

**PERSONNEL COMMITTEE  
JANUARY 7, 2015**

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

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

**Others Present:** M. Alger, L. Ballengee, H. Budinger, R. Christman, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

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

**Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of December 3, 2014.

**Appointment of Veterans' Service Agency Director**

The Chairman of the Board plans to reappoint Michael D. Hennessy of Wellsville, New York, to the position of Director of the County Veterans' Service Agency, effective January 1, 2015, subject to confirmation by the Board of Legislators. Prior to the vote, Legislator Decker went on record saying that Mr. Hennessy has done a superb job as Director of the County Veterans' Service Agency. Legislator Healy echoed Mr. Decker's sentiments. Subsequently, Legislator Graves also concurred. On a lighter note, County Clerk Rob Christman wanted the record to show that the *Sunday Spectator* had run an article on Mr. Hennessy, calling him "Wayward Mike" because he had lost his way in the woods. The appointment was approved on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 1:05 p.m. following a motion by Legislator Decker, seconded by Legislator Fanton, and carried.

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

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
January 26, 2015**

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

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

**Others Present:** M. Alger, H. Budinger, K. Graves, L. Gridley, D. Healy, T. Hopkins, C. Jessup, K. LaForge, T. Miner, B. Riehle, C. Santora, I. Whitehouse

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 12:30 p.m. by Personnel Committee Chairman Debra Root.

**Renewal of Insurance Quote from NYMIR**

Clerk of the Board Brenda Rigby Riehle requests a resolution approving the insurance proposal by Richardson & Stout from NYMIR for the period February 1, 2015, through February 1, 2016.

<b><u>Coverage Quote</u></b>	<b><u>Deductible</u></b>	<b><u>Renewal</u></b>
<b><i>Property</i></b> \$78,291,375 TIV	\$ 5,000	\$ 62,767.00
<b><i>General Liability</i></b> \$1 mm Occ./\$2 mm Agg.	\$250,000 per claim (SIR)	\$ 25,576.00
<b><i>Automobile</i></b> 179 autos - \$1mm per accident	\$500 Collision \$200/\$500 Comp.	Liability \$ 5,459.00 Physical Damage \$ 23,907.00
<b><i>Inland Marine</i></b> (\$11,311,645 TIV)	\$500 deductible	\$ 23,509.00
<b><i>Boiler &amp; Machinery</i></b> (\$35 mm limit)	\$5,000 deductible	\$ 9,200.00
<b><i>Health Care/Prof. Liability</i></b> \$1mm occurrence/\$3mm aggregate	\$0 deductible	\$ 9,225.00
<b><i>Police Professional Liability</i></b> \$1mm occurrence/\$2mm aggregate.	\$250,000 per occur. (SIR)	\$ 22,259.00
<b><i>Crime</i></b> \$100,000 Employee dishonesty	\$250 (Employee Dishonesty/Forgery Bond) \$50,000 (Theft Disappearance)	\$ 3,622.00
<b><i>Capitalization Fee</i></b>	Allegany County recovered 100 percent of the capitalization fees paid, with interest.	
<b><i>Public Officials Liability</i></b>	\$250,000 per claim (SIR)	\$ 14,123.00

\$1mm occurrence/\$2mm aggregate

**Commercial Excess Liability** \$250,000 per occur. (SIR) \$ 17,099.00  
\$10mm occurrence/\$20mm aggregate

**Agency Fees** (Richardson & Stout Commission) \$ 27,461.00

**NYS Motor Vehicle Fee/NYS Fire Fee** \$ 1,769.09

**TOTAL: \$245,976.09**

**FISCAL IMPACT: \$245,976.09** (In 2015 budget under Acct. A1910.406)

Fiscal impact is approximate; premium adjustments are processed for changes in vehicles, equipment, property, etc.

Allocated Loss Adjustment Expense (ALAE) is included within the SIR so attorney and investigator fees will be applied toward the SIR. Heavy trucks and equipment ten years old or newer that are insured on the Inland Marine, are valued on a replacement cost basis, and private passenger type autos and light trucks that are on the Auto Physical Damage portion of the policy are insured on an actual cash value basis regardless of age.

Ms. Riehle distributed a comparison between the renewal fees and the expiring fees as well as an explanation from Richardson and Stout regarding the increase in premiums. Among these were:

The total of all premium and fees is \$245,976.09, which is 1.7% higher than what was paid throughout the 2014-15 policy term. While the overall rates are the same as last year, NYMIR has provided the following reasons for the increase in premium.

- Property values are 3 percent (over \$2,000,000) higher than last year, to reflect an inflationary increase.

- Inland Marine / Equipment values are .67 percent higher than last year, due to the net effect of adding and deleting various items in 2014.

- Gross budget is 7.8 percent higher than last year (impacts the General Liability premium)

- Number of Law Enforcement personnel is 14 percent higher than last year (impacts the Police Professional Liability premium)

- Number of vehicles is down by a total of three; however, two of these were trailers (not much premium associated with these)

There was some discussion regarding other companies which might insure counties and municipalities. Ian Whitehouse, who attended the meeting on behalf of Richardson and Stout Insurance Agency, noted that there are two that he knew of: Selective and Houston Casualty. However, those companies' rates have not been as flat as NYMIR's over the years. It was also noted that the County has increased its property holdings over the 10-year period for which figures had been provided. Additionally, the umbrella liability had been increased as well. When asked about the fee charged by Richardson and Stout, Mr. Whitehouse said that the company uses the industry standard. It was also revealed that NYMIR insures approximately one-half of the counties in New York State. It was noted that the resolution would come off the floor at today's Board meeting. Approval to renew the insurance contract was granted 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 12:42 p.m. following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

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

**PERSONNEL COMMITTEE  
FEBRUARY 18, 2015**

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

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

**Others Present:** L. Ballengee, H. Budinger, S. Burt, K. Graves, D. Healy, R. Hollis, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 4:30 p.m. by Personnel Committee Chairman Debra Root.

**Approval of Minutes**

A motion was made by Legislator Curran, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of January 7 and 26, 2015.

**Board of Elections**

**Brief Discussion of the Recent Winter Elections Commissioners' Conference**

Board of Elections Commissioner Rick Hollis gave a brief report on his attendance at the recent Election Commissioners' Conference. Below are some areas of concern, to his way of thinking, that came out of the conference.

"The proposal that I am most against is Proposal #2. The Association is looking to amend section 4-100-3 (a) of the Election Law to raise the number of voters in an Election District from 1,150 to 3,000. I believe that raising this number to 3,000 will disenfranchise voters in rural districts and that keeping Election Districts at the current level allows for more hassle-free voting. Senator Young also agrees with this. The other part that no one seems to understand is that in many of the states that have early voting they also have large numbers of people in Election Districts. Also, when the big cities in the state are allowed to increase the districts to this new size, we will certainly see early voting in New York State because of the TV cameras and the lines at the polling sites. The cost of early voting in Allegany County would be prohibitive and would probably triple our current budget. Additionally, it would make it impossible to get poll workers for the extended hours. Numerous studies have concluded that early voting does not increase voter turnout.

"Risa Sugarman was appointed Chief Enforcement Council, Election Law Enforcement, of the NYS Board of Elections. This position was created last year by the Public Trust Act that was passed in the Assembly and Senate and signed into law by Governor Cuomo on March 31, 2014. When this was passed, the Moreland Commission on Public Corruption was disbanded and Ms. Sugarman was made the sole enforcement officer for Campaign Finance and Election Law issues. This law gave Ms. Sugarman the power and duty to conduct all investigations necessary to enforce provisions of the Election Law. As of this writing, Ms. Sugarman is in the process of hiring staff and promulgating regulations as to how all of this will work. Should complaints about Election Law violations come to the local Board of Elections, we must 'expeditiously make an investigation which shall also include investigation of reports and statements made or failed to be made by the complainant' etc. We must forward the results of this investigation to Ms. Sugarman's office within 90 days. At any time during the investigation, Ms. Sugarman may direct the local Board of Elections to suspend its investigation and her office will take over the investigation, removing it from local control.

“We had presentations by NTS and Dominion. NTS is the provider of the software that allows us to do our voter registrations in compliance with NYS BoE rules and regulations. It also allows us to print the many lists of registered voters. Dominion is our voting machine supplier. We have 37 voting machines that are fully accessible and three that just have scanners. We spoke at length with Dominion about our thought of using one of our spare scanners to start counting absentee ballots. The process that we currently use is burdensome and time-consuming. The possibility exists that if we can get the NYS BoE to agree with us, we may be allowed to use one of these scanners. This should reduce the counting of absentee ballots from many days to possibly one day. We are still researching this avenue of approach as to its cost effectiveness and the requirements of the NYS BoE. Hand counting hundreds or thousands of ballots is a tedious, very time-consuming, and potentially inaccurate process. If we could read a majority of the ballots on a machine scanner it could be cost effective and reduce the time spent on this tedious task.”

Mr. Hollis went on to say that a 209-page state report on the Board of Elections discusses having the local BOEs take over all elections which occur in their respective counties. He added that the use of lever machines will be discontinued as of December 31, 2015. He is unsure of the status of paper ballots at this time. He reminded the Committee that the BOE cannot charge to make a profit if the village, school and fire districts use the County machines and personnel for their elections. He added that there are 11 fire districts, 10 villages, and 12 school districts in the County.

## **New Business**

### **Human Resources**

The Health Department has enjoyed a harmonious working relationship with Cornell Cooperative Extension with respect to contracting staff of select Health Department programs for the past 15 years. It has saved the County significant grant dollars, allowing those funds to be expended on program supplies and clients. Cornell is desirous to end this relationship, effective March 23, 2015. After guidance and due diligence from the Human Services Committee, Public Health Director Lori Ballengee requested that the following positions be added to the Health Department staff. There will be no County dollars involved in this transfer, except the \$3,270 already being spent on our 10 hours per week Quality Assurance Coordinator's fringe expenses. This particular position is mandated under our Licensed Home Care Services Agency, and fringe costs are ineligible, so that expense will be there, regardless. The Registered Nurse for the Cancer Services Program works the 10 hours per week as QA Coordinator and performs Cancer Services duties the other 25 hours per week. Please see the attached Request to Fill Forms for specific information about each position.

- Cancer Services (3)=Registered Nurse, Community Outreach Specialist and Medical Records Computer Operator
- Women, Infants and Children (WIC) (9)=Program Coordinator, Registered Nurse, Outreach Specialist, Nutritionist, 2 Clerks and 3 part-time Peer Counselors
- Emergency Preparedness (1)=Emergency Preparedness Specialist
- Public Health (1)=Public Health Educator

### **Cancer Services**

The Registered Nurse (NYSNA, Step 6) title already exists; however, an additional slot needs to be created. The same is true for the Medical Records Computer Operator (AFSCME, Grade 10, Step Base). No action was taken on these positions at this Personnel Committee meeting because the Committee of Jurisdiction, Human Services, has the authority to request a

resolution creating the positions. A special Human Services Committee meeting will be held after the Ways & Means meeting on February 23.

However, the creation of a Community Outreach Specialist position (Non-union, Grade 4, Step Base) was approved on a motion by Legislator Curran, seconded by Legislator Decker, and carried. The filling of all of these positions will need to be authorized by the Ways & Means Committee. **Prepare Resolution and Refer to Ways & Means**

### **Public Health**

The Public Health Educator (AFSCME, Grade 17, Step Base) title already exists; however, an additional slot needs to be created. No action was taken on this position. **Refer to Human Services Committee**

### **WIC Positions**

The Clerk (AFSCME, Grade 4, Step 7 and AFSCME, Grade 4, Step Base) title already exists; however, two additional slots are needed. No action was taken on these positions. **Refer to Human Services Committee**

Creation of the WIC Program Coordinator (PEF, Grade 7, Step 7) was approved on a motion by Legislator Pullen, seconded by Legislator Curran, and carried. **Prepare Resolution and Refer to Ways & Means**

Creation of the Outreach Specialist (AFSCME, Grade 11, Step 4) position was approved on a motion by Legislator Curran, seconded by Legislator Decker, and carried. **Prepare Resolution and Refer to Ways & Means**

Creation of the WIC Nutritionist (AFSCME, Grade 15, Step Base) position was approved on a motion by Legislator Decker, seconded by Legislator Pullen, and carried. **Prepare Resolution and Refer to Ways & Means**

Creation of the Registered Nurse (NYSNA, Step 3) position was approved on a motion by Legislator Curran, seconded by Legislator Decker, and carried. **Prepare Resolution and Refer to Ways & Means**

Creation of the three part-time WIC Peer Counselor positions (Non-union, Grade 4, Step Base) were approved on a motion by Legislator Pullen, seconded by Legislator Decker, and carried. **Prepare Resolution and Refer to Ways & Means**

### **Emergency Preparedness Position**

Creation of the Emergency Preparedness Specialist (AFSCME, Grade 13, Step 3) position was approved on a motion by Legislator Pullen, seconded by Legislator Decker, and carried. **Prepare Resolution**

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:58 p.m. following a motion by Legislator Curran, seconded by Legislator Decker, and carried.

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

**PERSONNEL COMMITTEE  
MARCH 18, 2015**

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

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

**Others Present:** M. Alger, H. Budinger, S. Burt, R. Christman, Darwin Fanton, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 4:00 p.m. by Personnel Committee Chairman Debra Root.

**Approval of Minutes**

A motion was made by Legislator Curran, seconded by Legislator O'Grady, and carried to approve the Personnel Committee minutes of February 18, 2015.

**Resolution Supporting a Requirement that Driver's License Photos Be updated Over a Reasonable Period of Time**

County Clerk Rob Christman requested a resolution supporting a requirement that driver's license photos be updated over a reasonable period of time. That "reasonable" period of time, he said, would be every eight years. It was the consensus of the group that many of the photos on older licenses no longer resemble the licensee. Since there seems to be a greater need for photo IDs, it seems pertinent to support such a resolution. Therefore, support of the resolution was granted on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. **Prepare Resolution**

**Resolution Supporting Request that NYS Increase the Share of Revenue Counties Retain for Providing State DMV Services**

Mr. Christman requested another resolution, also sponsored by the County Clerks' Association, supporting a request that New York State increase the share of revenue counties retain for providing State DMV services. Mr. Christman explained that the State DMV is absorbing more of the DMV fees via the Internet or postal mail, and that the County still performs other transactions with little remuneration. Mr. Christman added that the State does not allow the individual counties to host an internet site to make the process easier for licensees while keeping the dollars local. Thus, the NYS County Clerks' Association wants a formal statement to New York State stating that if it wants the counties to continue to perform certain functions, they need to keep more of the fee dollars and would like a revenue-sharing process that is equitable for all. Currently, the hope is simply to open negotiations with the State regarding this, but ultimately, the county DMVs would like 12.7 percent of everything. The Committee supported this resolution on a motion by Legislator Curran, seconded by Legislator Fanton, and carried. **Prepare Resolution**

**Good of the Order**



Board of Elections Commissioner Rick Hollis informed the Committee that he had been in conversation with the Wellsville School District regarding the BOE taking over the District's elections beginning in 2016, when regulations go into effect prohibiting the use of old lever-style voting machines because the State BOE wants all elections to use accessible machines. They are still discussing the scope of services as well as fees for those services which could include setup, delivery, test decking, ballots, ballot creation, poll books, cost of Inspectors, and Deputies' overtime to answer questions and to read the data cards. Mr. Hollis reminded the Committee that BOE can charge for related costs, but cannot make a profit when running school district, fire district, etc. [i.e., other than Primary and General] elections. He added that if a school district were to purchase its own equipment, it would cost upwards of \$100,000 per district.

### **Executive Session**

The Committee entered executive session at 4:13 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried, to discuss a collective bargaining issue. The Committee exited executive session at 4:50 p.m., following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

### **Approval and Ratifying Five-Year Agreement between County of Allegany and Allegany County Deputy Sheriff's Association Implementing 2014 Compensation Notwithstanding Provisions of Resolution No. 235-2014**

Following Executive Session, the Committee approved the resolution ratifying the five-year agreement between County of Allegany and Allegany County Deputy Sheriff's Association implementing 2014 compensation notwithstanding provisions of Resolution No. 235-2014 on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried. The resolution will come off the floor at Monday's (March 23, 2015) Board meeting. **Prepare Resolution**

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:57 p.m. following a motion by Legislator Curran, seconded by Legislator Pullen, and carried.

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

**PERSONNEL COMMITTEE  
APRIL 15, 2015**

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

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

**Others Present:** M. Alger, H. Budinger, S. Burt, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, C. Santora, J. Wood

**Media Present:** No media present

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

**Approval of Minutes**

A motion was made by Legislator Curran, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of March 18, 2015.

**Board of Elections**

**Agreement with Wellsville Central School District**

Board of Elections Commissioner Rick Hollis explained the Memorandum of Agreement between the Allegany County Board of Elections and the Wellsville Central School District regarding the school district vote and election scheduled for May 17, 2016, for an estimated cost not to exceed \$2,000 (for each election), which he had provided to the Committee for approval. Some discussion followed, whereby Mr. Hollis reminded the Committee that the BOE is not allowed to make a profit from assisting school districts and other entities with elections/voting. The \$2,000 figure includes the usage of voting machines, all equipment and supplies necessary to conduct voting operations; the cost of set up, pre-election testing, and test decks for the voting machine; the cost of the Deputy Commissioners' pay to create the ballot and to burn the data cards; the cost of the Deputy Commissioners' overtime on the WCSD Election Day to be available to answer questions and read the data cards for results and report the results to the WCSD between the hours of 6:00 a.m. and 10:00 p.m. [Any additional hours will be charged at time-and-one-half at the current rate of pay and are not included in the \$2,000 cost estimate.]; the cost of 750 ballots from the ACBoE contracted printer Phoenix Graphics; the cost of mileage for the pickup and delivery of the voting machine, as well as the cost of the Technicians at their current hourly rate for pickup and delivery; the cost of the Technicians for seven hours each on WCSD Election Day; the cost of a set of data cards for the WCSD election; miscellaneous expenses for seals, data tapes, and other mileage; four poll booths. (Additional terms may be found in the attached agreement.) It was noted that at this time no other districts had approached the BoE for election help, but that it was not out of the realm of possibility that it would happen. Chairman Crandall said that this is a prime example of shared services. Following the discussion, approval of the agreement was granted on a motion by Legislator Pullen, seconded by Legislator Curran, and carried. **Prepare Resolution Subsequent to Approval by the Wellsville School District**

**BOE Building Safety Issues**

Mr. Hollis also provided two estimates for safety measures for the Board of Elections building made by Simplex-Grinnell. Because the estimates were not itemized, and because no one from DPW was available to explain what each entailed, and because Committee members

believed the estimates to be excessive in light of the simple measures needed to address the safety issues at the BOE building [i.e., doors lockable from the inside, monitored alarm on both buildings, emergency alarm buttons, and controlled building entrance (e.g., being buzzed in)], Mr. Hollis was directed to pursue these matters as he saw fit and return to Committee next month with new estimates.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:30 p.m. following a motion by Legislator Decker, seconded by Legislator Curran, and carried.

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

**PERSONNEL COMMITTEE  
MAY 20, 2015**

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

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

**Others Present:** M. Alger, L. Ballengee, S. Brown, S. Burt, H. Budinger, K. Dirlam, K. Graves, D. Healy, M. Hennessy, R. Hollis, T. Hopkins, K. LaForge, T. Miner, B. Riehle, T. Ross, C. Santora, D. Scholes

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 4:10 p.m. by Personnel Committee Chairperson Deb Root.

**Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of April 15, 2015.

**Board of Elections**

**Request a Resolution Urging the NYS Legislature to Modify Section 4-177 of the Election Law to Allow Use of Standard Mail instead of First Class**

The Allegany County Board of Elections requested that the County Legislature pass a resolution requesting that the New York State Legislature modify section 4-177 of the Election Law to allow for the mailing of the mail check cards using Standard Mail versus First Class Mail. This is already permitted under US Postal service rules but NYS Election Law has not kept pace. If the State modified this law, we could realize a savings of \$1,500-\$2,000 per year in mandatory mailing costs. Support of this request was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

**Security Quotes form Austin Locksmithing & Security, Olean and SimplexGrinnell**

DPW's Steve Brown attended the meeting and fielded questions regarding the quotes received from Austin Locksmithing & Security, Olean and SimplexGrinnell. The quotes were about \$8,000 or so each. However, County Administrator Mitch Alger recommended that Mr. Hollis delay taking any action, and see if there is any money left in his budget at the end of the year and use that to begin the security improvements. Additionally, he recommended that the BOE budget for the remainder in 2016. Mr. Hollis said the front door lock was being replaced today so that it could be locked from the inside. Solutions for the back door included installing a peephole as well as replacing that lock.

**NYS Political Calendar**

Mr. Hollis noted that the Governor had signed the NYS Political Calendar. Pertinent dates include:

Thursday, September 10: Primary election

Tuesday, November 3: General election

June 2: first day to circulate petitions for candidacy

July 6-9: dates on which the petitions can be filed in the BOE office.

**Sandwich Signs for Polling Sites**

Mr. Hollis said that he had intended to use some grant funding to purchase an additional 18 sandwich signs for the polling sites. However, MOE Commissioner Mike McCormick was not in agreement, so the issue has been dropped.

### **Quotes for Totem Pocket Displays & Totem Protective Bags, Inclusion Solutions**

Mr. Hollis indicated that he had hoped to receive more than one quote for these items, but had not, so he was delaying any action on this issue at this time.

### **Office of Veterans' Affairs**

#### **Request to Fill Assistant Director of Veterans' Affairs Position**

Office of Veterans' Affairs Director Mike Hennessy requested approval to fill the Assistant Director (AFSCME, Council 66 bargaining unit/ grade 11, step base to step 7) position in his office which will become vacant due to a retirement. The position is budgeted for 2015. This is a full-time position funded 92 percent by the County and eight percent by the NYS Division of Veterans' Affairs. Mr. Hennessy's Memorandum of Explanation stated that the position is critical to the operation of the office. Mr. Hennessy said that without filling this position, there would only be one person to assist the 4,100 veterans and 500 widows in the County. Additionally, there would be a longer wait time for veterans to see the Veteran Service Officer to submit claims to the Veterans' Administration. The funding from the NYS Division of Veterans' Affairs is contingent upon the submission of monthly and quarterly reports to New York State, a portion of the Assistant Director's duties. He added that from the Geographic Distribution of VA Expenditures for FY 2013, (the latest year for which figures are available) the veterans in Allegany County received \$30,927,000 for compensation, pensions, education, and medical care. Mr. Hennessy said that the new hire would need to be a veteran which would increase the scope of duties that person could perform. The request to fill the position was granted on a motion by Legislator O'Grady, seconded by Legislator Fanton, and carried. **Refer to Ways & Means**

### **Human Resources**

#### **July Increments**

The following employees are eligible for an increment per Resolution No. 1-69 beginning in July. They were hired between July 1, 2014, and December 31, 2014, and did not receive an increment in January. Approval of July Increments for the following:

<u>Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate</u>	<u>Increment</u>
<b><u>HUMAN RESOURCES &amp; CIVIL SERVICE</u></b>				
Nancy M. Burdick	Human Resource Assistant	12/15/14	\$19.0399	.5755
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>				
Brandy M. Brodman	Cleaner	09/08/14	\$14.5577	.3491
Philip C. Washburn	Transfer Station Operator	10/11/14	\$14.8392	.4504
<b><u>OFFICE FOR THE AGING</u></b>				
Karen Chamberlain	Aging Services Technician	09/08/14	\$18.0367	.5405
<b><u>DEPARTMENT OF HEALTH</u></b>				
Joshua Schultz	Early Intervention Services Coordinator	07/21/14	\$19.7819	.6755

SOCIAL SERVICES

Brigette A. Thompson Caseworker	07/22/14	\$19.7819	.6755
Andrew S. Fancher Caseworker	08/06/14	\$19.7819	.6755

was granted on a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

**Prepare Resolution****Creation of Planning & Development Specialist Position**

Due to the retirement of a Clerk in the Development Office, and in light of the reorganization efforts for this department, the Planning & Economic Development Committee requested that the Clerk position be abolished and the title of Planning and Development Specialist be created. The Clerk title is an entry-level clerical position, but the Department hopes to better utilize his person by creating a position that is capable of performing a wider range of planning and economic development duties. Work will range from basic clerical functions to more advanced and technical work. This person will give the office more flexibility and depth. The Planning and Development Specialist will report directly to the Director of Planning (once created) but will also assist the Director of Development as needed. The salary for the Clerk is budgeted. The Department proposes that the Planning and Development Specialist be graded as an AFSCME Grade 13 Step Base 7. The request to create a Planning & Development Specialist Position and abolish the Clerk position was granted on a motion by Legislator Fanton, seconded by Legislator Decker and carried. **Prepare Resolution**

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:30 p.m. following a motion by Legislator Fanton, seconded by Legislator Decker, and carried.

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

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
JUNE 8, 2015**

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

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

**Others Present:** M. Alger, L. Ballengee, R. Christman, M. Evans, K. Graves, L. Gridley, S. Grusendorf, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, J. Luckey, T. Miner, J. Nelson, B. Riehle, T. Ross, C. Santora, R. Swarthout, R. Whitney

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 12:51 p.m. by Personnel Committee Chair Deb Root.

**County Clerk**

**Request to Fill Two Part-time Motor Vehicle Examiner Positions**

Due to a current and anticipated decrease in work requirements and financial reimbursements from New York State, County Clerk Rob Christman requested approval to change the status of two full-time Motor Vehicle Cashier Examiners (non-union Grade 8, Step 0) to part-time. These part-time employees will each work approximately 17.5 hours per week, providing a net savings to the County of \$28,612. Subsequently, Mr. Christman requested permission to fill the two part-time Motor Vehicle Examiner positions. Approval was granted on a motion by Legislator Decker, seconded by Legislator Fanton, and carried.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 12:58 p.m. following a motion by Legislator Fanton, seconded by Legislator Decker, and carried.

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

**PERSONNEL COMMITTEE  
JUNE 17, 2015**

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

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

**Others Present:** M. Alger, S. Burt, R. Christman, K. Dirlam, K. Graves, D. Healy, K. Hollis, R. Hollis, T. Hopkins, J. Hoshal, S. Keib, C. Jessup, C. Knapp, K. LaForge, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 4:00 p.m. by Personnel Committee Chair Deb Root.

**Approval of Minutes**

A motion was made by Legislator Decker, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of May 20, and June 8, 2015.

**Allegheny County Mutual Self-Insurance Plan**

**Proposed 2016 Budget**

Workers' Compensation Office Manager Sharon Keib distributed a proposed budget for 2016, already reviewed by County Administrator Mitch Alger, noting that the figures need to be in place by August 15. The proposed budget was approved on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried.

**2016 Participant Assessments**

Additionally, Ms. Keib requested approval of the Allegheny County Mutual Self-Insurance Plan 2016 Budgeted Participant Assessments. Ms. Keib noted that assessments are based on the following: one percent real property, 20 percent experience, and 79 percent payroll. There was some discussion regarding the fluctuations from last year's numbers which were explained to the Committee. Subsequently, the assessments to participants were approved on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried.

**Board of Elections**

**Resolution to Merge the June Federal Primary and September State and Local Primary to the First Tuesday in August**

BOE Commissioner Rick Hollis addressed the Committee, saying that the Board of Elections requests a resolution to merge the June Federal Primary and September State and Local Primary to the first Tuesday in August. Merging the two primaries would fix the following issues:

- It will allow the Board of Elections to meet all requirements of the Federal M.O.V.E. Act, allowing our Military and Overseas voters an equal opportunity to have their voices heard in all Elections;
- It will reduce the burden on County Committees to only having to collect petition signatures one time for all candidates and allow that process to take place in late April and May when the weather upstate is more conducive to collecting signatures;



- It will reduce the confusion of voters by having only one Primary Election in non-Presidential years, thus increasing voter turnout;
- Since School Districts will not be allowed to use lever machines in the future, the conflict with using optical scan machines is removed since any budget re-vote is required to take place on the third Tuesday of June and the Federal Primary is currently scheduled for the Fourth Tuesday in June, thus removing the conflict;
- Because schools are often used as polling sites across the state, this proposal moves the Primary out of the time when Schools are in session thereby increasing school safety since students will not be in school;
- It will allow approximately 30 days to resolve contested primaries;
- It will appropriately spread out Elections to give limited staff time to resume normal operations between Elections;
- According to the NYSBoE it will save Counties and Towns approximately \$50,000,000 dollars in unfunded mandate costs.

Mr. Hollis said that Congressman Tom Reed, Senator Cathy Young, and Assemblyman Joe Gliglio support this proposal. Mr. Hollis also suggested that when the resolution is adopted, that it be sent to InterCounty and NYSAC as appropriate. Approval of the proposed resolution was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

### **Old Business**

#### **Referrals from Planning & Economic Development**

##### **Request to Create and Fill Director of Planning Position**

A resolution was requested to create and fill a Director of Planning position. The Director of Planning will supervise the Secretary to the Director of Planning and the Planning and Economic Development Specialist. The Director will be responsible to initiate, coordinate, direct, review, and report the daily activities performed by the Planning Department. The Planning Director will operate with guidance and direction from the County Administrator. Filling this position is essential to ensuring short- and long-term municipal and regional planning objectives are achieved. Since this is a Department Head position, the Section IV Salary Plan will need to be amended to include the Director of Planning's salary. Approval of the creation of the position of Director of Planning along with the appropriate addition to the Section 4 Salary Schedule was granted on a motion by Legislator Curran, seconded by Legislator Pullen, and carried. **Prepare Resolution**

##### **Creation of Secretary to the Director of Planning Position**

Additionally, there was a request to create a Secretary to the Director of Planning in the Planning Department. This position will serve as a confidential secretary to the Director of Planning as well as provide administrative and technical support to the office. It is recommended that the position be placed in the Non-Unit Salary Schedule at Grade 2, Step 11. The salary is currently budgeted under the Secretary to the Director of Development. Approval to create this position was granted on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Prepare Resolution**

### **Executive Session**

The Committee entered executive session to discuss collective bargaining negotiations at 4:20 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. The

Committee exited executive session at 4:40 p.m., following a motion by Legislator Curran, seconded by Legislator Fanton, and carried.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:40 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

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

**PERSONNEL COMMITTEE  
JULY 15, 2015**

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

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

**Others Present:** M. Alger, L. Ballengee, H. Budinger, M. Gasdik, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, R. Lynch, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:35 p.m. by Personnel Committee Chair Debra Root.

**Approval of Minutes**

A motion was made by Legislator Curran, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of June 17, 2015.

**Amendment to Resolution No. 192-10 Establishing Procedure to Promote the Reduction in the Size of the Allegany County Workforce**

County Administrator Mitch Alger requested an amendment to RESOLUTION NO. 192-10 as indicated below.

**RESOLUTION ESTABLISHING PROCEDURE TO PROMOTE THE REDUCTION IN THE SIZE OF THE ALLEGANY COUNTY WORKFORCE**

Offered by: Ways and Means Committee

WHEREAS, this Board recently adopted Part A of the New York State Retirement Incentive Program, and

WHEREAS, the primary goal of the retirement incentive is to reduce the cost of government by reducing the size of the payroll, and

WHEREAS, reduction in the size of the County payroll can be accomplished by not filling vacant positions, and

WHEREAS, it is anticipated that a number of Allegany County employees will opt to retire due to the retirement incentive, now therefore, be it

RESOLVED:

1. That in addition to complying with all existing procedures applicable to the filling of vacant positions, no position may be filled without a recommendation from the County Administrator that it meets at least one of the following criteria:

- a) The position is vital to the health and safety of Allegany County residents.
- b) The position is one that Allegany County is legally obligated to fill.
- c) Filling the position will be financially beneficial to Allegany County.
- d) Necessary for the continued operation of essential programming and/or services.

2. That all recommendations of the County Administrator that a vacant position should be filled shall be subsequently referred to the Ways & Means Committee for such committee's approval.

3. Exception to this procedure occurs when the Office for the Aging requests to fill a pre-existing part-time position that has been vacated unexpectedly, and therefore; necessitates the need for immediate filling for the continued operation of essential programming and/or services. These positions include:

- a. Luncheon Center Manager
- b. Home Delivered Meals Drivers

4. In such an instance, the County Administrator will temporarily approve authorization to fill a vacancy. At the next practical Standing Committee and Ways and Means Committee meeting, the Department Head will bring the request to fill for committee consideration.

5. This resolution shall take effect immediately.

Moved by: Mr. Fanton            Adopted: Roll Call  
Seconded by: Mr. Pullen        13 Ayes, 0 Noes, 2 Absent

(Memo: Regarding Resolution No. 192-10, the anticipated process for filling vacant positions is as follows: (1) The Department Head will seek approval from his/her Standing Committee to fill a vacancy. If granted by the Committee, (2) The Department Head will present the request to the County Administrator and will set forth the rationale as to why the request to fill meets or exceeds the established criteria. (3) Lastly, the request to fill the vacancy will be brought before the Ways and Means Committee, along with the County Administrator's recommendation, for final action by the Committee.)

Mr. Alger began the discussion by saying that this is an existing policy from 2010 during a period when there was a retirement incentive and the County anticipated quite a few vacancies, so a step was added to the filling a vacancy policy. That step basically added an additional step...from Committee of Jurisdiction, to the County Administrator to Ways & Means. OFA Director Madeleine Gasdik expressed concern that when a luncheon center manager or Meals-on-Wheels driver resigned or retired, there was often not enough time to re-fill the position when needing to go through all these steps. She requested "blanket" permission to fill such a position when the time lapse between a resignation and a Human Services Committee meeting would cause undue difficulty for the luncheon centers and/or home-delivered meals. The proposed amendment would address this issue and allow for a more timely resolution of these positions. It would be a temporary approval until the County Administrator, sometimes after the fact, added his approval to the hiring. Essentially, however, the process remains the same. There was some discussion about other changes that might be made to the policy and/or the memo that follows it. Subsequently, approval of the draft amendment as proposed was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Refer to Ways & Means/Prepare Amended Resolution**

## **Board of Elections**

### **Condition of the Board of Elections Building**

Board of Elections Commissioner Rick Hollis reiterated his concern for employees and clients entering the BOE Building on Schuyler Street. Additionally, he provided photographs to show the deterioration over the past few years. He added that there is quite a "hollow" in the

basement which doesn't seem as if it will support new brick work if the back wall is repaired. It was noted that DPW had contacted a contractor to look into what needs to be done and create a cost estimate. Much more discussion ensued regarding the best ways to address this issue within the confines of the law. County Attorney Tom Miner suggested getting the estimate of scope of work as well as the cost and approach the landlord, saying this work must be done, and suggest that a rent adjustment can be made if the owner could not pay the cost of the work.

### **Attorney/Client Session**

The Committee entered attorney/client session at 3:50 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. The Committee exited attorney/client session at 4:25 p.m., following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

### **Good of the Order**

Legislator Curran gave a brief report on damages incurred in Swain during the previous evening's severe weather and the work being done to mitigate the damages.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:30 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

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

**PERSONNEL COMMITTEE**  
**AUGUST 19, 2015**  
**NOT APPROVED**

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

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, R. Christman, K. Graves, D. Healy, R. Hollis, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, C. Santora, D. Scholes

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 4:00 p.m. by Personnel Committee Chair Deb Root.

**Approval of Minutes**

A motion was made by Legislator Curran, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of July 15, 2015.

**Board of Elections**

**Early Voting Legislation**

Board of Elections Commissioner Rick Hollis notified the Committee that there is a movement in the State to push for early voting. He provided Committee members with a copy of the proposed legislation as seen below.

*TITLE OF BILL: An act to amend the election law, in relation to early voting  
BILL NO A04433  
01/30/2015 referred to election law*

**PURPOSE OR GENERAL IDEA OF BILL:**

*The purpose of this bill is to establish early voting in primary, general and special elections in the State of New York.*

**SUMMARY OF SPECIFIC PROVISIONS:**

*Section 1 of the bill amends S 3-400(9) of the election law to provide that election inspectors and poll clerks, if necessary, at early voting locations shall be local board of elections employees or duly appointed individuals as chosen by the commissioners of such board of elections on an equal and bipartisan basis under law.*

*Section 2 of the bill amends S 4-117 of the election law to ensure that early voting information, including days, hours and locations are mailed to registered voters as part of the "mail check" process.'*

*Section 3 of the bill amends S 8-104 of the election law to add a new Paragraph (k) which provides that voting at all early voting sites shall be conducted in the same manner as on election day.*

*Section 4 of the bill amends S 8-104 by adding a new subdivision 7 to require that the same polling place protocols that are observed on election day be extended to all early voting days.*

*Section 5 of the bill amends S 8-508(2)(b) of the election law to provide that a space for challenged early voters be included on the "challenge report".*

*Section 6 of the bill adds a new title VI (S 8-600 & 8-602) to the election law entitled "Early Voting" and sets forth the parameters of such early voting.*

*S 8-600 states:*

*\*Early voting shall take run from the third Thursday before a general election until the Thursday before the general election.*

*\*Early voting shall Lake [sic] run from the second Thursday before a primary or special election until the Thursday before the primary or special election.*

*\*Local boards of elections shall designate at least four polling places in each county for early voting (5 including the board of elections itself) and that such polling places shall be geographically located so as to provide all voters in each county an equal opportunity to cast a ballot.*

*It is time that New York State joins the 32 other states and the District of Columbia and institute early voting. All New Yorkers, regardless of work schedule or personal and professional commitments should have the ability to vote in each and every election. Early voting will make voting easier, more convenient, and most importantly, more accessible in our State.*

Mr. Hollis said the despite the fact that New York State had very low voter turnout at the last election, Allegany County 51.26 percent. He also provided an estimate of additional costs to the County should this proposal become law. At the very least, according to his preliminary estimate, it would cost the County an additional \$258,200. It was suggested that Mr. Hollis do a more accurate estimate and have it available to discuss at InterCounty. Chairman Crandall also suggested that the prior resolution passed by the Allegany Board of Legislators opposed to early voting be updated and the new estimate added to be passed again.

### **Executive Session—County Clerk Rob Christman**

The Committee entered executive session to discuss the employment history of a particular employee at 4:15 p.m. on a motion by Legislator Pullen, seconded by Legislator Curran, and carried. The Committee exited executive session at 4:27 p.m. following a motion by Legislator Curran, seconded by Legislator Pullen, and carried.

### **County Clerk**

#### **Create & Fill Temporary Training Position of Senior Recording Clerk**

County Clerk Rob Christman requested permission to create the temporary training position of Senior Recording Clerk (AFSCME, Grade 10, Step 0). This position would terminate on December 31, 2015, (ASAP through December 31, 2015, at a cost of \$9,758...17 weeks of training). This position requires considerable knowledge of all legal mandates which impact the County Clerks' Office, knowledge of modern office practice and techniques, considerable oral and written communication skills, all of which take an allocation of a veteran recorder on a one-to-one setting for individual hands-on training. This position provides timely and courteous public service. All positions are funded by the fees collected by the County Clerk's Office. Approval was granted on a motion by Legislator Curran, seconded by Legislator Pullen, and carried. **Prepare Resolution**

#### **Create and Fill the Temporary Training Position of Deputy One Trainee**

Mr. Christman also requested permission to create the temporary training position of Deputy One Trainee (non-union, Grade 1, Step 0). This position would terminate December 31, 2016. (The position will exist from October 1, 2015, through December 31, 2016, at a cost of \$37,396, for 67 weeks of training). The total temporary training cost to the County is \$47,154. This cost will be spread out between the 2015 and 2016 fiscal years depending on the position. This position supervises the work of records management and motor vehicle transaction clerks, assigns, re-assigns, reviews, and evaluates work. It also instructs and trains employees on new procedures or regulation changes. It interacts on a daily basis with attorneys, abstractors, bank personnel, and the general public. This position accepts, inspects, reviews, processes records and files documents and legal instruments such as mortgages, liens, deeds, easements, loan

agreements, judgments, military records, pistol permits in the prescribed or mandated manner. This position interacts with federal, state, and local units of government including the Internal Revenue Service, State Department of Transportation and Taxation & Finance; Office of Court Administration (OCA), Courts and County Departments concerning the filing of documents and collection of fees. Further, this position prepares reports on transactions completed and fees collected, accounts for monies received. Additionally, the incumbent maintains a current understanding of Allegany County policies in sexual harassment, equal employment, and drug-free workplace and actively promotes compliance with the policies. This position understands the functional responsibility for all computer: scanning, indexing, recording, accounting, and electronic recording/filing. It ensures the proper acceptance, recording, and filing of legal instruments and documents. Personally delivers public service in a professional and courteous manner and provides effective supervision and maximization of all staff resources. All positions are funded by the fees collected by the County Clerk's Office. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Curran, and carried. **Prepare Resolution**

### **Attorney Client Session**

The Committee entered attorney/client session at 4:30 p.m. on a motion by Legislator Curran, seconded by Legislator Pullen, and carried. The Committee exited attorney client session at 4:40 p.m., following a motion by Legislator Curran, seconded by Legislator Pullen, and carried.

### **New Business**

Legislator Pullen voiced his concern over the continued "parking crunch" near the County campus. Referring to the space gained following the demolition of the old Museum, Mr. Pullen wondered if those new parking slots could be reserved for the public and not used by County employees. He inquired whether the Committee and/or Board should act on this and if so, how they should proceed. It was determined, on a motion by Legislator Pullen, seconded by Legislator Curran, to refer the issue to the Public Works Committee. **Refer to Public Works.**

### **Good of the Order**

Legislator Burt wanted to acknowledge the County's longest-term employee Eddie Dibert, who was celebrating 43 years as a County employee in the Social Services Department today.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:50 p.m. following a motion by Legislator Curran, seconded by Legislator Pullen, and carried.

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



**PERSONNEL COMMITTEE**  
**September 16, 2015**  
**NOT APPROVED**

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

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, T. Miner, J. Nelson, B. Riehle, R. Scott

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

**Call to Order:** The meeting was called to order at 3:50 p.m. by Personnel Committee Chairman Deb Root.

**Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of August 19, 2015.

**Board of Elections**

Commissioner Richard Hollis asked if everyone has received the updated spread sheet with new numbers on early voting costs. He stated it was sent right after the last meeting. Mr. Hollis stated four communities had a Republican Primary. The Board does not have official results yet and will not be opening absentee ballots until tomorrow. Mr. Hollis stated it is a close race in the Town of Genesee for the Republican nomination for Town Supervisor. Mr. Bluhm received 28 votes and Mr. Dibble received 26 votes.

Legislator Root stated she heard something on the news about the situation of voting machines across the United States and how it will affect future elections. Mr. Hollis stated the County should plan on new machines in the next four to five-years. The current machines are in their sixth year; with most machines having a 10-year life span. Legislator O'Grady asked how much the county paid the last time for the voting machines. Mr. Hollis stated the County paid 5 percent. Mr. Hollis does not know what the cost will be for new machines. Dominion sent a new machine to the State of New York and they have to certify the machine before it can be used. Legislator Root asked if any other school districts had contacted Mr. Hollis about using the voting machines. Mr. Hollis stated no other schools have contacted him yet, but he is waiting to hear back from the other schools. Mr. Hollis noted the Mayor of the Village of Cuba has contacted him. The Mayor told Mr. Hollis he is considering moving the election to a November time-frame. Currently their election is in March. By moving the election to November, it would save the village money. It needs to be explored further and probably won't happen until next year. Chairman Crandall inquired about the cost of the town primaries. Mr. Hollis stated he doesn't know the cost because they have not received the bills yet.

**County Clerk**

Legislator Root stated County Clerk Robert Christman has requested the following budget transfer.

<u>From Account No.</u>	<u>To Account No.</u>	<u>Amount</u>
A1410.201 Equipment	A1410.407 Supplies	\$2,000
	Total:	\$2,000

Approval was granted on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. **Prepare Resolution**

### **Executive Session**

The Committee entered executive session at 4:00 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried, to discuss union negotiations. The Committee exited executive session at 4:47 p.m., following a motion by Legislator Fanton, seconded by Legislator Pullen, and carried.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:48 p.m. following a motion by Legislator Pullen, seconded by Legislator Fanton, and carried.

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

**PERSONNEL COMMITTEE**

**October 21, 2015**

**NOT APPROVED**

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

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, K. Graves, G. Hanchett, D. Healy, R. Hollis, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, R. Scott

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

**Call to Order:** The meeting was called to order at 4:00 p.m. by Personnel Committee Chairman Deb Root.

**Approval of Minutes**

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

**Board of Elections**

**Acceptance of Maintenance, Support, and Poll Book Printing Agreement**

Commissioner Richard Hollis requested the acceptances of a maintenance, support, and poll book printing agreement with NTS Data Services, LLC. Mr. Hollis stated the County has had a contract with this company since 1995, and would like to continue with the same company. The company provides software for voter registration documentation, and poll book printing services. He noted it is about a 7 percent increase since the last contract, and is for a four year period. This averages out to be about a 1.75 percent increase each year over the life of the contract. Legislator Pullen asked if Mr. Hollis would recommend this company, and if there were other options. Mr. Hollis replied there is one other company in the State that would provide this service, but he would not recommend changing vendors. The request was approved granted on a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

**Prepare Resolution**

Mr. Hollis discussed the estimate of the Primary Day election costs. He stated there was a primary in four towns, and five election districts which cost about \$4,500. He also noted some of the money will be reimbursed back to the County at the end of the year. He said he provided this information in response to Chairman Crandall's question about Primary Day election costs at the last Personnel Committee meeting.

**Executive Session**

The Committee entered executive session at 4:06 p.m. on a motion by Legislator Pullen, seconded by Legislator Curran, and carried, to discuss the employment history of a particular employee. The Committee exited executive session at 4:49 p.m., following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:49 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

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

**PERSONNEL COMMITTEE**  
**November 18, 2015**  
**NOT APPROVED**

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

**Others Present:** M. Alger, H. Budinger, S. Burt, D. Healy, K. Graves, R. Hollis, C. Jessup, C. Knapp, K. LaForge, B. Riehle, T. Ross, R. Scott

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 3:55 p.m. by Personnel Committee Chairman Deb Root.

**Approval of Minutes**

A motion was made by Legislator Curran, seconded by Legislator Healy, and carried to approve the Personnel Committee minutes of October 21, 2015.

**Pension Reporting**

Clerk of the Board Brenda Rigby Riehle requested a resolution establishing the following as standard work days for the following 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. All three participate in the County's timekeeping program, and submit an actual timesheet. They are not required to keep a log.

Title	Name	Standard Day	Term	Record of Time
Public Defender, Asst. 3 <sup>rd</sup>	DiCola, Paul S.	7 hours/day	8/18/14-12/31/17	yes
Planning Director	Dirlam, Kier	7 hours/day	7/27/15-12/31/17	yes
IT Director	Hooker, Keith	7 hours/day	7/27/15-12/31/17	yes

Approval was granted on a motion by Legislator Fanton, seconded by Legislator Decker, and carried. **Prepare Resolution**

**Board of Elections**

**Safety and Security Upgrades Project**

Board of Elections Commissioner Rick Hollis requested clarification for safety and security upgrades discussed earlier this year. He stated he requested \$8,500 in the 2016 Budget for these upgrades. It was cut to \$4,500, and he wondered how the balance was going to be funded. County Administrator Mitch Alger said they looked at the Budget, and they were not convinced that \$8,500 was appropriate for the upgrades at the office. There was discussion about doing what they can for \$4,500 by prioritizing the list of things that need to be addressed. Some of the issues discussed were being American with Disabilities Act (ADA) compliant, and the County doesn't own the office building they are located in. It was suggested if some of the work can be done out of the 2015 Budget, that may help with funds. Legislator Fanton asked if Mr. Hollis had any money in the 2015 Budget that could help. Mr. Hollis stated he doesn't know because he hasn't received all the bills from the election. Legislator Root asked if some of the

items on the list have already been completed. Mr. Hollis replied only the front door lock has been addressed. There was discussion on the current office space, and the possibility of different office space. Mr. Alger noted there may be some office space in the Department of Health. Mr. Hollis stated he did not know about the office space in the Health Department. Legislator Root suggested coming up with a three-year plan to address some of the issues using a priority list.

### **Monthly Report**

Mr. Hollis reported there was a tie in the Town of Friendship in the Councilman race, so it is considered a null vote. There are three possibilities of what will happen next: the person who was in office stays in office as a hold over, the Town Board can appoint to fill, or the Governor can call a special election. He doesn't believe the Governor will call a special election. Legislator Pullen asked if the candidates know the results. Mr. Hollis said no because they just certified the election today. So, the candidates and Town Board did not know there was a tie.

Mr. Hollis stated they used two scanners to count the absentee ballots. He reported it went well and quickly. He believes that is how they are going to count them in the future. He noted it costs the same for the ballots that can be machine read. Legislator Decker asked how many absentee ballots were cast this election. Mr. Hollis reported 337. Mr. Hollis reported there is an issue in the Town of Allen with the Highway Superintendent. They had a meeting scheduled today, but the person canceled. It has been rescheduled for Monday. Legislator Fanton said he appreciates Mr. Hollis' attention to detail, and the job he has done. Legislator Decker said he was happy with the reporting.

### **New Business**

County Administrator Mitch Alger stated the Office Manager for Worker's Compensation intends to retire December 4, or 5, 2015. He asked if she was willing to come back on a contractual basis to help, but she said she doesn't have any interest in doing that. They are working on a solution to move forward, and the Board will need to address this in the near future. County Treasurer Terri Ross noted there is an actuarial audit in January for the Worker's Compensation Plan. Chairman Crandall asked who does the audit. Ms. Ross replied a new company in Syracuse. Mr. Alger said it is a unique position, and it will be hard for someone to be comfortable right away. Legislator Fanton stated Doug Dylan who trained the Office Manager may be willing to come in and help train a new person. Ms. Ross wondered if the third party administrator may be able to provide temporary staff.

### **Executive Session**

The Committee entered executive session at 4:26 p.m. on a motion by Legislator Fanton, seconded by Legislator Curran, and carried, to discuss negotiations pursuant to article fourteen of the civil service law. The Committee exited executive session at 4:32 p.m. following a motion by Legislator Pullen, seconded by Legislator Fanton, and carried.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:32 p.m. following a motion by Legislator Fanton, seconded by Legislator Decker, and carried.

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

**PERSONNEL COMMITTEE**  
**December 16, 2015**  
**NOT APPROVED**

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

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, K. Graves, D. Healy, M. Hennessy, R. Hollis, J. Hopkins, C. Jessup, K. LaForge, T. Miner, B. Riehle, T. Ross, R. Scott

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 3:46 p.m. by Personnel Committee Chairman Deb Root.

**Approval of Minutes**

A motion was made by Legislator Curran, seconded by Legislator Decker, and carried to approve the Personnel Committee minutes of November 18, 2015.

**Renewal of the Hartford Short-Term Disability Insurance**

Personnel Officer Bobby Budinger requested to renew the short-term disability insurance with the Hartford. Requests for proposals were sent out to fourteen carriers. Mr. Budinger received five quotes, one non-competitive reply, and eight declinations. The Hartford quoted a rate of \$0.45 which was \$0.036 lower than the next lowest quote. This represents a rate increase of \$0.16. The request was approved on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Prepare Resolution**

**Appointment of Veteran's Service Agency Director**

The Chairman of the Board plans to reappoint Michael D. Hennessy of Wellsville, New York, to the position of Director of the County Veterans' Service Agency, effective January 1, 2016. Legislator Graves asked if it was possible to change the one-year appointment to a four-year appointment. County Attorney Tom Miner said it may be possible, and he would look into it. County Veterans' Service Agency Director Michael Hennessy said the Veteran's Service Officer Association has been trying to get it approved for a longer term, but it hasn't gone anywhere. A motion was made by Legislator Curran, seconded by Legislator Decker, and carried to sponsor a resolution, confirming the Chairman's appointments. **Prepare Resolution**

**Request Permission to Fill Assistant County Attorney (4th)**

County Attorney Tom Miner requested to create and fill one temporary training position of Assistant County Attorney (4th). This position will terminate upon the retirement of the First Assistant County Attorney, but no later than September 6, 2016. This attorney position will help fill the gap created when the First Assistant County Attorney retires, and will primarily deal with Family Court matters on behalf of the Department of Social Services. The individual hired will be replacing an attorney with over twenty-years of experience in the County Attorney's Office and over thirty-five years as a practicing attorney. The training period is necessary to mitigate the loss of experience. Currently, both the First and Second Assistant County Attorneys spend



a majority of their time on such matters. As Mr. Miner also plans to retire no later than the end of his current term, December 31, 2017, the Second Assistant will need to be in a position to take over all the other County Attorney work currently performed by Mr. Miner. Therefore, the individual hired for the temporary training position will ultimately take over the workload of the soon to be retired First Assistant, and partially free up the Second Assistant to train with Mr. Miner. The position is in the Budget at an annual salary of \$70,000. However, given its temporary nature, it will be filled no more than seven and one-half months. Therefore, the salary paid for this period would not exceed \$43,750. Legislator Pullen asked if there are any leads on possible candidates. Mr. Miner said they are not certain, and noted there are not a lot of local options. The request was approved on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Prepare Resolution and Refer to Ways & Means**

### **Allegheny County Computer and Email Use Policy**

Legislator Root read language County Attorney Tom Miner proposes regarding the new Computer and Email Policy. It said, "WHEREAS, the widespread use of a variety of different means of electronic communication by County employees has warranted a review of the County's existing policy on this matter, now therefore, be it

Resolved:

1. That the Employee Electronic Communications & Device Use Policy is hereby approved.
2. That this policy is intended to complement the Computer Use Policy; E-Mail Policy and Internet Policy previously adopted by Resolution No. 35-2004 and to the extent that this earlier policy conflicts with the newly adopted Employee Electronic Communications & Device Use Policy, the newly adopted Policy shall apply.
3. This resolution shall take effect immediately.

Chairman Crandall asked about the iPads and the electronic distribution of information. He wondered if it needs to be in the Board Rules or part of the policy. Mr. Miner stated it can be in the Board Rules. Legislator Root suggested it may be more procedural, than a policy. A memo form the Clerk's Office may be an option, along with including it in the Board Rules. Legislator Pullen had a question about the Legislators' use of the tablets, and if using the Tablets for a political matter is violating the policy. Mr. Miner doesn't see a conflict because part of being a Legislator is political. Clerk of the Board Brenda Rigby Riehle believes the same rules that apply to the paper documents apply to the electronic ones. Legislator LaForge stated the Freedom of Information Law (FOIL) policy should be reviewed. He suggested having two people look at every request. Mr. Miner recommends one person should be the County Attorney. Legislator Root commented that when she was at Alfred State, they had a situation with foiling. The State University of New York (SUNY) legal representatives came, and every employee went through training. She learned not to do any personal business because it is foilable. They also suggested not keeping emails. Finally, she learned not to use email for everything. There is a time and place for using email and using the phone. If you don't want anyone to see it, pick up the phone and have a conversation. Mrs. Rigby Riehle encourages everyone to have a County email. Legislator Decker made a motion to adopt the revised Employee Electronic Communications & Device Use Policy, seconded by Legislator Curran, and carried. **Prepare Resolution**

**Referral from Human Services:**

**Request Permission to Create Director of Environmental Health Position**

Public Health Director Lori Ballengee requested a resolution to create and fill a Director of Environmental Health position. Personnel Officer Bobby Budinger recommended approving the position as a PEF, Grade 9 based on the evaluation of requirements. The request was approved on a motion by Legislator Pullen, seconded by Legislator Decker, and carried. **Prepare Resolution and Refer to Ways & Means**

**New Business**

Commissioner Rick Hollis stated in the Assembly there is a Bill (A8582) concerning early voting, and it will be moving forward.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:10 p.m. following a motion by Legislator Decker, seconded by Legislator Curran, and carried.

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