

**PERSONNEL COMMITTEE
JANUARY 9, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, (Absent: C. Crandall)

Others Present: M. Alger, H. Budinger, P. Curran, D. Healy, R. Hollis, T. Hopkins, J. Margeson, M. McCormick, T. Miner, B. Riehle, C. Santora, F. Sinclair

Media Present: B. Clark, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Fanton, seconded by Legislator Graves, and carried to approve the Personnel Committee minutes of December 5, 2012.

Board of Elections Update

Board of Elections Commissioner Richard Hollis, referring to his memo of December 21, 2012, to Personnel Committee Chairman Tim O'Grady, addressed each of the issues enumerated in that memo:

1. An upgrade to the EMS System (the voting machine software). Mr. Hollis presented to the Committee a quote he had solicited (with the assistance of the County's IT Department) for Windows 2008 and SQL 2008 for the EMS Server upgrade. The Company, CDW-G, a state bid company, quoted \$1,219.09 for the upgrade. The approval to purchase the necessary upgrade was made on a motion by Legislator Graves, seconded by Legislator Pullen, and carried.
2. The second issue brought before the Committee dealt with ADA compliance. The Allegany County Board of Elections has signed a Memorandum of Agreement (MOA) with the NYS Attorney General's Office of Social Justice concerning polling place accessibility, obligating it to work with all involved townships to ensure that all polling sites are accessible. Mr. Hollis noted that each polling site/town in the County had been sent their ADA compliance reports. At the time of his memo, only 12 towns had responded. The BoE had sent a second, more strongly worded letter to the unresponsive sites, and had plans to send a third letter. The discussion revolved around whether the County would be liable, having been the signatories of the agreement, for all upgrades should the towns decide they would not or could not afford to make their polling sites accessible.
3. Mr. Hollis noted that he and several members of the Legislature had met with officials from the Town and Village of Wellsville to determine whether Wellsville would go from three to five voting districts (one added in the Town, and one added in the Village). It was noted that several sites had been "nominated" as possible polling sites, but the BoE had not yet had the opportunity to visit all of them. Legislator Graves wanted to go "on record" commending the Board of Elections and its work regarding re-districting.
4. The fourth issue of concern regarded the letter of complaint Legislator O'Grady had received from Kelly Dickerson following the November 2012 elections. Mr. Hollis said he had written to her offering to meet with her to discuss those issues. He indicated he had not yet received a response from her.

5. Another issue facing the Board of Elections is the imminent expiration of the warranties on the County's voting machines. Mr. Hollis indicated that he will attend the Elections Commissioners' Conference in Albany where he believes he can investigate the cost of maintenance agreements and report back to the Committee.
6. Another issue of concern to the BoE is the need to purchase the full face document imaging software and hardware for voter records. He has been in contact with NTS Data Services regarding its "Image-It" application, as well as meeting with a Steuben County Elections Commissioner to see how the system works, how much it costs, and how long it will take to implement.
7. Finally, Mr. Hollis informed the group that State Assembly Speaker Sheldon Silver has proposed that every County have early voting in at least five polling sites across the County for 14 days prior to a General Election or seven days prior to a Primary Election. Mr. Hollis voiced his concerns regarding the cost of this proposed endeavor as well as the difficulty in getting inspectors to work that many days in a row.

Insurance Renewal with NYMIR

Clerk of the Board Brenda Riehle requested a resolution to renew the County's property, general liability, automobile, inland marine, mechanical breakdown, health care/professional liability, police professional liability, crime, public officials liability, commercial excess liability, and NYS fire fee insurance proposal by Richardson & Stout from NYMIR for the period of February 1, 2013, through February 1, 2014. Mrs. Riehle presented a spreadsheet (attached to original minutes) comparing our expiring policy premiums with the renewal quote. The estimated cost of the annual premium is \$244,806.88 which will be adjusted throughout the year for changes in vehicles, equipment, property, etc. The request was approved on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:52 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
FEBRUARY 13, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, D. Fanton, K. Graves, C. Crandall (Absent: G. Benson, D. Pullen)

Others Present: M. Alger, H. Budinger, R. Christman, D. Healy, R. Hollis, S. Keib, J. Margeson, M. McCormick, A. McGraw, T. Miner, B. Riehle, T. Ross, C. Santora, F. Sinclair

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator O'Grady, and carried to approve the Personnel Committee minutes of January 9, 2013.

Creation of Part-time Assistant District Attorney (6th) Welfare Position

Personnel Officer Bobby Budinger requested the official creation via resolution of a Part-time Assistant District Attorney (6th) Welfare Position, noting that there is a person working in that position currently, but he could not find an official resolution creating it. The request for the resolution was approved on a motion by Legislator Graves, seconded by Legislator Burdick, and carried. **Prepare Resolution**

Extended Hours of Operation—Rob Christman, County Clerk

County Clerk Rob Christman addressed the group to inform them of the steps he and his staff have taken to better serve the residents of Allegany County. Mr. Christman noted that about six months ago, he asked the staff members in the County Clerk's office if they would be willing to expand the hours of operation via a dual shift program. The staff agreed unanimously, and two teams (A&B) were created, allowing the office to open a half hour earlier (8:30 a.m.) and remain open through the lunch hour. Closing time (except from June-August) would remain at 5 p.m. Mr. Christman also noted that although the early morning and late afternoon hours are shorter-staffed, the office also does less business during those times. He did also note that the lunch hour seems to accommodate those working folks who need to do their business at that time. He also informed the group that the DMV Office will now be open on Lincoln's Birthday and Election Day. He was able to effect this change because the two offices are no longer housed in the same space. These changes did not result in any additional cost to the County.

Third Party Administrator for Worker's Comp

Update on RFP Regarding a Third-party Administrator for Worker's Comp

Allegany County Mutual Self-Insurance Plan Office Manager Sharon Keib reminded the Committee that the County's current Worker's Comp Administrator, EBS-RMSCO, Inc., will no longer serve in a Worker's Comp administration capacity as of April 1, 2013, and that the company had drafted an RFP for the County outlining the required services, such as administering the claims, writing the checks, etc. She told the Committee that the County had received eight responses to the RFP and that she and County Administrator John Margeson would narrow the pool down to three for interviews. The Committee settled on Wednesday, February 20, 2013, from 9-11 a.m. for the proposed interviews. Those Committee members who wished to attend are welcome. (*The meeting for the interviews was subsequently changed to Tuesday, February 26, 2013, at 1 p.m.*)

Excess Insurance Renewal

Ms. Keib also distributed a table illustrating two renewal options for the County's excess insurance coverage. Both options retain Safety National Casualty Corp. as the insurer. Renewal Option A would issue excess insurance coverage for the County in the amount of \$900,000 for a premium of \$109,084 annually, while Renewal Option B would issue excess insurance coverage for the County in the amount of \$1,000,000 for a premium of \$100,561 annually. She requested a resolution choosing one of the options. The Committee opted for Renewal Option B on a motion by Legislator Graves, seconded by Legislator Cady, and carried.

Prepare Resolution**Budget Transfer**

Ms. Keib requested a resolution to transfer \$15,500 from S1720.406 (Self-Insurance Fund-Benefits & Awards-Claimant Indemnity) to S1710.406 (Self-Insurance Fund-Administration-Employers' Excess Liability) to cover insufficient funds in the latter account in order to secure Employer's Excess Liability in the amount of \$100,561 for the period February 15, 2013, through February 15, 2014, with Safety National Casualty Corp. The request was approved on a motion by Legislator Cady, seconded by Legislator Graves, and carried. **Refer to**

Ways & Means**New Business—County Administrator John Margeson****Insurance Program Report by Aldrich & Cox, Inc.**

County Administrator John Margeson had previously sent to Committee members a analysis report issued by Aldrich & Cox, Inc., reviewing the County's property/liability insurance coverage and its self-insured workers' compensation insurance program. The company also commented on the question of whether the County could benefit from having a Loss Prevention Specialist on either a part- or full-time basis. The company determined that overall the County's insurance program is strong and well-designed, but also offered suggestions to tweak the insurance program to improve it. Mr. Margeson recommended that the County pursue the recommendations in the report which can be done through Richardson & Stout. He also recommended that if the County should decide to hire a Loss Prevention Specialist, that it do so on a contractual basis. Because the County had recently renewed its contract with NYMIR, it was decided that Clerk of the Board Brenda Riehle and Ms. Keib should revisit this issue in eight to nine months from now to determine if there are any cost-savings that could be realized by "shopping the market" as a result of the report's findings.

Board of Elections-Richard Hollis/Mike McCormick**Workstation Approval**

Board of Elections Commissioner Rick Hollis addressed the group, requesting permission to purchase a workstation for \$667 from a state-bid company. The request was approved on a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Full Document Imaging Software

Mr. Hollis went on to say that the Board of Elections would like to move forward with the NTS full document imaging system at a cost of \$41,963 which, broken down includes the application software license for \$34,863 and the installation, configuration, and training at \$7,100. Additionally, software maintenance and support, beginning with year two, would be \$5,200 annually. This system will capture, store, manage, retrieve, and process the files created

for each voter. Currently, there is \$44,000 in the Board of Elections budget for equipment. The request to purchase the Image-It full document imaging system was approved on a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Purchase of New Scanners & Computer

Additionally, Mr. Hollis requested permission to purchase two new scanners on state contract for a cost of \$2,580. It was noted that after buying the Image-It system, the scanners, and, per IT recommendation, two new, dual-monitor computers at \$950 each, the BoE would experience a \$2,500 shortfall. Mr. Margeson indicated that funding would be found for this project. Permission to purchase the Image-It software, the two scanners, and the two dual-monitor computers was granted on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. **Refer to Ways & Means**

Maintenance Agreement on Voting Machines

Mr. Hollis informed the group that he had gotten a letter stating that because of ongoing negotiations between the State Board and the voting machine vendor (Dominion), all warranties will expire in September 2013 rather than at the variety of dates previously noted. The State Board is working with Dominion in hopes of extending the warranties until December 31, 2013, so that the contracts will be in force on a calendar year basis. The maintenance cost was calculated at \$305 per machine per year, though, said Mr. Hollis, the State Board is in negotiations to procure a more favorable rate. There was no need to take action at this time, said Mr. Hollis, but he wanted the Committee to be aware of the issues the BoE will soon be facing.

Update on Polling Locations

Mr. Hollis told the group that Wellsville will remain at three districts, and Amity will remain at one district.

Executive Session

At Mr. Hollis' request, the Committee entered executive session at 1:47 p.m. on a motion by Legislator Graves, seconded by Legislator Fanton, and carried, to discuss the employment history of a particular employee. The Committee exited executive session at 2:11 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:13 p.m. following a motion by Legislator Graves, seconded by Legislator Burdick, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE MINUTES
FEBRUARY 26, 2013**

**** NOT APPROVED ****

Present: T. O'Grady, D. Burdick, D. Pullen, D. Cady, K. Graves

Others: J. Peckham, S. Keib, J. Margeson, M. Alger

Chairman O'Grady called the meeting to order at 1:00 p.m.

The purpose of the meeting was to hear presentations from 3 companies who submitted proposals seeking to be selected by the County to provide third party administrator services for the Self-Insured Workers Compensation Program after the County was informed in December, 2012 by EBS-RMSCO that it would no longer provide this service after May 1, 2013.

Mr. Joseph Peckham of JTP Risk Consulting, LLC had been retained by the County to prepare the Request for Proposal, solicit proposals, evaluate same, select three finalists and coordinate today's meeting.

From 1:15 p.m. until 4:00 p.m. the committee listened to proposals made by three companies: POMCO Group, Syracuse, New York, the Triad Group, Troy, New York, and First Niagara Risk Management, Buffalo, New York. During each presentation questions were asked by Mr. Peckham, Workers Compensation office manager Sharon Keib and members of the committee.

Mr. Peckham will prepare a summarization of proposals and a comparison of the presenters fee proposals for the committee at its next meeting on March 6, 2013.

On motion of D. Cady, seconded by D. Burdick the committee adjourned at 4:10 p.m.

Minutes prepared by: John E. Margeson
County Administrator

**PERSONNEL COMMITTEE
MARCH 6, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, K. Graves, D. Pullen (Absent: G. Benson, D. Fanton, C. Crandall)

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Button, D. Healy, S. Keib, J. Margeson, A. McGraw, T. Miner, B. Riehle, C. Santora, D Scholes, F. Sinclair

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of February 13 and 26, 2013.

Workers' Compensation

Analysis of Third –party Administration (TPA) for Workers' Compensation

Allegany County Mutual Self-Insurance Plan Office Manager Sharon Keib told the group that Mr. Peckham was unable to attend the meeting, but that she would review the TPA options with the Committee. Ms. Keib distributed a handout which identified the three companies interviewed by the Personnel Committee last month and the services each could provide as well as the cost for which they could provide those services. Ms. Keib indicated that POMCO was the preferred vendor during the interviews and that she had called her counterparts at other counties who use POMCO and had received positive endorsements. She was seeking approval to hire POMCO as the Allegany County TPA for a contract period of three years, beginning May 1, 2013, for a fee range of \$25,000-\$44,000. That request was granted on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Prepare Resolution**

Update on Physicals—Sharon Keib

Ms. Keib also distributed a listing of fire and ambulance companies whose members have undergone the required physicals. It was noted that although not all companies were in 100 percent compliance, the numbers are up from last year. The one glaring exception is the Centerville Fire Company which has not provided a list of active firefighters. Ms. Keib was directed to write a letter to the Centerville Fire Company with a copy to the town board and Fire and Emergency Services Director Jeff Luckey, requesting an active list, informing them that without a list, complications may arise if a workman's comp claim is filed. That letter is to be reviewed by County Attorney Tom Miner and sent "return receipt requested" so it must be signed for.

Safety Awards

Ms. Keib noted that each year Fire Companies and Ambulance Services that are in 100 percent compliance as regards physicals and who recorded no lost time in the past year qualify for Safety Awards. Ms. Keib reminded the group that in 2012, each organization that was eligible for a Safety Award was given \$50 to use at its discretion to benefit the company. She requested approval to do the same for 2013. Approval was granted on a motion by Legislator Burdick, seconded by Legislator Graves, and carried.

Referral from Public Works Committee

Request to Abolish HMEOII Position and Create a Crane Operator Position

Deputy Superintendent of Public Works Dean Scholes requested permission to abolish an HMEOII position and create a Crane Operator position, Grade 16, in the County Road Account, noting that incumbent in the HMEOII position is the Crane Operator and Crane Operators are hard to come by, and this new job title and small increment would better reflect the work being done. The request was approved on a motion by Legislator Burdick, seconded by Legislator Graves, and carried. **Prepare Resolution**

Board of Elections-Richard Hollis/ Mike McCormick**Discussion of New Equipment**

Neither Mr. Hollis nor Mr. McCormick was able to be present. However, Legislator O'Grady recounted a conversation he'd had with Mr. Hollis regarding the necessity of a funding transfer per County Administrator Margeson (there will be a partial grant reimbursement) to cover the costs of a new server, two desk-top computers, and two scanners. A resolution transferring money to cover the cost of these items will go before the Board on March 11.

Results of Meeting with Wellsville School Board

Legislator Graves, on behalf of the Board of Elections, reported the outcome of a recent meeting with the Wellsville School Board regarding the use of the school building for elections. The School Board voted to deny that request. Legislator Graves remarked that he was disheartened by this response, but that the Board of Elections will continue to seek a polling place. It was noted during the (Personnel Committee) meeting that there is a section of law stating that the school is legally obligated to make itself available for such use, but the Committee was reluctant to make a big issue of it at this time. It was the consensus of the group that the School Board should be embarrassed by its response as they have denied access to the school to the very taxpayers who paid for it.

Amendment of Section IV Salary Plan-County Administrator John Margeson

County Administrator John Margeson informed the group that after meeting with PEF (Public Employees Federation) administrators, PEF and Allegany County have signed an MOU to return the title of Crime Victims' Coordinator (fully grant-funded annual salary of \$30,194) to the Section IV Salary Plan. It is Mr. Margeson's recommendation that the title be put back in the Section IV Salary Plan. The amendment to Section IV of the Salary plan was approved on a motion by Legislator Pullen, seconded by Legislator Cady, and carried. **Prepare Resolution**

Executive Session-County Administrator John Margeson

County Administrator John Margeson requested an executive session for a discussion of collective bargaining issues. The Committee entered executive session at 1:25 p.m. on a motion by Legislator Graves, seconded by Legislator Pullen, and carried. The Committee exited executive session at 1:40 p.m., following a motion by Legislator Burdick, seconded by Legislator Graves, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:40 p.m. following a motion by Legislator Graves, seconded by Legislator Burdick, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
APRIL 3, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Burdick, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: G. Benson)

Others Present: M. Alger, H. Budinger, D. Healy, R. Hollis, T. Hopkins, K. LaForge, M. McCormick, T. Miner, B. Riehle, T. Ross, C. Santora, F. Sinclair, K. Toot, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Burdick, and carried to approve the Personnel Committee minutes of March 6, 2013.

Board of Elections

Grants

Board of Elections Commissioner Rick Hollis informed the Committee that the Board of Elections had been pre-approved, by the NYS Board of Elections, to fund the cost of its new server required for the implementation of the Image-It software. This translates into reimbursement of the \$8,977.27 cost of the new server. The BoE has also received reimbursement for the \$10,800 cost of the trailer purchased in 2009 used to deliver voting machines, as well as reimbursement for signs, pouches, and ink cartridges, bringing the total to \$13,517.27. Finally, Mr. Hollis said that the BoE will apply for reimbursement for the new computers, scanners, and required upgrades to the EMS System.

Polling Sites

The Board of Elections Commissioners have been seeking adequate polling sites for Wellsville because formerly the polling districts had been too large. Wellsville now has five polling districts (ranging in size from 700 to 907 voters). However, that entails finding up to four polling sites in Wellsville that meet handicapped accessibility requirements. During the search, the BoE has been turned down by the Wellsville School Board and the Methodist Church at Madison and Maple streets. Other sites being considered include the Brookside Wesleyan Church on State Route 417; the American Legion Hall at 23 Jefferson Street; the Union Hall on Main Street; Dukes Hose Building on Stevens Street; Jehovah's Witness Church on Chamberlin Street; the Electric and Water Building on W. Dyke Street; the Christian Missionary Alliance Church on Highland Avenue. Several of these have been eliminated for not meeting required parameters. Others are meeting with their governing boards to determine whether or not to approve the request. Some sites will need upgrades/changes, signage, etc. to bring those sites up to required parameters. And the search goes on. During this same discussion (the splitting of voting districts), Legislator Healy indicated that it had come to his attention that the number of voters in the Town of Amity now also exceeds that allowed by law per voting district. He requested that the Election Commissioners and the Board of Elections divide Amity back into two election districts as it was prior to last year.

Technician Issues

The BoE Commissioners would like to have their two current technicians receive additional training in order to reach the Level Two Technician rating. The training costs would be

about \$450 per technician if there is a class of 10. Mr. Hollis also raised the issue of adding two additional technicians in case of the need for back-up. He also indicated that he and Commissioner McCormick would like to receive that training. Mr. Hollis will investigate definitive costs and logistics (such as necessary lodging, meals, etc.). Discussion regarding upgrading the two current technicians and hiring and training two new technicians was begun on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. Discussion followed regarding the hourly rate of \$15 for the two potential new technicians. The two techs last year earned between \$5,000 and \$7,000 each for three elections and other duties. The motion and the second were withdrawn; the issue was tabled until next month so the County Administrator and the Commissioners could determine the necessary funding for the requested positions. Finally, Mr. Hollis said that the technicians voiced a few issues with the garage storage/work facility which houses the voting machines: there is no running water, no drains, no restroom facilities, and no wireless Internet capability. **Refer to Department of Public Works**

Proposed Contract with Phoenix Graphics

The Commissioners sought approval of a proposed contract with Phoenix Graphics which would bring the per-ballot price down from 57 cents to 48 cents for a 17-inch long ballot, or 54 cents for a 22-inch long ballot, a savings of about 15.7 percent. Approval was granted on a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Executive Session

The Committee entered executive session at the request of the Board of Elections at 1:45 p.m. on a motion by Legislator Fanton, seconded by Legislator Graves, and carried, to discuss the employment history of a particular employee. The Committee exited executive session at 1:53 p.m., following a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

The Committee re-entered executive session at 1:53 p.m. at the request of County Administrator Mitch Alger to discuss a collective bargaining issue on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. The Committee exited executive session at 1:59 p.m. on a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:59 p.m. following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PERSONNEL COMMITTEE
MAY 1 , 2013
**** AMENDED & APPROVED ****

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

Others Present: M. Alger, H. Budinger, D. Healy, R. Hollis, T. Hopkins, C. Lorow, A. McGraw, T. Miner, B. Riehle, C. Santora, F. Sinclair, N. Ungermann; Guests Eric Lintala and Len Lanphear (Health Economics Group)

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Burdick, seconded by Legislator Graves, and carried to approve the Personnel Committee minutes of April 3, 2013.

NYSAC Dental Network Card for Allegany County Residents-Health Economics Group, Inc.

Guests Eric Lintala and Len Lanphear of Health Economics Group, Inc., presented information to the Personnel Committee regarding a dental network card which would provide residents of Allegany County who enrolled in the program, and paid the appropriate fee, affordable access to dental care. The participating dentists, it was declared, agree to a set fee schedule so the enrollee always knows what any procedure will cost. The gentlemen stressed that this is not dental insurance. The cost of the card is \$36.50 annually for a single, or \$52 annually for a family. Messrs. Lintala and Lanphear encouraged the Legislators to sponsor the program for the County. Some discussion ensued, including concern that constituents might think that taxpayer money is being used for this benefit. They were assured that people could enroll simply by going online and not "involving" the County at all. The Legislators had no issue with brochures being distributed at County entities such as the DMV, OFA, or at dentists' offices. Chairman Crandall stated that since Allegany County chooses to be part of NYSAC (New York State Association of Counties), he saw no reason not to have the Allegany County Legislature sponsor this card. Some consideration was given to stating that no public funds have been used to sponsor this card on the brochure that would be generated. The group consensus was to have the contract for this agreement sent to County Attorney Thomas Miner for review and to have the Health Economics Group create a mock-up brochure specific to Allegany County. Once the Committee has an opportunity to review those two documents, it would revisit the issue.

Board of Elections

Creation of Additional Pay Rates in the Section 4 Salary Plan for Election Inspectors/Coordinators

Board of Elections Commissioners Richard Hollis and Michael McCormick requested a resolution to amend the Section 4 Salary Plan to allow for additional compensation for the Election Inspectors who serve as Coordinators. There will be one Inspector serving as the Coordinator per polling site. The Election Inspectors and Coordinators will be compensated as follows:

Election Inspector, Primary Election \$100/day
Election Inspector, General Election, \$160/day
Election Inspector/Coordinator, Primary Election, \$125/day
Election Inspector/Coordinator, General Election, \$200/day

The Inspectors serving as Coordinators would have additional responsibilities under the Memorandum of Agreement between the Allegany County Board of Elections and the NYSAG (New York State Attorney General's Office) Office concerning handicapped accessibility and running the polling site. These costs are reimbursed to the County from the towns. Approval was granted on a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Prepare Resolution

Creation of Four Election Technician Positions in the Section 4 Salary Plan and Fill Two Level 1 Technicians

Board of Elections Commissioners Hollis and McCormick also requested a resolution to create a total of four Election Technician positions in the Section 4 Salary Plan at the following levels and rates, and to amend the Section 4 Salary Plan accordingly:

Election Technician Level 1 @ \$16/hour

Election Technician Level 2 @ \$17.50/hour.

Approval was granted on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. The positions will be filled contingent on approval by the Board. **Prepare Resolution**

Fee Schedule for Use of Brookside Wesleyan Church as Polling Site

Mr. Hollis informed the group that the Brookside Wesleyan Church has informed the BoE that there is a \$50 deposit and \$125 fee per election to use the Church as a polling site. That fee would need to be charged back to the Town.

Finally, Mr. Hollis informed the group that he had submitted the paperwork necessary for the reimbursement costs for the server, pc's, scanners, etc. that have been purchased for his area.

Personnel

Increments for Employees Hired Between July 1, 2012, and December 31, 2012

Personnel Officer Bobby Budinger presented the Committee members with a list of employees eligible for an increment per Resolution No. 1-69 beginning in July. All employees on the list were hired between July 1, 2012, and December 31, 2012, and did not receive an increment in January. Approval for the increments was granted on a motion by Legislator Burdick seconded by Legislator Fanton, and carried. **Prepare Resolution**

Executive Session

The Committee entered executive session to discuss the employment history of a particular employee at 1:47 p.m. on a motion by Legislator O'Grady, seconded by Legislator Fanton, and carried. The Committee exited executive session at 2:05 p.m., following a motion by Legislator Fanton, seconded by Legislator Graves, and carried.

Sheriff's Office

Create and Fill Correction Lieutenant and Correction Captain Positions

Following executive session, the Sheriff's request to create the Correction Lieutenant and Correction Captain positions was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. (Opposed: Legislator O'Grady). The request to fill the positions will be referred to the Ways & Means Committee after they have been created. **Prepare Resolution**

The Sheriff's request to abolish the titles of Correction Master Sergeant, Jail Administrator, and Assistant Jail Administrator positions was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. (Opposed: Legislator O'Grady)

Prepare Resolution

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:05 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
JUNE 5, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, R. Christman, D. Healy, R. Hollis, T. Hopkins, S. Keib, A. McGraw, T. Miner, K. Monroe, B. Riehle, T. Ross, C. Santora, F. Sinclair, K. Slep, N. Ungermann, R. Whitney

Media Present: B. Clark, *Olean Times Herald*

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Amendment & Approval of Minutes

Personnel Officer Bobby Budinger requested the following changes be made to last month's (May 2013) minutes:

UNDER:
Sheriff's Office

The minutes should read as follows:

Create and Fill Correction Lieutenant and Correction Captain Positions

Following executive session, the Sheriff's request to create the Correction Lieutenant and Correction Captain positions was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. (Opposed: Legislator O'Grady). The request to fill the positions will be referred to the Ways & Means Committee after they have been created. **Prepare**

Resolution

The Sheriff's request to abolish the titles of Correction Master Sergeant, Jail Administrator, and Assistant Jail Administrator positions was approved on a motion by Legislator Fanton, seconded by Legislator Graves, and carried. (Opposed: Legislator O'Grady) **Prepare**

Resolution

~~Both of these positions are currently filled, and it will not be necessary to obtain further approval from the Ways & Means Committee. (Strike this sentence from the record.)~~

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of May 1, 2013, as amended.

Pension Reporting

Clerk of the Board Brenda Rigby Riehle requested a resolution establishing standard work days and days worked for elected and appointed officials for reporting 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. The request was approved on a motion by Legislator Pullen, seconded by Legislator Graves, and carried. **Prepare Resolution**

Suggestions to Streamline and Authenticate Pistol Permit Processing

County Clerk Rob Christman addressed the group, indicating that according to NYS Penal Code 400, paragraph 5, Allegany County is not in compliance with the letter of the law. His concern centers around the process for authenticating pistol permits. While it is true that the process for obtaining an application for a pistol permit begins in the Sheriff's Office (where the

investigative portion of approval also occurs), his concern is that if the Sheriff's Office scans the paper documents into the database, documents may be printed without the annotations, certifications, and stamps a permit receives from the County Clerk's Office after the application has been approved by a County Judge. Sheriff Whitney indicated he is concerned about lag time between his office receiving the application and the County Clerk's Office scanning the material. Mr. Christman assured the Committee, that unless the information is received a few minutes before the close of business, it will be scanned the very day it is received. Because County Attorney Tom Miner agreed that the current process does not adhere to NYS Penal Code cited above, Mr. Christman and Sheriff Whitney were directed to meet with Mr. Miner to resolve the procedural issues.

Worker's Compensation

Proposed 2014 Budget for Allegany County Mutual Self-insurance Plan

Workers' Compensation Office Manager Sharon Keib distributed a proposed budget for 2014, already reviewed by County Administrator Mitch Alger, noting that the figures need to be in place by August 15. The budget was approved on a motion by Legislator Fanton, seconded by Legislator Burdick, and carried.

2014 Participant Assessments

Additionally, Ms. Keib requested approval of the Allegany County Mutual Self-insurance Plan 2014 Budgeted Participant Assessments. The assessments to participants were approved on a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:30 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
JULY 3, 2013**

**** NOT APPROVED ****

Committee Members Present: D. Burdick, D. Fanton, K. Graves, D. Pullen, C. Crandall
(Absent: T. O'Grady, G. Benson, D. Cady)

Others Present: M. Alger, H. Budinger, D. Healy, L. Hennessy, R. Hollis, T. Hopkins, M. McCormick, T. Miner, B. Riehle, C. Santora, D. Scholes, F. Sinclair

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Vice Chairman Douglas Burdick.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of June 5, 2013.

Board of Elections

Grant Funding

Board of Elections Commissioner Rick Hollis informed the group that he had been told by the State Board that Allegany County had \$10,987 for poll worker education grant money, and he had been instructed to "use it or lose it." Mr. Hollis and Board of Elections Commissioner Mike McCormick drew up a list which they distributed at the meeting illustrating where they would like to expend those funds (see attached). He requested permission to proceed with the use of the monies. Permission was granted on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. Because the funds are already in the 2013 Budget, no further action is required. Mr. Hollis also told the group that the Board of Elections had received reimbursement for several items purchased earlier this year, including: a new server, two desk-top computers, and two scanners.

Alfred Village

Mr. Hollis also distributed two letters the BoE had received commending the Commissioners for their friendly assistance.

BoE Building Issues

The Commissioners next distributed photographs of some physical problems with the building in which they are located. These photos showed bricks which had fallen from the building and the absence of a downspout which has caused the mortar between a section of the bricks to deteriorate. In order to further discuss these issues, the Committee entered executive session.

Executive Session

The Personnel Committee entered executive session to discuss the proposed lease of real property at 1:12 p.m. on a motion by Legislator Pullen, seconded by Legislator Graves, and carried. The Committee exited executive session at 1:20 p.m. on a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Worker's Compensation—County Administrator (21:00)

Physical Examination Rates

County Administrator Mitch Alger addressed the Committee on behalf of Sharon Keib. He distributed a list of "Pre-employment/Volunteer Approved Physicians." Mr. Alger said that Ms. Keib had been approached by Jones Memorial Hospital, Wellsville, which does a lot of the

County's Worker's Compensation physicals, saying that it would like to increase the fee from \$50 to \$60 for this service. Mr. Alger went on to say that in 2004, a resolution was passed authorizing the County Worker's Comp to charge \$50, no matter what the provider charges for the service. Mr. Alger went on to say that since the County's Health Department has been providing increasing numbers of these physicals, his recommendation is to continue to reimburse at the current \$50 level. Director of Patient Services for the Health Department, Laurie Hennessy added that people needing physicals (for pre-employment, worker's compensation, etc.) receive letters indicating that the Health Department will provide them free-of-charge (although if the client/patient has health insurance, the DoH will charge that first). She added that since the Department hired a Nurse Practitioner in January, the number of physicals performed by the Department has steadily increased. The Department, she said, is flexible, and the staff is learning as it goes along how best to manage scheduling such appointments for physicals. At this point, she added, the Health Department encourages people to use its services; it saves the County money and serves as a revenue source for the Department. Legislator Pullen commented that he hoped such procedure would not become overly burdensome for the Department. It was noted that should the Department be unable to accommodate a request, the list of providers is still available to the client/patient. Legislator Pullen then went on to commend the Health Department for taking this activity on as it seems to benefit everyone. Mr. Alger indicated there is no action necessary at this time as this discussion was meant simply as information sharing.

Executive Session

The Committee entered executive session at 1:27 p.m. on a motion by Legislator Graves, seconded by Legislator Fanton, and carried, to discuss collective bargaining issues. The Committee exited executive session at 1:45 p.m., following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:45 p.m. following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
AUGUST 12, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, H. Budinger, D. Decker, D. Healy, R. Hollis, T. Hopkins, J. Luckey, T. Miner, B. Riehle, C. Santora, D. Scholes, F. Sinclair, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 3:25 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of July 3, 2013.

Human Resources

Request Resolution to Change Salary for 6th Assistant DA

Personnel Officer Bobby Budinger requested a resolution correcting the salary stated on Resolution 34-13 for the Assistant District Attorney (6th) Welfare. This resolution officially created this title. The salary was incorrectly stated at \$24,720. Resolution 217-12 correctly set the 2013 salary for this title at \$24,000. The request was approved on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Board of Elections

Board of Elections Trailer Issues

Board of Elections Commissioner Rick Hollis distributed photos documenting the damage done to the BoE trailer as it sat outside the Friendship shop. Rocks had been thrown at it, causing dents and a hole which have been repaired. Mr. Hollis worried about the potential for this sort of activity to occur again if the trailer cannot be garaged when it is not in use. Additionally, he noted, the elements will wreak damage on the trailer as well. His goal is to protect the \$11,000 investment the County has made in purchasing this trailer. He requested that a garage be located for the trailer. It was decided to refer this matter to the Facilities & Communications Committee on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. **Refer to Facilities & Communications**

Poll Site Inspections

Mr. Hollis went on to say that he and the BoE Consultant had begun poll site inspections. Of the seven inspected thus far, only two passed inspection as regards handicapped accessibility. Several sites were actively working on becoming compliant; the others had done nothing, claiming they didn't know there was a deadline to bring the site into compliance. County Administrator Mitch Alger noted that he had sat in on a recent conference call with the State Board of Elections. During that conversation, the State Board indicated it would certainly be willing to step in and remind the non-compliants of their obligation. He also indicated that he and the local BoE were hoping not to resort to that—at least not at this time. Mr. Hollis added that the Consultant's (from Directions in Independent Living) report is submitted to the State Attorney General's Office and will indicate those sites in compliance and those which are not, which may result in the necessity of moving poll sites.

Voting Machine Maintenance Contracts' Expiration

Mr. Hollis informed the group that the maintenance contracts for all the voting machines expire on September 9, 2013. He indicated that the State should have received renewals by August 6, but to his knowledge, it had not. He said that the contract for each machine would cost \$305 and there would be an additional \$12,000 charge for the electronic management system. Mr. Hollis indicated that this was just an "FYI" for the Committee and that he would keep it apprised of future developments. Finally, Mr. Hollis stated that there have been issues with some of the machines (e.g., issues with their wheels), and that he would have Dominion fix those wheels under warranty.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:35 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
SEPTEMBER 4, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, G. Benson, D. Cady, D. Fanton, K. Graves, D. Pullen, C. Crandall (Absent: D. Burdick)

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Healy, R. Hollis, T. Hopkins, M. McCormick, T. Miner, B. Riehle, T. Ross, C. Santora, F. Sinclair, N. Ungermann (Guests from Health Economics Group: L. Lanphear, E. Lintala)

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Amendment & Approval of Minutes

Under Poll Site Inspections

County Administrator Mitch Alger noted that he had sat in on a recent conference call with the ~~State Board of Elections~~. During that conversation, the ~~State Board~~ indicated it would certainly be willing to step in and remind the non-compliers of their obligation.

It was erroneously stated that Mr. Alger had participated in a conference call with the NYS Board of Elections, when in actuality, it had been with the New York State Attorney General's Office

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to amend the Personnel Committee minutes of August 12, 2013, as noted above.

Subsequently, a motion was made by Legislator Pullen, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of August 12, 2013, as amended.

NYSAC Dental Network Card for Allegany County Residents

Guests Eric Lintala and Len Lanphear of Health Economics Group, Inc., returned to present information to the Personnel Committee regarding a dental network card which would provide residents of Allegany County who enrolled in the program, and paid the appropriate fee, affordable access to dental care. The participating dentists, it was declared, agree to a set fee schedule so the enrollee always knows what any procedure will cost. The gentlemen stressed that this is not dental insurance. The cost of the card is \$36.50 annually for a single, or \$52 annually for a family. It was also noted that this plan "travels" with people, such as "snow birds" who might reside in a warmer climate during the winter months. Mr. Lintala distributed informational folders which included a prototype of the brochure which clearly states that no taxpayer dollars fund this program. This had been an earlier concern of the group. Additionally, Mr. Lintala requested that he be "introduced" to the local agencies that might be good locations for promoting this program through brochures, etc. In addition to County entities such as the DMV and OFA, the local Chambers of Commerce were also suggested. The Committee agreed to endorse the Dental Program on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Allegany County Voluntary Benefits Update

Personnel Officer Bobby Budinger addressed the Committee as a courtesy to keep it informed on the activities in his office. Because of administrative issues with the County's current voluntary benefits carrier, Aflac, Mr. Budinger decided to investigate alternatives. To that

end, he has engaged Trustmark to take over most of the voluntary benefit options beginning January 1, 2014. Additionally, we will offer dental and vision voluntary insurance through NOVA. This is, in his opinion, he said, a big upgrade. **Prepare Resolution**

Board of Elections

Budget Transfer

Board of Elections Commissioner Rick Hollis requested a transfer of \$6,750 from Account A1450.432 (Elections-General Government Support) to Account A1450.201 (Elections-Office Equipment) to cover the costs of computer upgrades, copier, and comb-binding machine. Mr. Hollis noted that these costs are reimbursable through the Grant for Poll Work Training and Voter Education through the NYS Board of Elections. Approval to transfer the funds was given on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Machine Update

Mr. Hollis went on to say that the warranties on the voting machines are scheduled to expire on September 9, 2013. When he queries the state officials, he learns that the State still has not authorized a vendor for this contract. However, he is also told that the machines will be covered through December 31, 2013. He also noted that he has someone coming in to inspect the wheels on the voting machines, and there may be an associated cost with any necessary repairs.

Poll Site Update

Finally, Mr. Hollis distributed a map illustrating those polling sites that are in compliance with state regulations as well as those that aren't. Some of the needed "fixes" are relatively minor and Mr. Hollis is at a loss to explain why they haven't been done. He noted that he has a call scheduled for the next day with the NYS Attorney General's Office, and he will need to report on those sites that are not in compliance.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:35 p.m. following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
OCTOBER 2, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Pullen, G. Benson, D. Cady, D. Fanton, K. Graves, C. Crandall

Others Present: M. Alger, H. Budinger, J. Budinger, R. Christman, P. Curran, D. Healy, R. Hollis, T. Hopkins, M. McCormick, T. Miner, B. Riehle, C. Santora, F. Sinclair, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of September 4, 2013.

Board of Elections

Cost of Wheels for Voting Machine

Board of Elections Commissioners Rick Hollis reviewed with the Committee what he had learned regarding the need to replace the wheels on the voting machines. Each machine has four wheels; the purchase of four wheels would cost \$100 for each machine and require the wheels to be installed in-house; for \$150 per machine, the vendor would install the wheels. Mr. Hollis said that there are free "channels" to put under the machines to strengthen them which is a step he intends to take first. Overall, he said, the wheels are not as big a consideration as he'd originally thought. Mr. Hollis also handed out an updated County map of the polling sites, saying that only three have any minor changes that need to be made in order to be in compliance.

County Clerk

County Clerk Rob Christman addressed the Committee to give members an update on problems encountered and problems resolved in his area. Mr. Christman told the group that the week before he had been informed by Albany that all county DMVs would need to have separate testing facilities and separate test monitors. (This came as a result of state employees having been accused of selling test answers for \$400.) County Clerks across the state protested because many of them simply do not have the facilities. Earlier this week, Albany reversed its decision and Allegany County facilities are once again in compliance.

The next issue Mr. Christman brought before the Committee revolved around the ability of County residents to do much of their County business at off-site facilities (such as Tops Markets) which decreases the amount of revenues to the County Clerk's Office. Albany is taking all the revenue. There is an Internet Revenue Sharing program; however, the threshold is so high that Allegany County will probably never meet it. According to Mr. Christman, "Albany does not listen; Albany does not care." Chairman Crandall suggested aligning ourselves with other counties through Inter-County and NYSAC, which Mr. Christman said is in the works.

Executive Session

The Committee entered executive session at 1:25 p.m. on a motion by Legislator Fanton, seconded by Legislator Graves, and carried, to discuss matters leading to the

appointment of particular individuals. The Committee exited executive session at 1:26 p.m. following a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:26 p.m. following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
NOVEMBER 6, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Pullen, D. Cady, D. Fanton, K. Graves, C. Crandall (Absent: G. Benson)

Others Present: H. Budinger, P. Curran, S. Decker, D. Healy, R. Hollis, , S. Keib, M. McCormick, T. Miner, C. Santora, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 1:05 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of October 2, 2013.

Board of Elections

Board of Elections Commissioners Rick Hollis and Mike McCormick gave a brief overview of any minor glitches that may have occurred during the previous day's election. Overall, however, things seemed to run smoothly. Mr. Hollis wanted to go on record to thank Mike and Deputy Commissioners Marcy Crawford and Barbara Broughton for their hard work and long day.

Human Resources

Personnel Officer Bobby Budinger addressed the group, informing the Committee members that he would be leaving for seven weeks of Air National Guard training in January. He said he would be equipped with a laptop so he can remotely access his email and conduct whatever business he could from Mississippi.

Workers' Compensation

Workers' Compensation Office Manager Sharon Keib requested an attorney/client session. The Committee entered attorney/client session at 1:10 p.m. on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. The Committee exited executive session at 1:20 p.m., following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:20 p.m. following a motion by Legislator Pullen, seconded by Legislator Graves, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PERSONNEL COMMITTEE
DECEMBER 4, 2013**

**** NOT APPROVED ****

Committee Members Present: T. O'Grady, D. Pullen, G. Benson, D. Cady, D. Fanton, K. Graves, C. Crandall

Others Present: M. Alger, H. Budinger, P. Curran, D. Decker, D. Healy, R. Hollis, T. Hopkins, T. Miner, B. Riehle, C. Santora, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Benson, and carried to approve the Personnel Committee minutes of November 6, 2013.

Board of Ethics Appointments

The following individuals have been suggested to serve a four-year term on the Board of Ethics, commencing January 1, 2014, and expiring December 31, 2017: Brent L. Reynolds, Alfred Station; Dorothy Lendel, Caneadea; Darwin Fanton, Wellsville; Brenda Rigby Riehle, Belmont; and Kimberley Toot, Wellsville. The Committee approved the nominations on a motion by Legislator Graves, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Reappointment of Michael Hennessey as Veterans' Service Agency Director

The Chairman of the Board plans to re-appoint Michael D. Hennessey of Wellsville, to the position of Director of the County Veterans' Service Agency, effective January 1, 2014, and expiring December 31, 2014, subject to confirmation by the Board of Legislators. **Prepare**

Resolution for January 2

Short-Term Disability

Personnel Officer Harold "Bobby" Budinger informed the Committee that the two-year contract with Sun Life is scheduled to expire at the end of the year. He further told the Committee that the cost of continuing with Sun Life for Short-Term Disability coverage will very nearly double if we renew that contract. To try to prevent such a large increase in cost, Mr. Budinger requested that Walsh Insurance Brokers research other options and has recommended that the County purchase its Short-Term Disability insurance from the Hartford. The cost will be \$7.40 per person per month instead of the Sun Life new cost of \$10.32 per person per month. Mr. Budinger was given approval to proceed with the change in insurance on a motion by Legislator Fanton, seconded by Legislator Cady, and carried. **Prepare Resolution**

Board of Elections

Board of Elections Commissioner Rick Hollis informed the Committee that the Wellsville School Superintendent has agreed to allow the County to use the site as a polling place for 2014. He was pleased by this. He also noted that polling seemed to run smoothly during the November elections, and he had not received any complaints.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:12 p.m. following a motion by Legislator Graves, seconded by Legislator Pullen, and carried.

Respectfully submitted,

Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators