

PERSONNEL COMMITTEE
April 18, 2018

May 16, 2018

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present: S. Havey, B. Harris, J. Burdick, K. Graves, J. Ricci, D. Root, P. Stockin, C. Crandall

Others Present: L. Ballengee, G. Barnes, H. Bedow, T. Boyde, B. Budinger, P. Curran, D. Decker, W. Dibble, R. Ewell, D. Fanton, D. Healy, K. Hooker, J. Hopkins, C. Knapp, B. Riehle, T. Ross, M. Washer

Media Present: C. Potter – *Wellsville Daily Reporter*, Kathleen Kellogg – *Olean Times Herald*

Call to Order: The meeting was called to order at 3:29 p.m. by Committee Chairman Steven Havey.

Approval of Minutes

A motion was made by Legislator Stockin, seconded by Legislator Root, and carried to approve the Personnel Committee minutes of March 21, 2018.

A motion was made by Legislator Graves, seconded by Legislator Harris, and carried to approve the Personnel Committee minutes of April 9, 2018.

Executive Session

A motion was made by Legislator Harris, seconded by Legislator Graves, and carried to enter into Executive Session at 3:30 p.m. to discuss the employment history of a particular corporation. Immediately following discussion at 3:49 p.m., a motion was made by Legislator Stockin, seconded by Legislator Graves, and carried to end the executive session and return to the regular meeting.

Richardson & Stout Workers' Compensation Contract Renewal

Richardson & Stout co-owner Rich Ewell attended the meeting to discuss the renewal of the Workers' Compensation contract between Richardson & Stout and Allegany County. This contract will be effective April 1, 2018, and expiring April 1, 2019, with an annual fee of \$20,000 to be paid within 30 days of the effective agreement date. Legislator Harris stated now that we have Workers' Compensation Executive Secretary Heather Bedow in place, he questions why the contract fee remains at \$20,000 and asked Mr. Ewell to discuss the scope of work they plan to do as compared to last year. Mr. Ewell stated the duties outlined in the contract are similar to what was done last year; however, they will be performed in a backup role, adding that there are also new responsibilities now included in the contract. Mr. Ewell continued that because Ms. Bedow is relatively new in her role, they are still unsure as to what she's handling; therefore, not knowing the level of help the County will need, they aren't confident in what the right price is for the contract. Mr. Ewell indicated that Richardson & Stout also adds value because the County does not have a management system in place to keep track of our claims. The request to renew the Workers' Compensation Contract between Richardson & Stout and Allegany County for an annual fee of \$20,000 was approved on a motion made by Legislator Graves, seconded by Legislator Root, and carried. **Prepare Resolution**

Renewal of Third-Party Administration Contract with POMCO

Workers' Compensation Executive Secretary Heather Bedow requested a resolution to renew the Third-Party Administration contract between POMCO and the Allegany County Mutual Self-Insurance Plan for a term of three years commencing May 1, 2018, for an annual fee of

\$25,000 plus expenses. This request was approved on a motion made by Legislator Stockin, seconded by Legislator Ricci, and carried. **Prepare Resolution**

Referrals from Committees

Request to Create Office Aide Position

Personnel Officer H. Robert Budinger requested a resolution to create the temporary position of Office Aide within the County at an hourly rate between \$10.40 and \$15 per hour, and should also be included in the Section IV Salary Plan. This position, under supervision, will provide assistance to clerical staff such as filing, acting as a receptionist, running errands, operating a switchboard, sorting mail, etc. Legislator Graves stated this request is only to create the position. If a department head wishes to utilize it, they must find the available resources within their budget to fund it, and request approval with their committee of jurisdiction. This request was approved on a motion made by Legislator Root, seconded by Legislator Graves, and carried. **Prepare Resolution to create the position and refer to Ways and Means to fill**

Request to Create Assistant Director of Economic Development & Planning Position

Planning Director Kier Dirlam requested a resolution to create a new position of Assistant Director of Economic Development and Planning in the Planning Department within the Section IV Salary Plan at an annual salary of \$55,000. This request was approved on a motion made by Legislator Root, seconded by Legislator Harris, and carried. **Prepare Resolution to create the position and refer to Ways and Means to fill**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:02 p.m. following a motion by Legislator Graves, seconded by Legislator Harris, and carried.

Respectfully submitted,

Meghan Washer, Confidential Secretary to Clerk of the Board
Allegany County Board of Legislators