seconded by D. Fanton and carried to support said resolution with changes made. The Medicare Advantage Insurance Program has to be equivalent to the County coverage or the enrollment will not be mandated.

PREPARE A RESOLUTION
REFERRED TO WAYS AND MEANS

A motion was made by D. Pullen, seconded by D. Burdick and carried to go into executive session to discuss the employment history of a particular person at 2:41 p.m. On a motion by D. Fanton, seconded by D. Burdick and carried to go out of executive session at 3:19 p.m.

A motion was made by D. Burdick, seconded by D. Benson and carried to adjourn the meeting at 3:20.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
August 21, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Guest: Mr. Peter Godfrey, Mr. Norman Stocker

Others Present: K. Kruger, E. Ruckle

Call to Order: The meeting was called to order by Chairman Russo at 10:30 a.m.

Personnel Officer, Ellen Ruckle:

Personnel Officer Ellen Ruckle requests the Personnel Committee to sponsor a resolution for a service agreement with Harbridge Consulting Group, LLC for Medicare Part D Actuarial Engagement. A motion was made by D. Pullen, seconded by D. Fanton and carried to support said request.

PREPARE A RESOLUTION
REFERRED TO WAYS AND MEANS

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session at 10:37 to discuss medical, financial, credit or employment history of a particular person/corp. or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension.

A motion was made by D. Fanton, seconded by D. Burdick and carried to go out of executive session at 12:08.

A motion was made by D. Pullen, seconded by D. Burdick to recommend retaining Mr. Peter Godfrey as the Labor Consultant for negotiations with the Sheriff's Union. The vote went as follows:

D. Burdick – Yes
N. Ungermann – Yes
C. Crandall – No
D. Fanton – No
G. Benson – Yes
D. Pullen – Yes
D. Russo – No

Motion carried. It will be referred to the Ways and Means Committee for final approval.

REFERRED TO WAYS AND MEANS

A motion was made by D. Burdick, seconded by N. Ungermann and carried to adjourn the meeting at 12:22.

Respectfully Submitted:
Alice Alsworth

PERSONNEL COMMITTEE
September 11, 2007

**** NOT APPROVED ****

Committee Members Present

D. Russo, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall
(Absent: D. Burdick)

Others Present

J. Margeson, B. Riehle, T. Ross, E. Ruckle

Media Present

T. Washer, Wellsville Daily Reporter

Call to Order: The meeting was called to order by Committee Chairman Russo at 1:00 p.m.

Approval of Minutes

A motion was made by Fanton, seconded by Benson and carried to approve the minutes of August 7 and 21, 2007.

ESI Employee Assistance Group Agreement Renewal

Personnel Officer Ellen Ruckle presented information relative to the renewal of an Agreement with ESI Employee Assistance Group for the Employee Assistance Program. The contract period is from September 1, 2007 through August 31, 2008, and the cost is quoted at \$9,306.27. Ms. Ruckle explained that the rate is based on coverage for 477 employees. Ms. Ruckle stated that all employees are eligible for services; you do not have to be referred. Ms. Ruckle indicated that the service is often used instead of or as a precursor to using our health insurance. County Administrator John Margeson stated that the agreement fulfills a contractual obligation, and the provision of this service exists in all three contracts. It was negotiated into the contracts back in the 1990s when employees were required to pay a portion of their health insurance.

Legislator Norman Ungermann expressed some concern about the agreement and requested clarification on the DOT required substance abuse evaluations. Legislator Ungermann requested Mr. Margeson to provide him a copy of the pages in the union agreements where the coverage is provided.

A motion was made by Fanton, seconded by Pullen and carried to sponsor a resolution approving the agreement. (Voting No: Ungermann) **Prepare Resolution**

Employee Recognition

Ms. Ruckle requested approval for four employees with 30 years of service to be recognized and honored at the Board meeting on September 24. The request was approved on a motion by Fanton, seconded by Pullen and carried.

Employee of the Month:

The Committee selected Jo Ann Kile from the Health Department to be recognized as the Employee of the Month for October 2007 following a motion made by Fanton, seconded by Pullen and carried.

The Committee selected Jill Harmon from the Social Services Department to be recognized as the Employee of the Month for November 2007 following a motion by Fanton, seconded by Benson and carried.

Referral from Ways and Means Committee:

The Ways and Means Committee requested better clarification of the wording in the four Personnel Committee resolution referrals regarding Department Head pay increases and employee health insurance issues, and then referral back to the Ways and Means Committee for approval. The original resolution referrals are included below:

1. All employees not covered by a collective bargaining unit shall be entitled to a pay increase from year to year that shall be equal to the lowest increase provided for in any current Collective Bargaining Agreement. Individual merit increases for Department Heads and increases intended to address salary compression shall be in addition to this base rate or increase. The County Attorney was asked to rewrite the resolution to include, as appropriate, the following criteria for determination of the merit increases: to use the same evaluation form as previous practice; to include the employee in the evaluation process; to include others in the evaluation process besides the County Administrator; and to state the date of the evaluation, which should be before the budget process begins. Also the County Administrator is to write the evaluation policy to include the merit increase and work with the County Attorney to include who will be included in the evaluation process.

2. All employees of Allegany County retiring after January 1, 2008 shall, as a condition of receiving any County-paid health insurance coverage, be required to participate in Medicare Parts A and B commencing at their earliest date of eligibility for such Medicare coverage. In order to continue to try to contain County costs, the possibility of requiring participation in Medicare Part D may be reviewed, discussed, and evaluated at any time. The County will finance the cost to the retiree to enroll in Medicare Part B as follows: for 20 years of County service, the County would pay 100 percent of Medicare Part B; for 10 years of County service, the County would pay 50 percent of Medicare Part B.

3. All employees of Allegany County retiring after January 1, 2008 prior to the date upon which they become eligible for Medicare coverage, shall receive single health coverage at no cost, but they shall be required to pay 50 percent of the current County health insurance premium equivalent for family coverage, with such payments to continue until such time as that retired employee becomes eligible for Medicare coverage. After discussion, the committee also wanted to clarify and have added to the resolution that in order to be eligible for retirement benefits, an employee would have to have ten years of service with the County and be retiring from the NY State Retirement System.

4. The County of Allegany shall have the option, at the direction of the Board of Legislators, to require all **eligible** employees of the County, retiring after January 1, 2008, to enroll in Medicare Advantage Insurance Program, equivalent program or supplemental coverage, in lieu of receiving coverage through the County Self-Insurance Program provided such insurance shall be equivalent to County coverage. **Eligible** employees electing not to enroll in such alternative coverage shall be required to pay 50 percent of the cost to the County of Allegany for participation in the County Health Insurance Program.

Committee members agreed to add the word "eligible" to two places in the above paragraph as indicated.

County Treasurer Terri Ross spoke about phasing in the requirements based on the number of years of service. Legislator David Pullen stated that he does not believe that a phasing in process would apply for the fourth referral. Legislator Pullen asserted that it would

only be done if equivalent coverage is available. Legislator Pullen stated that we need to find ways to contain our medical benefit costs.

Several Committee members along with Ms. Ruckle and Mr. Margeson talked about the fact that we do not have physicians in the area that will participate with the Medicare Advantage Programs because of the lower reimbursement rates.

No further action was taken at this time.

Executive Session

A motion was made by Fanton, seconded by Ungermann and carried to enter into executive session to discuss collective negotiations. Immediately following the executive session, a motion was made by Fanton, seconded by Ungermann and carried to end the executive session and return to regular session.

Adjournment

As there was no further business to come before the committee, the meeting was adjourned following a motion made by Fanton, seconded by Benson and carried.

Respectfully submitted,

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

PERSONNEL COMMITTEE

October 2, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Others Present: J. Margeson, K. Kruger, E. Ruckle, B. Riehle, Sheriff Tompkins, Undersheriff Goetschius

Media: Tony Washer – Wellsville Daily Reporter

Call to Order: The meeting was called to order by Chairman Russo at 1:02 p.m.

A motion was made by D. Burdick, seconded by D. Fanton and carried to approve the minutes of September 11, 2007.

New Business:

Referral from Public Safety Committee:

The committee received a referral from the Public Safety Committee to approve a request from the Sheriff for the creation of three Corporal positions. The Sheriff only needs to fill two positions at this time with the hopes of filling a total of six Corporal positions in the near future. Due to the retirement of a Chief Deputy Sheriff and Deputy Sergeant, the Sheriff would like approval to abolish these positions and create two Corporals. The State requires a supervisor to be working on every shift. With these Corporal positions it will eventually cut back on overtime. A motion was made by N. Ungermann, seconded by D. Fanton and carried to support said request and to place title in the salary grades of Chief Deputy Sheriff. After discussion N. Ungermann amended his motion to change it to create three Corporal positions, seconded by D. Fanton and carried to support said request. These positions will be filled from within. The other three will be requested at a later date. Once the positions have been created, a request should be made to Ways and Means Committee for approval to fill the positions.

PREPARE A RESOLUTION

Referral from Clerk of the Board:

Clerk of the Board Brenda Rigby Riehle made a request to have the committee appoint someone to the Ethics Board because of the resignation of James Wetherby. This will be for the remainder of Mr. Wetherby's term which expires December 31, 2009. After discussion the request was postponed to let the committee have enough time to come up with recommendations for the position.

Referral from Human Services Committee:

The committee received a referral from the Human Services Committee requesting the Personnel Committee to co-sponsor a resolution to create a new position – Medical Social Worker in the Department of Health. The Human Resources Department received a request to approve a job description and place the title in an appropriate salary plan. After discussion with Personnel Officer Ellen Ruckle the resolution was tabled on a motion by D. Fanton, seconded by D. Burdick and carried until the job description is completed.

Referral from Human Services Committee:

The committee received a referral from the Human Services Committee requesting the Personnel Committee to co-sponsor a resolution to create the title and position of Community

Health Nursing Supervisor. The Human Resources Department received a request to approve a job description and place the title in an appropriate salary plan. After discussion with the Personnel Officer Ellen Ruckle it was determined that this position did not need to be created. The current position of Supervising Public Health Nurse describes the duties.

Personnel Officer, Ellen Ruckle:

Personnel Officer Ellen Ruckle presented a resolution for committee approval in recognition of New York State Public Employees Federation pursuant to Section 204 of the Civil Service Law.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to go into executive session to discuss contract negotiations at 1:21 p.m.

A motion was made by D. Pullen, seconded by D. Burdick and carried to go out of executive session at 1:50 p.m.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to table the resolution until the next scheduled meeting.

Appointment of County Negotiator:

A motion was made by D. Fanton, seconded by D. Pullen and carried to appoint Norman Stocker as the official County Negotiator. His hourly rate is to remain the same at \$95.

Approved:

C. Crandall, Chairman of the Board

D. Russo

D. Fanton

D. Pullen

Opposed:

N. Ungermann

D. Burdick

G. Benson

PREPARE A RESOLUTION

Employee of the Month:

At last month's meeting the employee of the month for October and November were approved. For the month of October it will be Joanne Kile – Health Department and for November it will be Jill Harmon – Social Services.

A motion was made by D. Burdick, seconded by D. Fanton and carried the meeting was adjourned at 1:58 p.m.

Respectfully Submitted:

Alice Alsworth

**PERSONNEL COMMITTEE
OCTOBER 4, 2007**

**** NOT APPROVED ****

PRESENT: Dan Russo, Doug Burdick, Norm Ungermann, Dwight Fanton, Glen Benson, David Pullen, Curt Crandall and Brent Reynolds

ALSO ATTENDING: Sheriff Tompkins, Norm Stocker, Dan Guiney, Ellen Ruckle, John Margeson

Chairman Russo called the meeting to order.

Motion was made by D. Pullen and seconded by D. Fanton to go into executive session.

Motion was made by D. Fanton and seconded by D. Pullen to go out of executive session.

Motion was made by D. Pullen and seconded by D. Fanton to direct the County Attorney to prepare the necessary resolution for the recognition of New York State Public Employees Federation authorizing Norman J. Stocker to execute on behalf of the County a voluntary recognition and any other documents necessary to carry out the purpose of this resolution. Motion carried. Opposed: Norm Ungermann, Doug Burdick PREPARE RESOLUTION

Motion was made by D. Burdick and seconded by D. Fanton to go into executive session.

Motion was made by D. Burdick and seconded by D. Pullen to go out of executive session.

Meeting adjourned.

**PERSONNEL COMMITTEE
SPECIAL MEETING
October 23, 2007**

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Pullen, N. Ungermann, C. Crandall

Absent: D. Fanton

Others Present: J. Margeson, E. Ruckle, K. Kruger

Guest: Norman Stocker – Associated Labor Consultant

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

A motion was made by N. Ungermann, seconded by D. Pullen and carried to go into executive session to discuss collective bargaining negotiations per Article 14 of Civil Service Law.

A motion was made by D. Pullen, seconded by D. Burdick and carried to come out of executive session.

Meeting was adjourned at 3:00 p.m.

Respectfully Submitted,
Ellen Ruckle
Personnel Officer

PERSONNEL COMMITTEE
November 7, 2007

**** NOT APPROVED ****

Members Present: D. Russo, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Absent: D. Burdick

Others Present: J. Margeson, E. Ruckle, T. Ross, T. Hopkins, T. O'Grady, W. Tompkins, W. Goetschius, L. Ballengee

Call to Order: The meeting was called to order by Chairman Russo at 3:45 p.m.

A motion was made D. Burdick, seconded by G. Benson and carried to approve the minutes of October 2, October 21, and October 23 after a correction was made to the minutes of October 23, 2007 to add that Tim O'Grady was present at the meeting.

Change of Committee date:

Due to the lateness of the meeting, Chairman Russo will be changing the regular Personnel Committee meetings to the first Monday of every month.

Board of Elections:

Deputy Election Commissioner Elaine Herdman requests the committee to sponsor a resolution to accept and budget grant monies for Federal County HAVA Funds in the amount of \$6,343, and State County HAVA Funds in the amount of \$13,204 in the appropriations account A1450.431 – Elections, and revenue account A10.3089.1450 State Aid Elections – HAVA for the upgrading of polling sites to meet ADA compliance standards.

A motion was made by D. Fanton, seconded by D. Burdick and carried to approve said request.

PREPARE A RESOLUTION
REFERRED TO WAYS AND MEANS

Workers' Compensation:

Mr. Dillon, Executive Secretary for Workers' Compensation, requests the committee to sponsor a resolution to transfer \$268 from S1710.407 Office Supplies to S1710.201 Equipment for the replacement of a shredder.

A motion was made by D. Fanton, seconded by D. Burdick and carried to sponsor said request.

PREPARE A RESOLUTION

Mr. Dillon stated he expects his actual expenses for the year to be under budget by around \$300,000.

There were 19 Self-Insured Counties polled and of those nineteen, fourteen of them increased their budgets or kept them the same for 2007-2008. Allegany County was one of only five that decreased their budget.

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requests the committee to sponsor a resolution to create the title of Licensed Practical Nurse and to slot it in an A.F.S.M.E. Grade 6 plan. Lori Ballengee, Director of the Department of Health explained to the committee the need for this position. The Speech Language Pathologist position has been abolished. In order to be in compliance with the New

York State Health Department regulations for Home Care Services a Direct Service needs to be named. As a budgetary measurer Ms. Ballengee would like to name Nursing as the Direct Service and to hire a Licensed Practical Nurse to cover these services.

A motion was made by D. Fanton, seconded by D. Pullen and carried to support said request. N. Ungermann – opposed

REFERRED TO HUMAN SERVICES – To create the position
PREPARE A RESOLUTION

Employee of the month – December:

There is not an employee for the month of December.

Referral from Clerk of the Board:

Clerk of the Board Brenda Rigby Riehle made a request last month to have the committee appoint someone to the Ethics Board because of the resignation of James Wetherby. This issue was tabled to let the committee have enough time to come up with recommendations for the position. A motion was made by N. Ungermann, seconded by D. Fanton and carried to appoint Attorney John Cappellini to this position.

PREPARE A RESOLUTION

Executive Session:

A motion was made by D. Pullen, seconded by D. Fanton and carried to go into executive session to discuss the financial history of a particular person at 4:00.

A motion was made by D. Fanton, seconded by D. Pullen and carried to come out of executive session at 4:40.

A motion was made by D. Fanton, seconded by D. Pullen and carried, the Personnel Committee approved the offering of a Resolution to grant a 3% across-the-board salary increase in 2008 to employees holding Titles in the non-unit salary plan who are not subject to representation by the Professional Employees Federation. Motion carried unanimously.

PREPARE A RESOLUTION

A motion was made by D. Pullen, seconded by G. Benson and carried, the Committee approved a resolution granting salary increases for 2008 to employees in the Section 4 salary plan in accordance with salary adjustments approved earlier in the year by the Committee of the Whole. Motion carried by a vote of 4 ayes, 1 nay (Mr. Ungermann).

PREPARE A RESOLUTION

On a motion by N. Ungermann, seconded by D. Fanton and carried, the Committee voted unanimously in favor of providing a salary adjustment for the Undersheriff. Effective January 1, 2008, the Undersheriff position shall be compensated at Grade 10, Step 8, of the Non-Unit Salary Plan.

On a motion by D. Pullen, seconded by D. Fanton and carried, the Committee voted unanimously in favor of providing a salary adjustment for the position of Jail Administrator. Effective January 1, 2008, the Jail Administrator position shall be compensated at Grade 9, Step 8, of the Non-Unit Salary Plan.

Meeting adjourned at 4:45.

Respectfully Submitted:

Alice Alsworth

PERSONNEL COMMITTEE
December 3, 2007

**** NOT APPROVED ****

Members Present: D. Russo, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

Guest: Brian Baty – BMA Consulting Services, Inc.

Others Present: J. Margeson, E. Ruckle, B. Riehle, K. Kruger

Media: Brian Quinn

Call to Order: The meeting was called to order by Chairman Russo at 1:00 p.m.

A motion was made D. Burdick, seconded by D. Pullen and carried to approve the minutes of November 7, 2007.

Brian Baty:

Mr. Brian Baty president of BMA Consulting Services gave an update to the committee on the consulting services he performs for the County. He distributed an insurance cost comparison from 2004 to 2007. Mr. Baty also stated he works with Mr. Dillon on Workers Compensation issues. After discussion a motion was made by D. Burdick, seconded by D. Fanton and carried to approve a new contract with Mr. Baty from January 1, 2008 – January 1, 2009.

PREPARE A RESOLUTION

Veterans Administration, Scott Spillane:

Mr. Spillane requests the committee to sponsor a resolution in support of the Cold War Veterans' Exemption. Mr. Spillane explained the exemption to the committee. After discussion a motion was made by D. Fanton, seconded by D. Burdick and carried to have Mr. Spillane write a letter and enclose the Cold War Veterans' Exemption papers to each municipality in the County for their review and to have them return a response by the next scheduled meeting. The committee will then make a determination at that time.

Employee of the Month:

There has been more than one nomination form turned in for the employee of the month. After discussion a motion was made by D. Fanton, seconded by N. Ungermann and carried to approve Karen Strahan from the Department of Social Services as the employee of the month for December. The other nominations will be discussed at the next meeting.

Personnel Officer, Ellen Ruckle:

Ms. Ruckle requests the committee to sponsor a resolution in relation to the compensation of employees covering all unions. A motion was made by D. Fanton, seconded by D. Burdick and carried to support said request.

PREPARE A RESOLUTION

Old Business:

A final method has not been approved by the committee for the evaluation process of department heads. Chairman Russo discussed having a more detailed description on the process of these evaluations for the evaluator and the rater. Legislator Pullen as Chairman of the Compensation & Benefits Ad Hoc Committee was asked go back to his committee and

come up with a final recommendation. Chairman Russo will hold a special Personnel meeting to make a final decision on the evaluations before the first of the year.

A motion was made by D. Burdick, seconded by D. Fanton and carried to adjourn the meeting at 1:30 p.m.

Respectfully Submitted:
Alice Alsworth