

**PERSONNEL COMMITTEE**  
**January 11, 2010**

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

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**Committee Members Present**

T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present**

M. Alger, B. Baty, R. Ewell, M. Healy, T. Hopkins, K. LaForge, J. Margeson, B. Riehle, E. Ruckle, I. Whitehouse

Personnel Committee Chairman Timothy O'Grady called the meeting to order at 2:55 p.m. Clerk of the Board Brenda Rigby Riehle introduced insurance agents Richard Ewell and Ian Whitehouse from Richardson and Stout, and our insurance consultant Brian Baty, President of BMA Consulting Services, Inc.

**Insurance Renewal with NYMIR**

Brian Baty presented a spreadsheet (*attached to original minutes*) comparing our expiring policy with a renewal quote from the New York Municipal Insurance Reciprocal (NYMIR) along with a comparison of what we might expect our new premiums to be based on updated exposures. All terms and conditions remain the same. Mr. Baty pointed out that our property values increased slightly while our inland marine (value of equipment) decreased slightly. The Health Care General Liability and Professional Liability premiums were reduced approximately 50 percent (over \$8,000) based on the sale of our nursing program. The NYS Motor Vehicle Fee almost doubled due to the fact that New York State has doubled their fees for motor vehicles. NYMIR's renewal quote at \$251,738 is \$14,345 less than last year's premium. Richardson and Stout's agency fees remained the same. Based on our updated exposures, the total premium reduction is \$10,130 or about 4 percent annually. Last year we received a \$22,872.60 check from NYMIR representing the first of three installments which will amount to 75 percent of the County's initial capital contribution. NYMIR plans to present a \$23,000 check to Allegany County in February for our 2<sup>nd</sup> installment. Mr. Baty commented that overall, he believes that NYMIR came across with a very equitable renewal given our market conditions. Legislator Benson questioned the liability limits, and Mr. Baty explained that with our umbrella coverage, we actually have an \$11 million liability with an aggregate of \$20 million. A motion was made by Legislator Burdick, seconded by Legislator Fanton and carried to approve the insurance renewal proposal by Richardson & Stout from NYMIR for the period February 1, 2010 through February 1, 2011 in the amount of \$251,738. It was noted that the cost is approximate as premium adjustments are processed for changes in vehicles, equipment, property, etc. **Prepare Resolution**

**Renewal Contract for Insurance Consulting Services**

Mrs. Riehle requested a resolution approving a renewal proposal/contract to perform insurance consulting services for Allegany County with BMA Consulting Services, Inc. (Brian Baty, President) for the period January 1, 2010 through December 31, 2010. The cost of \$10,000 will be reduced by 10 percent if the premium is paid within 30 days, and Mrs. Riehle indicated that she plans to take advantage of that discount. The County Attorney has reviewed and approved the contract. The request was approved on a motion by Legislator Pullen, seconded by Legislator Burdick and carried. **Prepare Resolution**

**Adjournment**

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

Respectfully submitted,

Brenda Rigby Riehle, Clerk of the Board

Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
JANUARY 20, 2010**

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

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**Present:** T. O'Grady, D. Burdick, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others:** J. Margeson, T. Hopkins, B. Rigby Riehle, E. Ruckle, D. Dillon, T. Miner, K. Toot, T. Ross, S. Spillane, M. Alger

Meeting called to order by Chairman Tim O'Grady at 10 a.m.

Motion was made by D. Pullen seconded by D. Burdick to approve December 2, 2009 minutes. Carried.

Chairman O'Grady stated that because he doesn't like surprises he wants the Committee agenda out a week in advance. Department heads are to be notified of this change as well as Legislators. If anyone wants to be on the agenda, they are to notify Alice Alsworth, Secretary to the County Administrator, who does the agenda. Those with extenuating circumstances beyond their control that could not make the deadline will be given approval to be on the agenda.

**Ellen Ruckle, Personnel Officer:**

Chairman O'Grady requested a list of jobs currently vacant for review by the Committee. Personnel Officer Ellen Ruckle said she would obtain that information.

Chairman O'Grady requested a detailed list of grant funded jobs, when the grants run out, when they have to be renewed. Personnel Officer Ellen Ruckle said she would notify Department Heads of this request.

**Workers Compensation:**

Doug Dillon requested a motion for his appointment as Executive Secretary. Motion was made by D. Burdick, seconded by D. Fanton to approve appointment of Doug Dillon as Executive Secretary for Workers' Compensation Self Insurance Plan. Motion carried. **PREPARE A RESOLUTION**

Doug reviewed with the Committee Summary of Claims Report for 2009.

**Employee of the Month:**

D. Fanton reported on employee of the month nomination Tina Zalar in Department of Social Services. D. Fanton moved to accept the nomination, seconded by D. Burdick. Carried.

**Executive Session:**

Motion was made by D. Pullen, seconded by N. Ungerman to go into executive session to discuss the status of contract negotiations with negotiator Jim Rooney. Carried

Motion was made by D. Burdick, seconded by D. Fanton to go out of executive session. Carried.

**Old Business:**

Discussion was held regarding Pro Act Inc., a Pharmacy Benefits Management Company located in East Syracuse, NY. Their program is primarily for uninsured and underinsured residents of the County. They offer a discount card program that can be offered to all County residents. Motion was made by D. Fanton and seconded by D. Pullen to refer to Ways and Means for further review and action. Carried. **REFERRED TO WAYS AND MEANS**

Motion was made by D. Fanton to adjourn, seconded by D. Burdick. Carried.

Respectfully Submitted:

Ellen Ruckle

**PERSONNEL COMMITTEE  
FEBRUARY 3, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, C. Crandall

**Absent:** N. Ungermann

**Guests:** Denise Northrop – Manning & Napier, Peter Samek – Manning & Napier

**Others Present:** J. Margeson, T. Hopkins, D. Russo, M. Healy, A. McGraw, B. Rigby Riehle, E. Ruckle, R. Christman, T. Miner, T. Ross, K. Toot, S. Spillane, B. Budinger, M. Alger, C. Ivers, M. Cole

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the minutes of January 20, 2010.

**Employee of the Month:**

Ellen Ruckle, Personnel Officer presented the nomination for employee of the month. After discussion a motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to have employee Linda Crandall – Youth Bureau/STOP DWI Department be the employee of the month for March.

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle distributed a list of vacant positions according to the Civil Service Roster Records. Ms. Ruckle worked with the County Attorney's office to have the list updated for any recent changes. Chairman O'Grady would like to work with the Department Head's to see if any of these positions can be eliminated from the list. Ms. Ruckle was asked to contact the top five departments on the list and to report to the next committee meeting for discussion on this issue.

Ms. Ruckle distributed a list of grant funded positions. Chairman O'Grady asked to have a spread sheet compiled of this list stating when the positions will expire so that the position is abolished in a timely manner.

**Denise Northrop – Manning & Napier Representative:**

E. Ruckle requested permission to go into executive session to discuss Health Insurance contracts. A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to go into executive session at 1:14 p.m. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go out of executive session at 1:22 p.m.

A motion was made by Legislator Pullen, seconded by Legislator Benson and carried to give Manning & Napier permission to release a Request for Proposal (RFP) to various carriers by March 1, 2010.

**Rob Christman – County Clerk:**

Mr. Christman requested permission to go into executive session to discuss employment history of a particular person. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to go into executive session at 1:24 p.m. A motion was made by Legislator O'Grady, seconded by Legislator Pullen and carried to come out of executive session at 1:59 p.m.

A motion was made by Legislator Fanton to discuss the issue that was presented in executive session. There was not a second to this motion so the issue will have no action at this time.

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

Ms. Rigby Riehle request permission to go into Attorney/Client session. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to go into Attorney/Client session at 2:00 pm. A motion was made by Legislator Burdick, seconded by Legislator Cady and carried to go out of Attorney/Client session at 2:12 p.m.

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to adjourn the meeting at 2:13 p.m.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
MARCH 3, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, C. Crandall

**Absent:** D. Pullen, N. Ungermann

**Others Present:** J. Margeson, M. Alger, T. Miner, T. Hopkins, D. Russo, P. Curran, M. Healy, F. Sinclair, B. Rigby Riehle, E. Ruckle, R. Christman, D. Dillon, K. Toot, T. Ross, D. Roeske, D. Button

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried the minutes of February 3, 2010 were approved.

**Ellen Ruckle – Personnel Officer:**

At the last committee meeting Ms. Ruckle distributed a list of vacant positions according to the Civil Service roster records. Ms. Ruckle was asked to contact the top five department heads on the list to see if these positions could be abolished. Ms. Ruckle presented a list of vacant positions for abolishment. After review a motion was made by Legislator Fanton, seconded by Legislator Benson and carried to abolish these positions as follows:

Clerk of the Board

Switchboard Operator

Aging

Home Delivered Meal Coordinator

IT

Data Processing Aide (PT)

Social Services

Social Welfare Examiner (3)

Typist (2)

Typist (PT)

Workers' Compensation

Sr. Account Clerk Typist

Case Manager

**Brian Baty – BMA Consulting Services, Inc.**

Mr. Baty distributed copies of the Excess Workers' Compensation Renewal proposal. (see per attached) The biggest change in this years proposal is the Self Insured Retention that increased \$50,000. Mr. Baty also stated there will be an increase in weekly benefits to 2/3 of gross pay up to a maximum of \$1,000 per week starting in July. Mr. Baty discussed the pros and cons of being self-insured. Mr. Baty requested permission to receive quotes from insurance companies to determine if it is more feasible for the County to not be self insured. He will requests quotes for \$250,000, \$350,000, and \$500,000 deductible. A motion was made by Legislator Cady, seconded by Legislator Fanton and carried to approve acceptance of the Excess Renewal policy and the exploration of quotes for worker compensation insurance.

There was discussions on the decreases in the reserve account and the need to make decisions on replenishing that account.

**Workers Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation discussed the State Workers' Compensation Boards request to close out all old claims and that the cost will be substantial. Mr. Dillon also stated the deadline for the new Federal regulations on reporting all claims for the Self-Insured Liability/Workers Compensation has been extended from April 1, 2010 to January 1, 2011.

Mr. Dillon distributed a list of fire departments who will be receiving the safety awards for 2009. They are as follows:

Andover	Oramel
Angelica	Short Tract
Belfast	Wellsville-Dyke St. Engine Co. No. 2
Belmont	Wellsville – Emerald Hook & Ladder Co. No. 3
Canaseraga	Wellsville – McEwen Hose Co. No. 4
Houghton	Whitesville
New Hudson	Wiscoy-Rossburg

The ambulance corps. will not receive any awards for 2009.

There was discussion on the awards to be given out this year. Mr. Dillon requested permission to award LEDS Signal Wands for the fire department police to help them with directing traffic. Each department will receive four wands, two for each fire police directing traffic. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to support said request.

Mr. Dillon made a request for the committee to consider changing the basis for receiving Firematic Safety Awards to no accidents at all for a given year, plus remain with 100% compliance for all members on physicals. A decision was not made at this time.

**Robert Christman – County Clerk:**

Mr. Christman requested permission to go into executive session to discuss employment history of a particular person. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to go into executive session at 1:47 p.m. A motion was made by Legislator Fanton, seconded by Legislator O'Grady and carried to come out of executive session at 2:00 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to up grade positions for Deputy County Clerk, Deputy County Clerk II, and Deputy County Clerk III by one grade each, it will not take effect until October 1, 2010.

**PREPARE A RESOLUTION**

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to adjourn the meeting at 2:02 p.m.

Respectfully Submitted,  
Alice Alsworth

**PERSONNEL COMMITTEE  
APRIL 7, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present:** J. Margeson, M. Alger, T. Hopkins, D. Russo, P. Curran, M. Healy, B. Rigby Riehle, E. Ruckle, D. Roeske, E. Herdman, C. Lorow, S. Spillane

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:02 p.m.

A motion was made by Legislator Ungermann, seconded by Legislator Cady and carried the minutes of March 3, 2010 were approved.

**Ellen Ruckle – Personnel Officer:**

In the last few months the committee has been addressing vacant positions that are being considered for abolishment. Ms. Ruckle distributed an updated list for the committee to consider at this time. Mr. Roeske, Superintendent of Public Works addressed his concerns on some of these positions in his department and the need to keep some of these positions opened for future consideration. It was suggested to have the Heavy Motor Equipment Operator I, Motor Equipment Operator, and Engineering Technician positions be abolished at this time. All other positions to Public Works Department will remain on the list. A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to abolish these positions.

There was further discussion on the remaining positions from the Probation, Health Department, Employment and Training and Tourism Specialist (PT). A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to abolish the remaining positions. (per attached)

**Elaine Herdman, Case Lorow – Board of Election Commissioners:**

Ms. Herdman discussed the need for the new machines and all other election materials be stored in a secure area with security measures (such as cameras or key pads for entry) in a place that only people that would have access to these areas are Board of Election personnel. This is all regulations set forth in the Help America Vote Act of 2002 regulations.

There was also discussion on the need for more space do to regulations to store approximately 26,000 paper ballots, ballot stubs per each election. The statute requires these and other election papers be kept in a secured room for at least 22 to 24 months. Memory cards, programming equipment, software and other items are to be kept in a secure area as well. After discussion, for a temporary solution to the space needs, the committee made a suggestion to have all records currently stored in the Old Jail area be temporarily moved to one of the houses the County owns of Court Street. To then allow the Board of Elections to use the room for extra space needed for the voting machines and other records. To change all the locks on the rooms that the Board of Elections will be using and to have the Board of Elections have the only keys for entrance to these areas. **REFERRED TO PUBLIC WORKS COMMITTEE**

Ms. Herdman stated beginning with the Primary Election in September, the new machines will be the only voting equipment used by the County.

Ms. Herdman stated concerns on how to get the voting machines out of the Old Jail due to the construction in the rear of the building. There was discussion on what to do about the old machines. There was discussion on an adequate space for training the inspectors and/or the public that will accommodate at least 2 machines, tables, and other materials necessary for training. There was discussion on the Board of Election office and machine storage area due to the lack of space in the existing building. A decision was not made at this time on these issues.

The Board of Elections is working with the Information Technology Department on acquiring a secure storage area for the EMS hardware/software which is a stand alone dedicated computer that will only be able to be used to program the voting machines.

Ms. Herdman asked permission to accept funding in the amount of \$2,088 from a grant from HHS 2009 Voting Access for Individuals with Disabilities Polling Place Access Improvement. A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to approve said request. **REFERRED TO WAYS AND MEANS**

Ms. Herdman asked permission to apply for a grant for full document imaging so that all the records can be scanned/saved and the old documentation can be destroyed. A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to approve said request.

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

Ms. Riehle request permission to Amend Resolution No. 310-90 (as amended by Res. #162-02 and 66-07) –Establishing form and place of filing of annual financial disclosure statement by certain County officers and employees' notification to covered officers, employees and State Comptroller.

Section 1, paragraph c of the captioned resolution should be amended to reflect additional covered officers and recent changes in the names of certain covered officers as follows:

Add Deputy County Administrator  
Add 3<sup>rd</sup> Assistant County Attorney  
Delete word 1<sup>st</sup> off of Assistant Public Defender  
Delete 2<sup>nd</sup> Assistant Public Defender  
Delete 3<sup>rd</sup> Assistant Public Defender

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve said request. **PREPARE A RESOLUTION**

**New Business:**

Ms. Ruckle stated that the new Health Care Reform is being carefully scrutinized by our representative with Manning and Napier so that the County will be on schedule with requirements.

Ms. Ruckle stated there are 109 candidates for this weekends Civil Service examination for Correction Officer positions.

**Legislator Norman Ungermann:**

Due to the discussions on space needs for the Board of Elections. Legislator Ungermann stated the County should have kept the 90,000 square feet of space at the Belmont School and these issues could have been addressed without any issues.

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

Respectfully Submitted:  
Alice Alsworth



**PERSONNEL COMMITTEE**  
**May 5, 2010**

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

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

**Absent:** T. O'Grady

**Others Present:** J. Margeson, M. Alger, T. Hopkins, P. Curran, M. Healy, B. Rigby Riehle, E. Ruckle, R. Christman, J. Luckey

**Call to Order:** The meeting was called to order by Vice Chairman D. Burdick at 1:30 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried the minutes of April 7, 2010 were approved.

**Robert Christman – County Clerk:**

Mr. Christman request the committee to sponsor a resolution in support of Assembly Bill A-9919 and Senate Bill S-7338, allowing County Clerks who operate DMV offices to retain a share of fees collected from county residents for motor vehicle transactions completed through the New York State DMV website and its mail-based service. Mr. Christman went on to explain that the Commissioner of Motor Vehicles has advised the New York State Association of County Clerks that 35 online transactions are currently available for customers via the NYS DMV website, with more virtual transactions expected in the near future, leaving the County with fewer revenue sharing opportunities. The New York State Vehicle and Traffic Law places the responsibility of operating Department of Motor Vehicle (DMV) offices to 51 counties across New York State through respective County Clerks. Currently the share of certain transaction fees is 12.7% available only when the transaction is processed through a local County DMV office. If a resident mails in their renewals directly to the State the county does not receive any revenue from that transaction. That is why individual counties encourage residents to do their transactions in their local DMV offices. The New York State Association of County Clerks supports this resolution and has encouraged the counties in the state to support it as well. Mr. Christmas stated it is a huge loss to the counties. Mr. Christman also stated the county does not receive any revenue for certain transactions that do take place at the county level, such as reinstatements of licenses. They are very time consuming for the county.

There was discussion on how the revenue is determined. Mr. Christman stated it is determined through zip codes on every transaction for sales tax or DMV fee's.

A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to support said request and to refer it to the County Attorney for his approval. To prepare a resolution for Legislative Board approval on May 10, 2010. **REFERRED TO COUNTY ATTORNEY** **PREPARE A RESOLUTION**

Legislator Pullen stated the registration renewals now do not have the County address on them. He stated the residents of the county need to be made aware that they can be

renewed at Allegany County Department of Motor Vehicles and the County will receive revenue from their transaction.

**New Business:**

The committee received a referral from the Public Safety Committee requesting the committee's support to create and fill a position of Forensic Clinical Coordinator within the Sheriff's Office. This position has been a grant funded position for the past two years. John Margeson – County Administrator request the committee not to act on this referral at this time due to Sheriff's Department negotiating terms and conditions of a contractual agreement. The committee agreed to take no action on this issue at this time.

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to adjourn the meeting at 1:46.

Respectfully Submitted:  
Alice Alsworth

**PERSONNEL COMMITTEE  
JUNE 2, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present:** J. Margeson, M. Alger, T. Hopkins, M. Healy, B. Rigby Riehle, E. Ruckle, T. Ross, J. Garmong, P. Schmelzer

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:02 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried the minutes of May 5, 2010 were approved.

**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, 2009 and December 31, 2009. A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to approve said request. (Opposed: Legislator Ungermann) **PREPARE A RESOLUTION**

Ms. Ruckle presented a list of vacant positions according to the Civil Service roster records for the committee to review. Jerry Garmong Director of Employment & Training discussed the positions that are on the list for his department. After discussion a motion was made by Legislator Cady, seconded by Legislator Pullen and carried to abolish:

Sr. Account Clerk Typist  
Account Clerk Typist  
1 position of E & T Counselor  
1 position of E & T Assistance

Patricia Schmelzer Commissioner of Social Services discussed the position of Director of Services that remains on the list. She explained that currently the Deputy Commissioner of Social Services holds the Deputy Commissioner title as well as Director of Services title. After discussion no action was taken.

**John Margeson – County Administrator:**

Mr. Margeson requests the committee to sponsor a resolution to amend the 2010 Section IV Salary Plan to correct the hourly rate of Lifeguards from \$9.25 per hour to \$9.50 per hour to be retroactive to January 1, 2010.

Due to a clerical error, the 2010 hourly rate for Lifeguards was established at \$9.25 per hour after the Committee of the Whole had approved \$9.50 per hour.

The 2010 Budget for the operation of the Rushford Lake Public Beach contains sufficient funds to compensate Lifeguards at \$9.50 per hour, thus there is no negative fiscal impact. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to support said request. **PREPARE A RESOLUTION**

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to adjourn the meeting at 1:23 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
JULY 7, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guest:** Walter J. Nary – Town of Willing Volunteer Fireman

**Others Present:** J. Margeson, M. Alger, F. Sinclair, M. Healy, B. Rigby Riehle, E. Ruckle, R. Christman, D. Dillon, L. Ballengee, S. Spillane, P. Schmelzer, Jeff Luckey, Rick Moultrip Sr., Randy Stebbins, Craig Plaisted, Jason Cole, Clifton Bergfeld

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried the minutes of June 2, 2010 were approved.

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

Ms. Riehle requests the committee to sponsor a resolution establishing the following attached information as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Board. A motion was made by Legislator Pullen, seconded by Legislator Burdick and carried to sponsor said request. **PREPARE A RESOLUTION**

**Walter J. Nary – Town of Willing Volunteer Fireman:**

Mr. Nary discussed with the committee concerns with him being denied by Workers Compensation the availability of a physical in the county. Mr. Nary went on to explain his physical condition and asked for the committee to support his concerns. After discussion the committee agreed to review the physical policy and determine if any changes need to be made.

**Workers Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation gave an update on the year to date expenditures through May. To date expenses are \$439,000, which is over 50% of the 2010 Budget. Due to claims and settlements, Mr. Dillon stated he expects to be over budget at the end of the year.

Mr. Dillon presented the 2011 Budget to the committee to review. Mr. Dillon stated the budget needs to be approved and in place by August 15, 2010. After discussion it was determined that a special meeting will take place after the committee has had time to review the budget. There was discussion on the increases to the budget of which some are State mandated.

Mr. Dillon stated that they are still exploring quotes for Worker Compensation Insurance.

**New Business:**

The committee received a referral from the Board of Legislators from their June 20, 2010 Legislative Board meeting. The resolution was for creating ten part-time Deputy Sheriff Positions in the Allegany County Sheriff's Office. Chairman O'Grady stated because of Civil Service requirements these positions have to be competitive and are required to take the Civil Service exam. The County has to pick the top three from the list. If they are not trained then the County has to send them to the Police Academy for training at the County's expense. The Town and Village police departments do not have Civil Service requirements for part-time police officers but they do have to have the Police Academy training. Ellen Ruckle Personnel Director contacted the State Civil Service Department to see about the possibility of changing these requirements and the response was negative. Craig Plaisted Deputy Sheriff's Association President explained the Sheriff Union contract and the requirements on filling such positions. After discussion the committee agreed not to take any action.

**Executive Session:**

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to go into attorney/client executive session at 1:54. A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to go out of executive session at 2:08.

A motion was made by Legislator Fanton, seconded by Legislator Cady and carried unanimously for the County Administrator and Doug Dillon Executive Secretary of Workers' Compensation to jointly worked together to complete an RFP for a Third Party Administrator for Workers' Compensation.

**Robert Christman County Clerk:**

Mr. Christman requests the committee to sponsor the filling of an Index Clerk position, due to a resignation. It is currently a full time position, but January 1, 2011 it was approved to go to a part-time position. The position is fully budgeted. A motion was made by Legislator Cady, seconded by Legislator Fanton and carried unanimously to fill said position.

A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to adjourn the meeting at 2:15 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE**  
**July 12, 2010**

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

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**Committee Members Present**

T. O'Grady, D. Burdick, D. Cady, K. LaForge, F. Sinclair C. Crandall (*Absent: G. Benson*)

**Others Present**

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

Personnel Committee Chairman Timothy O'Grady called the meeting to order at 2:40 p.m.

**Executive Session**

A motion was made by Legislator Cady, seconded by Legislator Burdick and carried to enter into executive session to discuss the employment history of a particular employee. Immediately following discussion, a motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to end the executive session and return to the regular meeting.

**Retirement Incentive**

A motion was made by Legislator Cady, seconded by Legislator Burdick and carried to adopt a local law offering Part A of a retirement incentive program for the eligible employees of Allegany County. It was noted that the local law must be enacted by August 31. To allow time for Mr. Margeson to put together an estimate of total savings, the committee would like the local law to be introduced at the Board meeting on August 9, and the Board should pass a resolution setting the date for a public hearing on that same day. Said public hearing should be held at the Board meeting on August 23 with adoption of the local law at the same meeting. The incentive under Part A provides an additional month of service credit for each year of service, up to an additional three years of service credit. Enrollment in the retirement incentive would run from October 1 through December 31. To participate, employees must be eligible to retire or be at least 50 years old and have least 10 years of service credit. The normal penalties for early retirement before the age of 62 or before obtaining 30 years of service resulting in pension payment reductions apply depending on tier, age, and length of service. The cost of offering the incentive is 60 percent of the final average salary of each participant; however, the committee would like to pay the entire fee up front. **Prepare Resolution and Start Local Law Process**

**Adjournment**

There being no further business to come before the committee, a motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to adjourn the meeting at approximately 3:10 p.m.

Respectfully submitted,

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

**PERSONNEL COMMITTEE  
AUGUST 4, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guest:** John Mann – Manning & Napier

**Others Present:** J. Margeson, M. Alger, F. Sinclair, M. Healy, P. Curran, A McGraw, B. Rigby Riehle, B. Budinger, D. Dillon, Elaine Herdman, Cass Lorow

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the minutes of July 7<sup>th</sup> and July 12, 2010.

**John Mann – Manning & Napier:**

Bobbi Budinger – Human Resource Specialist introduced Mr. John Mann to the committee. Mr. Mann is the Director of Benefits Consulting for Manning & Napier. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go into executive session to discuss the performance and financial history of a particular corporation at 1:06 p.m. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go out of executive session at 1:30 p.m.

**Elaine Herdman/Cass Lorow – Board of Election Commissioners:**

Ms. Herdman requests permission to go into executive session to discuss employment history of a particular person. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go into executive session at 1:31 p.m. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go out of executive session at 1:36 p.m.

Ms. Herdman requests permission to fill the position of a Republican Deputy Election Commissioner due to an opening of this position. The position is State mandated to be filled. Ms. Cass Lorow requests permission to fill the position of a Democrat Clerk position due to an opening in this position. It is also a State mandate to have this position filled. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the filling of both positions. **REFERRED TO WAYS AND MEANS COMMITTEE**

Ms. Herdman inquired on the progress of moving the new voting machines to the Soil and Water District building. After discussion a motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to have the County Administrator John Margeson negotiate a contract with the Soil and Water District Board and to report back to the committee at their next scheduled meeting.

**Workers Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation distributed copies of the 2011 Budget and Assessments to Participants for final approval. After discussion a motion was made by Legislator Fanton, seconded by Legislator Burdick and carried

unanimously to approve the 2011 Allegany County Mutual Self-Insurance Plan Budget and Assessments. **REFERRED TO FULL BOARD**

Mr. Dillon has prepared an RFP proposal for a Third Party Administrator and he has presented it to the County Administrator for approval. He is still waiting for the County Attorney's approval for publication in the official newspapers.

**Old Business:**

Chairman O'Grady discussed in more detail the physical policy for the Allegany County Fire Departments. After discussion Chairman O'Grady agreed to submit a letter to the Fire Advisory Board, Executive Committee and the Firemen's Chiefs Association for suggestions to upgrade the physical policy requirements.

**John Margeson – County Administrator**

Mr. Margeson requests the committee to support the reclassification of a Registered Nurse to Public Health Nurse in the Department of Social Services. After discussion a motion was made by Legislator Burdick, seconded by Legislator Cady and carried unanimously to abolish the Registered Nurse position and to create Public Health Nurse due to the employee obtaining her Bachelors Degree. **PREPARE A RESOLUTION**

A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to adjourn the meeting at 2:21 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
SEPTEMBER 1, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guest:** James Rooney – Bond Schoeneck & King, PLLC, Walter Nary – Town of Willing Volunteer Fireman

**Others Present:** J. Margeson, M. Alger, F. Sinclair, M. Healy, B. Rigby Riehle, E. Ruckle, D. Dillon, Elaine Herdman, B. Budinger, L. Ballengee, T. Ross, P. Cockle

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to approve the minutes of August 4, 2010.

**Workers Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation gave an update on the Request for Proposals that went out August 18, 2010 for New York State Licensed Third Party Administrators to provide administration services on Workers' Compensation claims.

Mr. Dillon discussed some issues with the fire departments active list for some companies. Mr. Dillon was asked to contact the Town Board by certified mail to get their support on this issue.

**Elaine Herdman – Commissioner Board of Elections:**

Ms. Herdman discussed the need for more space in the Board of Elections office due to the new machines and all the paper work that is involved. Due to the State required paper work that has to go into all the town/village election bags, the new bags are a lot bigger than the old ones were. Due to the confines of the office it makes it hard to compile these packets, and have enough storage space for everything. Legislator Ungermann stated if the old Belmont School had been purchased in the beginning there wouldn't be a need for space issues. There was further discussion on moving the machines to the Soil/Water District. Mr. Margeson was asked to negotiate a contract with the Soil/Water District. It is understood this will not be able to take place until after the primary due to the time restraint. Legislator Crandall made a suggestion to have the Board of Elections inquire about having some of the Department of Public Work employees help with the removal of the voting machines from the old Jail, during the primary elections.

**James Rooney – Bond , Schoeneck & King, PLLC:**

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go into executive session to discuss collective bargaining negotiations at 1:15 p.m. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to go out of executive session at 1:43 p.m.

A motion was made by Legislator Pullen, seconded by Legislator Burdick and carried to sponsor a resolution to approve the P.E.F. Union (Public Employee Federation) Contract. Opposed Legislator Ungermann **PREPARE A RESOLUTION**

Chairman Crandall stated if any Legislators have any questions in regards to the P.E.F. Contract, they are to contact either John Margeson County Administrator, Ellen Ruckle Personnel Officer or Mr. Rooney. After discussion Mr. Rooney was asked to compile a summary of the changes that have been made to the contract for the Legislators to review.

**Ellen Ruckle – Personnel Officer:**

Ms. Ruckle stated the U.S. Department of Health & Human Services has approved the County's application for participation in the early Retiree Reinsurance program. This is reimbursement on health insurance claims for retirees 55-65 years of age.

**John Margeson – County Administrator:**

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 at 1:50 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.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried unanimously to create the position of Director of Emergency Management and Fire. **PREPARE A RESOLUTION**

**Old Business:**

Mr. Walter Nary, Town of Willing Volunteer Fireman addressed the committee to inquire on the progress of upgrading the physical policy requirements for the Allegany County Fire Departments. Legislator O'Grady stated he will be attending the next scheduled meeting of the Fire Advisory Board to discuss the issue. Mr. O'Grady stated he will give a report at the next scheduled meeting in October.

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

A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to adjourn the meeting at 2:21 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE**  
**September 13, 2010**

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

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**Committee Members Present**

T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Others Present**

M. Alger, H. Budinger, P. Curran, M. Healy, K. LaForge, J. Margeson, A. McGraw, B. Riehle, E. Ruckle, F. Sinclair

Personnel Committee Chairman Timothy O'Grady called the meeting to order at 4:10 p.m.

**Executive Session**

A motion was made by Legislator Burdick, seconded by Legislator Pullen and carried to enter into executive session to discuss the financial and employment history of a particular corporation at 4:10 p.m. Immediately following discussion at 4:20 p.m., a motion was made by Legislator Cady, seconded by Legislator Burdick and carried to end the executive session and return to the regular meeting.

**Employee Health Benefits**

A motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to switch carriers and contract with Blue Cross and Blue Shield of Western New York for employee medical coverage effective January 1, 2011. A motion was also made by Legislator Fanton, seconded by Legislator Ungermann and carried to stay with Independent Health for pharmacy management benefits.

**Prepare Resolution**

**Health Benefit Consultants**

A motion was made by Legislator Pullen, seconded by Legislator Burdick and carried to exercise our escape clause in our agreement with Manning and Napier which requires 60 days' notice, and to enter into agreement with Walsh Dutfield for health benefit consulting services. **Prepare Resolution**

**Adjournment**

There being no further business to come before the committee, a motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried to adjourn the meeting at 4:22 p.m.

Respectfully submitted,

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

**PERSONNEL COMMITTEE  
OCTOBER 6, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, D. Cady, D. Fanton, N. Ungermann, C. Crandall

**Absent:** G. Benson, D. Pullen

**Others Present:** J. Margeson, M. Alger, F. Sinclair, M. Healy, B. Rigby Riehle, D. Dillon, R. Christman, T. Ross

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the minutes of September 1, 2010.

**Ellen Ruckle – Personnel Officer:**

Due to Ms. Ruckle being unable to attend the meeting, Secretary A. Alsworth presented a request to the committee for permission to honor employees with thirty years of service to the County. A motion was made by Legislator Ungermann, seconded by Legislator Burdick and carried unanimously to support said request.

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

Clerk of the Board Brenda Rigby Riehle distributed a copy of a Memorandum of Explanation listing all appointed County Officials and requested a resolution to rescind and replace Resolution No. 144-10 (Establishing Standard Work Days for Elected and Appointed Officials and Directing a Report of Days Worked to the New York State and Local Employees' Retirement System). Mrs. Riehle indicated that the Retirement System requested a few changes to the previous resolution. A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to support said request. Opposed: Legislator Ungermann

**Workers Compensation:**

Mr. Dillon, Executive Secretary of Workers' Compensation stated the issue has been resolved in regards to some of the fire departments active lists.

Mr. Dillon gave an update on the Request for Proposals that went out August 18, 2010 for New York State Licensed Third Party Administrators to provide administration services on Workers' Compensation claims. He has received ten responses so far and is in the process of reviewing them.

**Old Business:**

Chairman O'Grady stated he attended the Fire Advisory Board meeting to discuss the County upgrading the physical policy requirements for the Allegany County Fire Departments. He stated the committee was receptive to revamping the original physical policy. Chairman O'Grady discussed the possibility of a required list of certain doctors that the firemen can go to for their annual physicals. The Advisory Board discussed the cost of the annual physicals and the need to further discuss this issue. They will meet with the Executive Committee and the Firemen's Chiefs Association for their suggestions on revamping the policy and report back to Chairman O'Grady with any suggestion they may have.

**New Business:**

Chairman O'Grady discussed the process of selecting the new Director of Emergency Management and Fire, which was a Chairman of the Board appointment. There was discussion on what Department Heads are Chairman of the Board appointments and what Department

Heads are Allegany County Legislative Board appointments. County Administrator John Margeson stated, "There are certain positions that are State statute which dictates who the Chairman of the Board can appoint and we do not have a legal right to change these requirements." Clerk of the Board Brenda Rigby Riehle has a list of these appointments available for the committee to review.

Legislator Ungermann stated his concerns as to the total cost of the employee sell backs of vacation and sick time from 2001 – 2009 totaling \$2,477,801. There was discussion on how the sell backs work and if there was a cap on them. Mr. Margeson stated, "The maximum amount of vacation days that an employee may accumulate is 45 days." The maximum for sick days is 165 days. An employee has to sell back any amount that will put them over the maximum requirements before their anniversary date of hire or they will lose them. An employee may sell back a total of ten days of sick and/or vacation time in a given year. There was discussion on how the State Retirement System handles the accumulated vacation and sick days when an employee is retiring. County Treasurer Terri Ross stated she will contact the State Retirement System on this issue and report to the committee at their next scheduled meeting. Mr. Margeson stated he has a break down of the total sell backs from each benefit group for 2007 – 2009 and will distribute the reports to the committee members as soon as possible.

A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to adjourn the meeting at 1:40 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE MEETING**  
**October 12, 2010**

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

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PRESENT: Tim O'Grady, Doug Burdick, Glenn Benson, Donald Cady, Dave Pullen, Norman Ungermann

Ellen Ruckle, Personnel Officer shared with the committee the process of implementing health insurance changes that have been ongoing since January of 2010. As part the changes Ellen requested a resolution for all retirees enrolled in the Current Plan to be changed to the Option 1 health insurance plan effective January 1, 2011. A motion was made by Dwight Fanton, seconded by Norm Ungermann to direct the County Attorney to prepare a resolution to place all retirees enrolled in the Current Plan into the Option 1 health insurance plan effective January 1, 2011. Motion carried. Prepare Resolution.

Meeting adjourned by motion from Norm Ungermann, seconded by David Pullen. Motion carried.

**PERSONNEL COMMITTEE  
NOVEMBER 3, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Absent:** D. Cady

**Guest:** Denise Northrop – Walsh Duffield Companies, Inc.

**Others Present:** J. Margeson, M. Alger, T. Hopkins, F. Sinclair, M. Healy, B. Rigby Riehle, T. Miner, E. Ruckle, D. Dillon, T. Ross, B. Budinger, S. Spillane, K. Toot, J. Hopkins

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to approve the minutes of October 6, 2010.

**Denise Northrop – Walsh Duffield Companies, Inc.:**

Ms. Northrop distributed information on Health Care Reform regulations issued on Grandfathered Plans and Preventive Services. Legislation reform regulations state, that any changes made after March 23, 2010 to the Health Care Services Plan the County has in place, can no longer be grandfathered in. If an employee contributes an increase of more than 5%, the plan can not be grandfathered in. Denise explained what plans the County has that can no longer be grandfathered in. There was discussion on the new regulations on dependant children that are under 26 years of age. There was also discussion on whether to adopt grandfathering in the plans or non grandfathering in. A motion was made by Legislator Pullen seconded by Legislator Fanton and carried to waive grandfathering in of the Health Insurance plans. Opposed Legislator Ungermann

**New Business:**

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to approve the reappointment of the Democrat Office of Commissioner of Elections for a four-year term expiring December 31, 2014. **PREPARE A RESOLUTION**

**Workers Compensation:**

Mr. Dillon gave an update on the Request for Proposals that went out August 18, 2010 for New York State Licensed Third Party Administrators to provide administration services on Workers' Compensation claims. He has reviewed the ten responses. He has narrowed them down to five of the lowest bidders. After discussion, a motion was made by Legislator Fanton, seconded by Legislator Ungermann and carried to approve Employee Benefit Solutions-RMSCO, Inc. as the New York State Licensed Third Party Administrator. The motion was amended by a motion made by Legislator Fanton, seconded by Legislator Ungermann and carried to approve Employee Benefit Solutions-RMSCO, Inc. as the Third Party Administrator after approval from the County Attorney. **REFFRED TO THE COUNTY ATTORNEY PREPARE A RESOLUTION**

Due to the retirement of Mr. Dillon there was discussion on the transitioning of the position to the Third Party Administrator. The committee agreed to hold a special meeting after the Legislative Board meeting on Monday, November 8, 2010 to further discuss this issue.

**New Business:**

Legislator Pullen asked if anyone knew how the voting process turned out at the Board of Elections office. Due to working down to the Board of Elections office on Tuesday night, Ms.

Alsworth discussed some of the issues that occurred during the reporting procedure from the polls. The committee made some suggestions on improving the process. After discussion the committee requests the Board of Elections Commissioners to report to the committee at their next scheduled meeting on their concerns with the new machines. The committee also requests a report on the cost impacting of the new machines.

A motion was made by Legislator Fanton, seconded by Legislator Pullen and carried to adjourn the meeting at 2:04 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

## PERSONNEL COMMITTEE

November 8, 2010

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

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### **Committee Members Present**

T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

### **Others Present**

D. Dillon, M. Healy, T. Hopkins, J. Margeson, T. Miner, B. Riehle

Personnel Committee Chairman Timothy O'Grady called the meeting to order at 3:05 p.m.

### **Executive Session**

A motion was made by Legislator Ungermann, seconded by Legislator Benson and carried to enter into executive session at 3:05 p.m. to discuss the employment history of a particular employee. Immediately following discussion at 3:18 p.m., a motion was made by Legislator Ungermann, seconded by Legislator Fanton and carried to end the executive session and return to the regular meeting.

### **Contract with Douglas Dillon**

A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried to enter into a contract with Douglas Dillon for consulting services relative to Workers' Compensation at a rate of \$45/hour not to exceed a total of \$12,000 for a six-month period.

### **Prepare Resolution**

### **Adjournment**

There being no further business to come before the committee, a motion was made by Legislator Cady, seconded by Legislator Burdick and carried to adjourn the meeting at approximately 3:20 p.m.

Respectfully submitted,

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

**PERSONNEL COMMITTEE  
DECEMBER 1, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, D. Pullen, N. Ungermann, C. Crandall

**Guest:** Ian Whitehouse, Rich Ewell – Richardson & Stout, Brian Baty – BMA Consulting Services, Inc.

**Others Present:** J. Margeson, M. Alger, T. Hopkins, F. Sinclair, M. Healy, A. McGraw, B. Rigby Riehle, T. Miner, E. Ruckle, T. Ross, S. Spillane, C. Lorow, J. Hopkins

**Call to Order:** The meeting was called to order by Chairman T. O'Grady at 1:00 p.m.

A motion was made by Legislator Fanton, seconded by Legislator Burdick and carried to approve the minutes of October 12<sup>th</sup>, November 3<sup>rd</sup>, and November 8, 2010.

**Ian Whitehouse/Rich Ewell – Richardson & Stout:**

Mr. Whitehouse distributed insurance documents to give the committee some background information on the County's Self Insurance Plan. Mr. Whitehouse had a chart comparing premiums from 2000 – 2010. He went on to explain the changes that occurred with the premiums and why. Mr. Whitehouse stated 2009 was our best year by the lower premium and our excess insurance went from \$4mm to \$10mm at no extra cost. We were also reimbursed the capitalization fee. In 2010, our premium decreased due to the County terminating the visiting nurses program.

Mr. Ewell explained the comparison on the Self Insured Retention Plan that the County is currently under and the Deductible Option Plan so the committee will have a better understanding of both plans. At next month's meeting the quotes will be presented to the committee and they will have to make a decision on what plan and quote they will approve for another year.

**Brian Baty – BMA Consulting Services Inc.:**

Mr. Baty is the County's Insurance Consultant who gave an update on the RFP's that have gone out for both the Self Insured Retention Plan and the Deductible Option Plan. Mr. Baty will present all the quotes for discussion and final approval at the next scheduled meeting.

Mr. Baty answered questions from the Committee in regards to the Third Party Administrator for Workers Compensation.

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

Ms. Riehle asked the Committee to sponsor a resolution approving a renewal proposal/contract to perform consulting services for Allegany County with BMA Consulting Services, Inc. (Brian Baty, President), for the period 1/1/11 – 12/31/11. A motion was made by Legislator Pullen, seconded by Legislator Fanton and carried unanimously to support said request. **PREPARE A RESOLUTION**

**Cass Lorow – Board of Election Commissioner:**

At the last committee meeting the committee requested an update on the November elections and how the new machines worked out. Ms. Lorow came to give an update. She stated there were no major problems with the election finals. The biggest complaint was the change to the new machines and the public not being used to using them. Overall the Election Day went well.

She stated it made it harder because the ballots were more involved than normal with the need for more columns. Also the ballots had to be reprinted and resent for absentee ballots for the additional races. A big cost to the election is the ballots which cost 57 cents a piece. Legislator Pullen asked if there is a certain amount of ballots that we are required to order. Ms Lorow stated the State Board of Elections requires the county to order 110% of the voting population. The County is only able to purchase the ballots from two companies. There was discussion on the County purchasing a printer to help cut down on the cost. Ms. Lorow stated the special printers are estimated to cost over \$90,000. She did state that Chautauqua County is inquiring about purchasing a machine and the possibility of purchasing the ballots from them. There was discussion on the need for more inspectors for each voting poll area.

**Ellen Ruckle, Personnel Officer:**

Ms. Ruckle requests the committee to sponsor a resolution for the compensation of County employees for 2011 step increases for those eligible in the Sheriff, Nurses, AFSCME, and PEF Salary Plans. A motion was made by Legislator Cady, seconded by Legislator Pullen and carried to unanimously support said request. **PREPARE A RESOLUTION**

Ms. Ruckle requests the committee to support an invoice of \$70.03 for the reception in honor of the employees that received recognition for their 30 years of service to the County. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to support said request.

**New Business:**

The Ways and Means Committee requests the Personnel Committee to support abolishing one position of Sr. Caseworker (AFSCME, Grade 17) in the Social Services Department. Due to the consolidation of two positions, and the filling of two Sr. Case Manager (AFSCME, Grade 17) positions this third position can be abolished. A motion was made by Legislator Burdick, seconded by Legislator Ungermann and carried unanimously to abolish said position.

Chairman O'Grady requests Personnel Officer to report back to the committee at the next meeting on how many part-time employees receive benefits. The committee would like to revisit this issue.

Chairman Curtis Crandall discussed the replacement of H. Scott Spillane – Veterans Services Director due to retirement. Chairman Crandall will set up a group meeting with the various Veteran Organizations in the County for their recommendations for a replacement.

A motion was made by Legislator Ungermann, seconded by Legislator Pullen and carried to adjourn the meeting at 1:53 p.m.

Respectfully Submitted:  
Alice Alsworth  
Confidential Secretary  
County Administrator

**PERSONNEL COMMITTEE  
DECEMBER 13, 2010**

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

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**Members Present:** T. O'Grady, D. Burdick, D. Cady, D. Fanton, D. Pullen, N. Ungermann

**Others:** Catherine Lorow, Democrat Commissioner

Chairman O'Grady called the meeting to order at 3:30 p.m.

Democrat Election Commissioner Catherine Lorow advised the committee that the current five year agreement with NTS Data Services L.L.C. will expire on December 31, 2010 and asked the committee to sponsor a resolution to enter into a new 5 year agreement for the continuation of service at a fee of \$100,711.

On motion of D. Burdick, seconded by D. Cady and carried unanimously, the committee directed the County Attorney to prepare a resolution to continue our contractual relationship with NTS Data Services from January 1, 2011 through December 31, 2015 at a fee of \$100,711.

**PREPARE A RESOLUTION**

Respectfully Submitted,  
John E. Margeson  
County Administrator