

**PERSONNEL COMMITTEE  
JANUARY 7, 2009**

**\*\* NOT APPROVED \*\***

---

**Members Present:** W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, D. Russo, N. Ungermann

**Others Present:** J. Margeson, T. Hopkins, E. Ruckle, B. Rigby Riehle, D. Dillon

**Call to Order:** The meeting was called to order by Chairman W. Hall at 11:00 a.m.

A motion was made by D. Russo, seconded by D. Pullen and carried, the minutes of November 10, 2008 were approved. A motion was made by D. Pullen, seconded by D. Fanton and carried, the minutes of December 10, 2008 were approved.

**Workers Compensation:**

Mr. Dillon, Executive Secretary of Workers Compensation asked all the members of the committee to sign the official documentation for his final approval as the County's Executive Secretary representative for Workers Compensation.

Mr. Dillon gave an update on a recent Workers Compensation claim.

**New Business:**

The committee discussed referral from the Budget Committee requesting the Personnel Committee to develop a defined system for evaluating department heads and granting annual salary increases. After discussion Chairman W. Hall agreed to work with the County Administrator and the Personnel Officer to develop a plan to lay out the terms of process for the evaluation of department heads. A suggestion was made to have a salary range already set. There was also discussion on who would be responsible for the evaluations. Chairman Hall will submit a plan for committee discussion and approval at the next scheduled meeting.

**Employee of the Month:**

D. Russo asked if there were any employee of the month nominations and discussion followed. There were concerns on the lack of nominations for many months.

**Clerk of the Board, Brenda Rigby Riehle:**

Clerk of the Board, Brenda Rigby Riehle mentioned that NYMIR (New York Municipal Insurance Reciprocal) recently initiated a program to return a substantial portion of the capital contribution that member counties have paid, and Susan O'Rorke, NYMIR Marketing Director, plans to present a check to the Board and explain the initiative in more detail at the Board meeting on Monday, January 12, 2009.

A motion was made by D. Russo, seconded by D. Fanton and carried to adjourn the meeting at 11:16.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
FEBRUARY 4, 2009**

**\*\* NOT APPROVED \*\***

---

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

**Others Present:** J. Margeson, T. Hopkins, W. Dibble, B. Budinger, B. Rigby Riehle, R. Christman, E. Herdman, J. Colligan, T. Miner, T. Ross, D. Aumick,

**Call to Order:** The meeting was called to order by Chairman W. Hall at 11:09 a.m.

A motion was made by D. Fanton, seconded by D. Russo and carried, the minutes of January 7, 2009 were approved.

**Rob Christman, County Clerk:**

Mr. Christman informed the committee at a previous meeting on the major changes to take place in the County Clerk's office to make the office run more efficiently. Mr. Christman has come to the committee today to implement some of these changes. Mr. Christman requested permission to change the full-time position of Index Clerk with full benefits to a temporary Index Clerk with no benefits. It was noted the unions had no issues on this matter. After discussion a motion was made by D. Russo, seconded by D. Fanton and carried unanimously to approve filling of this position. **REFERRED TO WAYS/MEANS COMMITTEE**

Mr. Christman request permission to temporarily fill a position of Index Clerk while the Index Clerk is off on maternity leave for a period of eight to nine weeks. On a motion by D. Fanton, seconded by D. Russo and carried unanimously to approve filling this position. **REFERRED TO WAYS/MEANS COMMITTEE**

**Bobby Budinger, Deputy Personnel Officer:**

Mr. Budinger distributed draft copies of the Workplace Violence Policy for committee approval. Mr. Budinger stated the County Attorney, County Administrator and unions within the County have approved this draft. After discussion a motion was made by D. Fanton, seconded by G. Benson and carried unanimously to approve this policy. **PREPARE A RESOLUTION**

**Elaine Herdman, Board of Election Commissioner:**

Ms. Herdman stated the Board of Elections will be hosting a Campaign Finance Seminar on Wednesday, May 20, 2009 from 8:30 a.m. to 1:00 p.m. for County candidates running for election in 2009 and those committees and candidates that need to file quarterly reports. Letters will be sent to the town and county candidates as well as neighboring counties.

After attending the State conference the Board of Elections is under the assumption that both the lever and optical scan machines will be used this year for elections. The State is hoping that Systest will be reinstated as a testing/certification agency for New York State by early April. If this does occur and the optical scanning equipment passes certification, only the optical scan equipment will be used.

Ms. Herdman stated all the disabled accessibility improvements to the polling places have been completed. Both Commissioners will be doing the final re-evaluations of all polling places.

Ms. Herdman requested permission from the committee to check out grant funds through the State Achieves to go to full document imaging for County voter registration systems, due to the volume of information that is required to be stored for permanent documentation. The initial cost is approximately \$70,000 with an estimated \$3,000 - \$4,000 yearly maintenance fee. If this system is not obtained, the Board of Elections will need to add more fireproof filing cabinets. A motion was made by D. Fanton, seconded by D. Russo and carried to approve said request.

The State has confirmed the voting machines will not be permitted to be stored in the polling places, the County is responsible for permanent storage of this equipment.

Due to the cost for rental of equipment/gas and time of County employees in 2008 for one election, the Board of Elections is asking permission to pursue the possibility of purchasing an air-ride trailer for delivery/pick-up of the voting machines to the various polling places. The cost in 2008 was \$1,554.80, and a custodian to oversee the delivery at a cost of \$531.80. With approval from the committee, the Board of Elections will work with David Roeske, Superintendent of Public Works, on pricing of this trailer and report back to the committee at the next meeting. A motion was made by D. Fanton, seconded by D. Russo and carried to approve said request.

The State is requiring each county to purchase Election Management System software and hardware for ballot definition and for programming flash cards. The cost for programming with Sequoia - \$7,350 for ballot definition and \$1,575 for programming of the flash cards. The software/hardware for the Election Management System is approximately \$75,000. Some of the counties are working together to do this. There is a possibility that Allegany County will be able to do this with Phoenix Graphics if the State approves.

There was discussion on the towns/villages and schools using the County equipment. Ms. Herdman stated this year they are able to use their original machines. Once the law is changed, the Board of Elections will take over the school and town/village elections. They will have to use either paper ballot or County equipment. The old machines will be destroyed. The County will be able to charge back any expense for performing these elections to the towns/villages and schools.

#### **Old Business:**

At the January 7, 2009 committee meeting, the committee discussed a referral from the Budget Committee requesting the Personnel Committee to develop a defined system for evaluating department heads and granting annual salary increases. After discussion Chairman W. Hall was asked to work with the County Administrator and the Personnel Officer to develop a plan to lay out the terms of process for the evaluation of department heads. Chairman Hall distributed copies of the draft proposal for the process of evaluating Department Heads to the committee for review. After discussion D. Aumick was asked to distribute the proposal to the Department Heads at their next scheduled meeting for their review and suggestions. J. Margeson asked D. Aumick to have the Department Heads appoint one representative to act as liason.

At the December 10, 2009 committee meeting, there was discussion on the quote for insurance being lower than anticipated for the 2009 Budget. After discussion the committee made a request for County Attorney T. Miner and County Treasurer T. Ross to check into the possibility of setting up a special reserve account for the excess funding should the County experience a large claim in the future. T. Ross reported to the committee that the insurance reserve account can only be used for insurance purposes and that the funds can only be used with committee approval. It was the County Attorney T. Miner and County Treasurer T. Ross's recommendation that the excess funding should remain in the account it is currently under; no action was taken at this time.

A motion was made by D. Fanton, seconded by D. Burdick and carried to adjourn the meeting at 11:44.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
MARCH 4, 2009**

**\*\* NOT APPROVED \*\***

---

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

**Absent:** N. Ungermann

**Others Present:** J. Margeson, B. Rigby Riehle, E. Ruckle, R. Christman, E. Herdman

**Call to Order:** The meeting was called to order by Chairman W. Hall at 11:02 a.m.

On a motion by D. Fanton, seconded by D. Russo and carried, the minutes of February 4, 2009 were approved.

**Rob Christman, County Clerk:**

Mr. Christman gave an update on the transition in his office and everything is going well.

Mr. Christman requests the committee to support a resolution to increase the petty cash fund from \$500 to \$650. This request is due to the increased number of Recording Clerk stations. A motion was made by D. Fanton, seconded by D. Burdick and carried to support said request. **REFERRED TO WAYS AND MEANS**

**Employee of the Month:**

A motion was made by D. Fanton, seconded by D. Burdick and carried to approve Deb Frost – Department of Social Services as April employee of the month.

**Elaine Herdman, Board of Election Commissioner:**

Ms. Herdman stated it is a state law that the records be stored for at least 22 to 24 months. In reality they are kept three years in the department. All 26,000 ballots, ballot stubs, labels, memory cards, and programming equipment have to be stored in a secured area.

The state has changed their decision and are now requiring each county to purchase EMS hardware and software. The total cost of this software has not been determined at this time. At the next scheduled meeting there will be an update on the state requirements. This EMS equipment is a stand alone dedicated computer that will only be able to be used to program the voting machines. This equipment will also have to be in a secured area.

The new machines are now being stored in a 664 square-foot storage room. This room does not provide an adequate working area for the technicians to do quarterly testing or programming/test deck work on the machines. Election Law 7-207(2) provides that the County Party Chairmen (or his/her representative) may be present to see that the machines and devices are properly prepared and in good working condition for use at any elections. There is no room for additional people to be present. It is estimated from the space needs study that was done, that the Board of Elections would need

approximately 2,545 square feet to accommodate storage, work space, training area etc.

There was discussion on the training classes and to make the classes smaller to accommodate space and training quality. A suggestion was made to have the training classes out at the conference room in the new jail.

The voting districts did not have an adequate number of tables available for the privacy booths required by the optical scan ballots. The Board of Elections purchased these tables, privacy booths, cones, (at present they are currently being stored at the towns) and they are county-owned property that must be accounted for. The Board of Elections will need storage space for this equipment as well.

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle stated the Internal Revenue Service requires our County Election Employee Technicians and County Election Inspectors be included in our payroll system rather than being contract vendors. The employees are earning more than the \$600 limit allotment in a year. There was discussion on how this requirement would be met. A motion was made by D. Burdick, seconded by D. Russo and carried to support a resolution to amend the Section 4 salary plan to include the title of County Election Technicians at a rate of \$15 per hour, and the County Election Inspectors at a rate of \$85 per day for primary elections and \$135 per day for general elections. There will be no benefits paid but those required by law. **PREPARE A RESOLUTION**

The Towns will continue to submit vouchers for the other technicians that are not County employees. The Board of Elections will be allowed to charge back to the Towns the Workers' Compensation charges for these County Election employees.

**Old Business:**

In the past two months the committee has been working on a defined system for evaluating department heads and granting annual salary increases. Last month a draft proposal was presented to the committee. The Department Heads were asked to review the proposal at their next scheduled meeting and report back to the committee on any changes. Mr. Christman addressed the Department Heads concerns with the committee as follows:

1. For the committee to define the merit base.
2. To define who is considered a Department Head.
  3. There was discussion on non-unit employees that do not fall under the new PEF Union.
4. To further define merit pay pool, will it be based on dollar value or percentage rate?

There was discussion on how the amount in the merit pool will be determined. They also discussed the possibility of a minimum amount all Department Heads would receive and how the scale for the evaluation would be determined. J. Margeson was asked to bring to the next committee meeting a combined salary total of all Department

Heads. The committee is expected to make a final decision at the next scheduled meeting.

A motion was made by D. Russo, seconded by D. Pullen and carried to adjourn the meeting at 12:03.

Respectfully Submitted,  
Alice Alsworth

**PERSONNEL COMMITTEE  
APRIL 1, 2009**

**\*\* NOT APPROVED \*\***

---

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

**Absent:** G. Benson

**Others Present:** J. Margeson, T. Hopkins, T. O'Grady, B. Rigby Riehle, E. Ruckle, T. Miner, L. Haggstrom.

**Call to Order:** The meeting was called to order by Chairman W. Hall at 11:03 a.m.

A motion was made by D. Fanton, seconded by D. Burdick and carried, the minutes of March 4, 2009 were approved.

**Tom Miner, County Attorney:**

A motion was made by D. Burdick, seconded by D. Fanton and carried to go into executive session to discuss employment history of a particular person at 11:03.

A motion was made by D. Fanton, seconded by N. Ungermann and carried to go out of executive session at 11:07.

A motion was made by D. Fanton, seconded by D. Pullen and carried to support a settlement claim amount that was submitted by County Attorney Tom Miner.

There was a lengthy discussion on stressing the importance of management documenting employee performance issues.

**Old Business:**

For the past several months the committee has been working on a defined system for evaluating department heads and granting annual salary increases. Chairman Hall stated there are two main issues to discuss:

1. To determine if elected officials need to be evaluated
2. To determine how the pool money will be best utilized

Legislator O'Grady stated the way the evaluations were set up in previous years the County Administrator evaluates the Department Head by a point system then he makes a suggestion on the salary amount per each department head by the total of points they received. Mr. O'Grady made a suggestion to have the County Administrator determine the total points for each Department Head, then present the completed evaluations to the Board of Legislators and they will then determine what each point will be worth.

There was discussion on the importance of the committee to set a policy on the rules for evaluations of Department Heads.

D. Pullen discussed the importance of the over all total of points given to be able to make a better determination on the value per individual point.

N. Ungermann discussed the importance of setting the point system to show the support and to encourage the Department Heads to continue to improve their performance.

There was discussion on setting maximum total points the Department Head can receive.

There was discussion on the elected officials and setting their salary at a certain base amount for the four year terms. To also set a percentage for the cost of living increases for the four year terms. There was discussion on if it was necessary to evaluate the elected officials.

N. Ungermann stated the public is really the people that evaluate the elected officials by their votes.

D. Russo stated that the committee needs to check with other neighboring counties on how they handle their evaluations of Department Heads.

After discussion the committee agreed to have Chairman Hall work with secretary Alsworth to set up a draft proposal and agreement to present to the committee at the next scheduled meeting.

There was discussion on the issue of time clocks being installed at the Jail. County Administrator stated this issue needs to be approved through negotiations with the Sheriff's Union.

A motion was made by D. Burdick, seconded by N. Ungermann and carried to adjourn the meeting at 11:49.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
MAY 6, 2009**

**\*\* NOT APPROVED \*\***

---

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

**Others Present:** J. Margeson, E. Ruckle, B. Rigby Riehle, D. Dillon, R. Starks

**Call to Order:** The meeting was called to order by Chairman W. Hall at 11:00 a.m.

On a motion made by D. Russo, seconded by D. Burdick and carried, the minutes of April 1, 2009 were approved.

**Workers' Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation, discussed firemen injuries. There have been seventeen cases so far that Workers' Compensation are working on totaling approximately \$178,000 so far this year. In three of these claims, the members are 25 years old and under. Two of these members are on the active duty list and one is not. He has concerns because the medical claims exceed the 2009 budget already. Mr. Dillon distributed suggested changes to the requirements firemen must comply with, and it will be referred to the County Attorney for his review. Mr. Dillon will discuss the issue at the next scheduled meeting. **REFERRED TO COUNTY ATTORNEY**

**New Business:**

The Public Safety Committee requests the Personnel Committee to co-sponsor a resolution creating the title of Senior Probation Assistant to better reflect the duties performed by the current Probation Assistant. Mr. Starks was asked by the committee to further explain the request. A motion was made by D. Fanton, seconded by G. Benson and carried to create the position of Senior Probation Assistant (A.F.S.C.M.E., Grade 15). A civil service examination will need to be completed in order to be able to gain the permanent promotion. **PREPARE A RESOLUTION**

**Old Business:**

For the past several months the committee has been working on a defined system for evaluating department heads and granting annual salary increases. Mr. Hall presented a draft proposal for committee approval. After a lengthy discussion, a motion was made by D. Pullen, seconded by D. Fanton and carried to have each Department Head's overall evaluation totaled in excellent (3 points), proficient (2 points), needs improvement (1point). If they fall below these evaluations they do not receive a salary increase. The merit pay pool will be determined by the overall average of all union contracts that are provided at the time of the evaluations, to determine what each point will be worth. To also remove from the proposal number (5) and address it at a later meeting.

Each Department Head will meet with the Chairman of the Board, County Administrator, and Committee Chairman to explain how they determined their evaluation total. This

will better help the Department Head on their strengths and weaknesses for improvement.

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 12:08. A motion was made by N. Ungermann, seconded by D. Fanton and carried to go out of executive session at 12:30.

A motion was made by N. Ungermann, seconded by D. Burdick and carried to adjourn the meeting at 12:30.

Respectfully Submitted:  
Alice Alsworth

## PERSONNEL COMMITTEE

June 3, 2009

**\*\* NOT APPROVED \*\***

---

**Members Present:** W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guest Present:** Denise Northrup – Manning and Napier

**Others Present:** J. Margeson, T. Hopkins, W. Dibble, E. Ruckle, B. Rigby Riehle, D. Dillon, R. Christman. T. Miner

**Call to Order:** The meeting was called to order by Chairman W. Hall at 10:04 a.m.

On a motion made by Legislator Fanton, seconded by Legislator Pullen and carried to approve the minutes of May 6, 2009 with corrections made as follows: First sentence should have stated approximately \$178,000 in Medical costs so far this year. Second sentence should have stated ten of these claims, the members are 25 years old and under.

### **Workers' Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation distributed copies of the 2010 Workers Compensation Budget for review.

Mr. Dillon discussed the high medical claim costs this year. There was discussion on setting up a firematic safety program.

Mr. Dillon praised the Fire Departments in the County on their increase in physical examination requirements having been met by 93%.

Mr. Dillon stated there are eleven (11) Fire Departments to receive awards for 2008 in no lost injury claims for the year and being 100% compliance with physicals for their departments. They are as follows: Alfred Station, Belfast, Belmont, Houghton, New Hudson, Short Tract, Wellsville Dyke Street Engine Co. No. 2, Wellsville Emerald Hook & Ladder Co. No. 3, Wellsville Genesee Hose Co. No. 5, Whitesville, Wiscoy-Rosburg. Mr. Dillon asked the committee to approve the purchase of fire retardant gloves as the award the departments will receive this year. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to support said request.

### **Ellen Ruckle, Personnel Officer:**

Ms. Ruckle presented to the committee a list of the July Employee Increments for committee approval. They have completed their probationary period and are eligible for an increment if they were hired between July 1, 2008 and December 31, 2008. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to approve said request. **PREPARE A RESOLUTION**

**Denise Northrup – Manning & Napier**

Ms. Northrup stated a proposal was presented to the Committee of the Whole to make changes to the Allegany County Health Plan. The Committee of the Whole referred the proposal to the Personnel Committee for their review and approval. The committee discussed the importance to educate the employee on the need for annual check ups for early detection of any possible health problems. The committee agreed to set up meetings to educate the employees on this issue. There was a lengthy discussion on the pros and cons of the new options. The committee stated the need of the employees to review the new plan. The committee asked Ms. Northrup and Ms. Ruckle to set up a meeting in the near future with the department heads/non-unit members that are not in the union to voice their concerns. There was discussion on changing the policy so that changes to the health plan can only be done once a calendar year unless there is a life changing event such as a birth, marriage, or death. The committee will take time to review the proposal and make a decision at a later date.

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to go into executive session regarding material in regards to collective bargaining negotiations at 11:27. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to go out of executive session at 12:01.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to adjourn the meeting at 12:01.

Respectfully Submitted:  
Alice Alsworth

**JOINT PUBLIC SAFETY, WAYS & MEANS, AND PERSONNEL COMMITTEES**  
**July 13, 2009**

**\*\* NOT APPROVED \*\***

---

**Committee Members Present**

G. Benson, D. Burdick, C. Crandall, W. Dibble, D. Fanton, W. Hall, T. Hopkins, K. Kruger, M. McCormick, B. Reynolds, D. Russo, R. Truax, N. Ungermann (*Absent: D. Pullen*)

**Others Present**

J. Margeson, T. Miner, T. O'Grady, T. Parker, B. Riehle, E. Ruckle

**Media Present**

J. Loyd – Olean Times Herald, B. Quinn – Wellsville Daily Reporter

**Crime Victims Grant**

District Attorney Terrence Parker requested a resolution accepting funding in the amount of \$97,989 from the New York State Crime Victims Board for the period October 1, 2009 through September 30, 2012. The funds should be appropriated to various A1165 (District Attorney) accounts with a like sum placed in revenue account A10.3031.01 (State Aid – Crime Victims Grant) as follows:

**Appropriations (\$97,989 for 3 years):**

A1165.1xx	Personnel	\$27,500 (2010), \$28,000 (2011), \$28,500 (2012)
A1165.4	Contractual	\$4,601 (2010), \$4,663 (2011), \$4,725 (2012)

*(Please see the attached Memorandum of Explanation for a breakdown of the .4 accounts.)*

**Revenues (\$97,989 for 3 years):**

A10.3031.01 (State Aid – Crime Victims Grant)	\$97,989
---	----------

The resolution should accept and appropriate the funding, as well as set the salary for the Crime Victims Coordinator. District Attorney Parker briefly explained the grant and how the program works.

**Executive Session**

A motion was made by Legislator Kruger, seconded by Legislator Truax and carried (Voting No: W. Hall) to enter into executive session to discuss the employment history of a particular individual. Immediately following discussion, a motion was made by Legislator Fanton, seconded by Legislator Dibble and carried to end the executive session and return to the regular meeting.

A motion was then made by Legislator Dibble, seconded by Legislator Kruger and carried to sponsor a resolution accepting the funding from the New York State Crime Victims Board, setting the salary of the Crime Victims Coordinator, and appropriating the funds to the District Attorney accounts. **Prepare**

**Resolution** *(The previous round of grant funding was accepted by Resolution No. 158-06.)*

**Adjournment**

There being no further business to come before the committee, a motion was made by Legislator Truax, seconded by Legislator Hall and carried to adjourn the meeting.

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

## PERSONNEL COMMITTEE

July 15, 2009

**\*\* NOT APPROVED \*\***

---

**Members Present:** W. Hall, D. Burdick, G. Benson, D. Fanton, N. Ungermann, C. Crandall

**Absent:** D. Russo, D. Pullen

**Guest Present:** Denise Northrup – Manning and Napier, David Harris – Account Rep. – NOVA

**Others Present:** J. Margeson, T. Hopkins, T. O'Grady, W. Dibble, E. Ruckle, B. Rigby Riehle, D. Dillon, R. Christman, T. Miner, K. Toot, T. Ross, B. Budinger, P. Schmelzer, M. Cole, L. Ballengee, V. Grant

**Call to Order:** The meeting was called to order by Chairman W. Hall at 10:04 a.m.

On a motion made by Legislator Ungermann, seconded by Legislator Fanton and carried to approve the minutes of June 3, 2009 with corrections made as follows: Attached is a list of the people that had attended the meeting and were omitted in the minutes.

### **Rob Christman, County Clerk:**

Mr. Christman gave an update on the progress of digitizing all the records.

Mr. Christman requested permission to go into executive session to discuss employment status. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to go into executive session at 11:03. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to go out of executive session at 11:11.

Mr. Christman request permission for the reclassification of a position from an Account Clerk Typist to a Senior Account Clerk Typist this employee took over the majority of the work load from an employee that retired and the position was eliminated. The Human Resources Department approved the appointment of this employee because of their eligibility for this Civil Service position. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the reclassification of this position, and to fill the position immediately once the request has been finalized.

**REFERRED TO WAYS AND MEANS**

**PREPARE A RESOLUTION**

### **Board of Elections:**

Commissioner, Elaine Herdman requests the committee to sponsor a resolution for the acceptance of grant money in the amount of \$133,248 from the Federal Judicial System. This grant will allow the Board of Elections to work with NYS Office of General Services for the purchase of Election Management System software and hardware. In the 2009 Budget \$77,000 was appropriated for these expenses. Accepting this grant money would eliminate the need for the County to expend these funds. A motion was

made by Legislator Burdick, seconded by Legislator Benson and carried to accept the grant funds. **REFERRED TO WAYS AND MEANS**

Ms. Herdman stated the office has been in contact with the State Board of Elections regarding the purchase of an air ride trailer for use in the delivery and pick up of the voting machines. The Board of Elections has received three bids ranging from \$10,800 to \$13,678. Because the trailer is not on state contract the County has to pay the initial cost and any grant money that is received for this expense will be used to reimburse the County.

**Employee of the Month:**

After discussion a motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to approve Sue Hunter – Nursing Division of the Health Department as employee of the month for August.

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle introduced Denise Northrup – Manning & Napier and David Harris – NOVA representatives to discuss the revised County Health Plan. Ms. Northrup distributed copies of the revised department heads and non-unit health plan that is being offered after previous meetings to change the current plan the County now offers. The committee was asked to further review the plan and to make a final decision as soon as possible so that the plan can be implemented before the end of the year. An effective date of the plan also has to be approved.

**Department Head:**

Department Head representative Kimberley Toot was asked by the Department Heads to present their concerns with the new plan.

**Workers' Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation distributed copies of the 2010 Workers Compensation Budget for final approval. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the 2010 Budget for Allegany County Mutual Self-Insurance Plan in the amount of \$815,080.

**PREPARE A RESOLUTION**

A motion was made by Legislator Burdick, seconded by Legislator Benson and carried to approve the 2010 Allegany County Mutual Self-Insurance Plan Budgeted Participant Assessments in the total amount of \$774,080. **PREPARE A RESOLUTION**

**New Business:**

The committee received a referral from the Board of Legislators from their meeting on June 22, 2009 for the committee to review and make a decision. The resolution was to modify the provision of health insurance for County Legislators by requiring a Legislator to contribute one-half of the cost of any health insurance provided to them for single or family coverage. Legislator O'Grady offered this resolution for Board of Legislators approval. After discussion Legislator O'Grady stated he was comfortable to adopt the

same health insurance plan for the Legislators as the Department Heads/Non-Units will be given once the plan is approved by this committee. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried for the Legislators to receive the same plan as the Department Heads/Non Unit will be receiving once the health plan is approved. **REFERRED TO WAYS AND MEANS PREPARE A RESOLUTION**

**Tom Miner, County Attorney:**

Mr. Miner requests the committee to go into executive session for attorney/client discussion. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go into executive session at 12:10. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go out of executive session at 12:34.

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to adjourn the meeting at 12:34.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE**  
**August 5, 2009**

**\*\* NOT APPROVED \*\***

---

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

**Guest Present:** Denise Northrup – Manning and Napier

**Others Present:** J. Margeson, T. Hopkins, W. Dibble, Rigby Riehle, D. Dillon, R. Christman. K. Toot, T. Ross, B. Kelley, Leslie Haggstrom, T. Parker

**Call to Order:** The meeting was called to order by Chairman W. Hall at 11:02 a.m.

On a motion made by Legislator Russo, seconded by Legislator Burdick and carried to approve the minutes of July 13, 2009, joint meeting. On a motion made by Legislator Russo, seconded by Legislator Ungermann and carried to approve the minutes of July 15, 2009.

**Kimberley Toot – Spokesperson for Department Heads:**

Ms. Toot distributed a list of the Department Head concerns regarding changing the health insurance plan. The committee discussed their concerns.

**Denise Northrup:**

Ms. Northrup distributed a new decision outline that has the Department Heads, Non-Unit and Board of Legislators included on this list of people the new plan will represent. Ms. Northrup went over the plan design with the committee for their review.

There was discussion on Resolution No. 259-06 establishing Health Insurance fees for all County employees not currently covered by a collective bargaining agreement states that all new employees hired after January 1, 2007 there will be no commitment by the County of Allegany to continue health care benefits after their retirement. There was a written Medical Policy that was handed out by the Human Resource Department that inadvertently did not have the change made on it to reflect the change of Resolution No. 259-06. This issue affects approximately five or six retirees who received the written policy when they retired.

**Contribution Strategy:**

There was further discussion on the contribution strategy of the new plan. Ms. Northrup stated if the current employee selects to stay on the current plan there will be a contribution fee per month which is based on the years of service. The years of service will be a one time determination on the years of service the individual employee is at on the date this new policy takes affect.

**Effective Date of Proposals:**

Ms. Northrup stated a start date needs to be decided before Manning & Napier and NOVA can complete the proposals for final approval.

**Medical Policy Adjustments:**

An adjustment to the Summary Plan Description needs to be finalized to require that all eligible retirees must take Medicare Part B or payment of claims will be penalized. An effective date needs to be set.

**Annual Enrollment Policy:**

At the last meeting it was determined to change the open enrollment to be held annually from November 1<sup>st</sup> – November 30<sup>th</sup> which was attached to the new decision outline.

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to approve:

1. Adoption of the design proposal.
2. Amend Resolution No. 259-06 to change the effective date from January 1, 2007 to January 1, 2010.
3. To approve total fee charges for NOVA Health Care to complete the summary plan description for a fee of \$5,000.00, then the plan will be ready for final approval.
4. If Department Heads or Non-Unit employees decide to remain in the current plan the contributions will be determined by years of service. This is to be a one time determination effective as of January 1, 2010. Where ever the employee falls for years of service on that effective date, will be where the monthly fee is determined, regardless of the anniversary date. Example: 0 – 5 years of service, 5 years 1 day – 10 years of service, 10 years 1 day – 15 years of service, 15 years 1 day – 20 years of service, 20 years 1 day +.
5. If the premiums increase so do the contributions.

**PREPARE A RESOLUTION**

There was discussion on how the retiree's contribution is determined.

The committee agreed to have more education sessions with Department Heads and Non-Unit employees as needed.

A motion was made by Legislator Fanton, seconded by Legislator Russo and carried the meeting was adjourned at 12:32.

Respectfully Submitted:  
Alice Alsworth



**PERSONNEL COMMITTEE  
OCTOBER 14, 2009**

**\*\* NOT APPROVED \*\***

---

**Members Present:** W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann

**Absent:** D. Russo

**Guest Present:** Jeff Luckey, Chairman, Fire Advisory Board, Paul Gallmann, Allegany County Fire Coordinator

**Others Present:** Rigby Riehle, E. Ruckle, T. Miner, D. Dillon

**Call to Order:** The meeting was called to order by Chairman W. Hall at 11:00 a.m.

A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to approve the minutes of September 2, 2009.

**Thomas Miner, County Attorney/Workers' Compensation:**

Mr. Miner explained to the committee the new Federal regulations on reporting claims for the Self-Insured Liability/Workers' Compensation. The reporting will all be done electronically and there are substantial requirements on how this is to be reported. The County will incur penalties if this reporting is not done correctly. Due to all the requirements, it is necessary to contract with an outside firm. Before a claimant will receive a settlement, any payment that is due to Medicaid/Medicare will be made first. That is why these new regulations are required. There is a deadline for January 1, 2010 to complete all necessary reporting.

Mr. Dillon, Executive Secretary of Workers' Compensation, stated that all records from previous settlements need to be reported, and it will be very time consuming because of all the information that is required. Mr. Dillon has inquired about various firms that handle this issue and has chosen Coventry Workers' Compensation Services. There was discussion and Mr. Dillon agreed to continue to monitor the services from Coventry compared to other firms to make sure we are receiving the lowest cost for services. There is a start up fee of \$1,000 plus an annual cost of \$3,000 for their services. There are additional costs per added services as needed. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to unanimously approve entering into a contract with Coventry Workers' Compensation Services with a beginning budgeted amount of \$10,000 upon County Attorney approval. **REFERRED TO WAYS/MEANS** **PREPARE A RESOLUTION**

Mr. Dillon requests the Personnel Committee to sponsor a resolution to transfer funds in account S1720.430, Claimant Medical in the amount of \$245,000 from accounts:

853.0000 Interest on Contributed Reserves \$22,700

882.0001 Contributed Reserves \$222,300

A motion was made by Legislator Pullen, seconded by Legislator Ungermann and carried to approve the transfer of said funds. **PREPARE A RESOLUTION**

Mr. Dillon requests the Personnel Committee to sponsor a resolution to transfer funds in the amount of \$60,600:

<b>From</b>		<b>To</b>	
S1710.402 – Mileage/Exp.	\$ 600	S1710.430 – Consulting Serv.	\$ 6,600
S1710.406 – Insurance	\$ 5,000	S1720.430 – Claimant Medical	\$50,000
S1710.409 – Att. Fee/Exam	\$20,000	S1710.431 – Claimant Mileage	\$ 4,000
S1720.406 – Claimant Ind.	\$35,000		

A motion was made by Legislator Pullen, seconded by Legislator Ungermann and carried to approve the transfer of said funds. **PREPARE A RESOLUTION**

**Employee of the Month:**

Legislator Fanton presented three nominations for employee of the month. After discussion a motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to have employee Cheryl Wesche – Department of Social Services be employee of the month for November 2009, to have employee July Ward – Department of Social Services be employee of the month for December 2009 and to have employee Randy Hartwick – Sheriff’s Department be employee of the month for January 2010.

**Appointment to the Board of Ethics:**

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to reappoint the following individuals’ for a four year term commencing January 1, 2010 and expiring December 31, 2013:

- Pastor Kenneth Chroniger, Alfred Station
  - Dr. Robert Black, Houghton
  - Darwin Fanton, Wellsville
  - Brenda Rigby Riehle, Belmont
  - Thomas Hennessy, Wellsville
- PREPARE A RESOLUTION**

**Referral from Public Safety Committee:**

The committee received a referral from the Public Safety Committee for the requests to have the committee approve the changing of the title of Assistant Jail Administrator position to Correction Master Sergeant. To remove the title of Assistant Jail Administrator from the Non-Unit Salary Plan and place the title in the Sergeant Salary Plan of the Deputy Sheriff’s Association, and to abolish one position of Correction Officer. After discussion a motion was made by Legislator Hall, seconded by Legislator Fanton and carried unanimously to table the issue until more documentation can be obtained and the approval of the union to accept the new non-unit position.

**Employee Recognition for 30 Years of Service:**

Ellen Ruckle, Personnel Officer, asked permission from the committee to honor eleven employees that have earned 30 years of service at an Allegany County Legislative

Board meeting in November. The committee agreed to allow the recognition of these employees.

**Executive Session:**

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to enter into executive session to discuss the employment history of a particular person at 12:12. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to go out of executive session at 12:57.

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to have the Chairman of the Personnel Committee compile a letter to the Fire Advisory Board and the Emergency Services staff stating how much the Committee/Legislative Board appreciates all the volunteers, their hard work, and at times risking their lives to protect the people of Allegany County.

A motion was made by D. Pullen, seconded by D. Fanton and carried the meeting was adjourned at 1:00 p.m.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
NOVEMBER 04, 2009**

**\*\* NOT APPROVED \*\***

---

**Members Present:** W. Hall, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Absent:** D. Russo

**Others Present:** J. Margeson, Rigby Riehle, E. Ruckle, T. Miner, D. Dillon, L. Haggstrom, H. Scott Spillane

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

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to approve the minutes of October 14, 2009 with a correction to the minutes to change the employee of the month of December to Judy Ward, not July Ward as stated in the minutes.

**H. Scott Spillane – Veterans Services:**

Mr. Spillane requests the committee to sponsor a resolution to transfer funds from A6510.407 – Office Supplies, to account A6510.201 – Equipment for the purchase of a fax machine to be used at the new location. It will be used by Veterans Services and Office for the Aging. A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to support said request. **PREPARE A RESOLUTION**

**Workers' Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation gave an update to the committee on the new Federal Medicare regulations on reporting claims for the Self-Insured Liability/Workers' Compensation. Mr. Dillon is concerned because he has not received authorization from Medicare yet to begin the process. It was confirmed that the County will not be responsible to pay any previous deficiencies in reporting settlements to the Federal Medicare Program. There are approximately 30 permanent injury claims that need to be reported. After further investigation, the processing cost per claim is dramatically higher than originally anticipated. After a lengthy discussion the committee agreed to have Mr. Dillon check with other firms for the lowest processing cost to complete the Federal requirements on these claims. Mr. Dillon was also asked to check with the Workers Compensation Board on how much reimbursement the County will receive for completing any unsettled claims. The unsettled claims need to be finalized by July 1, 2010.

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle stated the County due to collective bargaining agreement, offers an AFLAC Insurance program for employees. One of the programs is AFLAC Flex Spending which allows the employee to deduct a maximum amount of \$1,000 per year to help offset medical bills that may occur during the year. Due to a request from an employee the

committee was asked to raise the maximum amount to \$2,600.00. A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to support said request.

Ms. Ruckle gave an update on the finished outline of the new Health Care Plan for Department Heads, Non-Unit and Board of Legislators. She stated representatives from Azeros Health Plan and Independent Health came on Tuesday and today to present to the Department Heads, Non-Unit employees final plan proposal. The complete plan was discussed in its entirety. They will meet November 12<sup>th</sup> and 13<sup>th</sup> individually with any employees that require one-on-one discussions, to enroll in Option 1. It has been established that the open enrollment period will be November 1<sup>st</sup> – November 30<sup>th</sup> every year. The employees have until November 30<sup>th</sup> to sign what proposal they want to obtain.

There was discussion on the eligibility provision language of the Medical Grid for Option 1. Resolution No. 142-09 that was approved by the Board of Legislators states all new employees hired after January 1, 2010 will receive a letter stating there is currently no commitment by the County of Allegany to continue health care benefits after their retirement was also discussed. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to amend this resolution so that it is more specific to state the new employees hired after January 1, 2010 will not receive any health care benefits after their retirement. Employees who are hired before the January 1, 2010 date and who receive a lateral transfer from a unit to a non-unit or Department Head position, will continue to receive health insurance upon retirement. **PREPARE A RESOLUTION**

**Old Business:**

There was clarification by Legislator Ungermann on the use of time clocks.

**Executive Session:**

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to go into executive session to discuss employment history of a particular person at 1:54.

A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to go out of executive session at 2:03.

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to support a resolution for the creation of the position of Correction Master Sergeant. **PREPARE A RESOLUTION**

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to adjourn the meeting at 2:05.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
DECEMBER 02, 2009**

**\*\* NOT APPROVED \*\***

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

**Guest:** Denise Northrup – Manning & Napier, Keith Slep – District Attorney – 1<sup>st</sup> Assistant

**Others Present:** J. Margeson, B. Reynolds, P. Curran, M. Healy, Rigby Riehle, E. Ruckle, D. Dillon, S. Presutti, T. Ross, D. Button, K. Toot, L. Haggstrom

**Call to Order:** The meeting was called to order by Chairman W. Hall at 1:03 p.m.

A motion was made by Legislator Ungermann, seconded by Legislator Russo and carried to approve the minutes of November 4, 2009.

**Keith Slep – District Attorney – 1<sup>st</sup> Assistant:**

Mr. Slep addressed the issue of how the new medical plan is calculated for payment if an employee decides to continue with the original policy. If the employee decides to continue with the original policy then the premium is determined by their years of service with the County. He discussed his concerns on how this will affect him personally. Personnel Officer Ellen Ruckle explained to the committee how this is determined. After a lengthy discussion no action was taken by the committee.

**Denise Northrup – Manning & Napier:**

Ms. Northrup gave an update on the progress on the new County Health Plan for Department Heads and Non-Unit employees. There have been approximately 50% of the eligible employees who have opted to go with the new Option 1 Plan.

Ms. Northrup gave an update on the progress of meetings they have also had with the retirees on the option of going with the Medicare Advantage Plan. Since these meeting there have been approximately 11 new retirees enrolled for a total of twenty-four retirees that have chosen to go with the Medicare Advantage Plan.

Ms. Northrup gave an update on the progress of switching the prescription drug plan over to the 3 tier plan.

Ms. Northrup asked the committee to support taking the Medical and Prescription Plan out for bids in 2010 to secure the best possible coverage for the employees. A motion was made by Legislator Russo, seconded by Legislator Ungermann and approved to allow Ms. Northrup to proceed as requested.

**Workers' Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation gave an update to the committee on the new Federal Medicare regulations on reporting claims for the Self-Insured Liability/Workers' Compensation. At the last committee meeting the committee

agreed to have Mr. Dillon check with other firms for the lowest processing cost to complete the Federal requirements on these claims. Mr. Dillon stated he did receive three formal quotes. The quotes were as follows:

**2010 Estimated Cost to County for 30 Queries per Month  
& 15 Medicare Set Aside Allocations**

Coventry Ingenix – \$65,125  
Medical Allocators - \$83,175  
Gould & Lamb - \$70,575

There was discussion that this contract needed to be approved by December 14, 2009 at the Legislative Board meeting to expedite the contract as soon as possible because of Federal regulations that the County is required to follow.

A motion was made by Legislator Russo, seconded by Legislator Ungermann and carried to sponsor a resolution to accept Coventry Ingenix's quote. The committee requests the Ways and Means Committee to co-sponsor the resolution. **REFERRED TO WAYS AND MEANS**

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go into executive session to discuss employment history of a particular person/corporation at 1:32 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go out of executive session at 1:54 p.m.

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle asked Chairman Hall to give permission for the funding of expenses that occurred for the celebration to honor eleven employees that have earned 30 years of service for the County and request was granted.

Ms. Ruckle gave an update on the program of AFLAC Flex Spending and Dependent Care. At the last meeting the committee approved to raise the maximum amount from \$1,000 to \$2,600 per year. There has been a request to approve the use of a debit card payment rather than individual employees having to complete the necessary paper work to request their claims. Ms. Ruckle explained how this process would work. After a lengthy discussion no action was taken on this issue.

Ms. Ruckle requests the committee to sponsor a resolution for the compensation of County employees whose titles are in the Section 4 Salary Plan and the Non-Unit Salary Plan, and also step increase for those eligible in the Sheriff, Nurses, AFSCME and PEF Salary Plans. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to approve said request.

Mr. Margeson – County Administrator asked the committee to amend the resolution to the Section 4 Salary Plan to add the title of Deputy County Administrator at a salary of

\$60,000 per year. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to approve said request. Opposed Legislator Burdick

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to support a resolution for the compensation of County employees as requested by Ms. Ruckle, and to include the amendment. Opposed Legislator Ungermann

### **PREPARE A RESOLUTION**

Ms. Ruckle requests the committee to sponsor a resolution to upgrade the Human Resources Assistants in her office from a Grade 2 to a Grade 4 due to extra duties they have incurred, which is included in the 2010 Budget. A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to approve said request. **PREPARE A RESOLUTION**

Ms. Ruckle requests the committee to sponsor a resolution to upgrade the Human Resources Specialist from a Grade 6 to a Grade 7 due to extra duties that have incurred, which is included in the 2010 Budget. A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to approve said request. **PREPARE A RESOLUTION**

### **New Business:**

Legislator Fanton stated he received information on a new offer for a prescription discount card at a NYSAC meeting he attended, there are other Counties that use this card. Ms. Ruckle was asked to check into the information and report back to the committee at the next meeting.

### **Appointment:**

A motion was made by Legislator Russo, seconded by Legislator Burdick and carried to approve the reappointment of Mr. Harvey Scott Spillane as Veterans Service Agency Director, effective January 1, 2010.

### **Meeting Adjourned:**

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to adjourned the meeting at 2:08 p.m.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
DECEMBER 14, 2009**

**\*\* NOT APPROVED \*\***

---

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

**Absent:** W. Hall

**Others Present:** J. Margeson, K. Kruger, M. McCormick, W. Dibble, M. Healy, K. LaForge

**Call to Order:** The meeting was called to order by Vice Chairman D. Burdick at 3:12 p.m.

John Colligan has resigned as Democratic Commissioner of the Board of Elections. The Allegany County Democratic Committee requests the Personnel Committee to sponsor a resolution to appoint Catherine (Cass) Lorow to fill the remainder of Mr. Colligan's four-year term to expire on December 31, 2010. A motion was made by Legislator Fanton, seconded by Legislator Russo and carried unanimously to approve said request. **PREPARE A RESOLUTION**

A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to adjourn the meeting at 3:17.

Respectfully Submitted:  
Alice Alsworth