

**PERSONNEL COMMITTEE**

**June 5, 2019**

**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, D. Decker, W. Dibble, D. Fanton, K. Francisco, D. Healy, J. Hopkins, C. Ivers, G. James, C. Knapp, B. Riehle, T. Shaw, M. Washer

**Media Present:** C. Potter – *The Spectator*

**Call to Order:** The meeting was called to order at 2:32 p.m. by Committee Chairman Steve Havey.

**Approval of Minutes**

A motion was made by Legislator Root, seconded by Legislator Stockin, and carried to approve the minutes of May 1, 2019.

**Workers' Compensation 2020 Proposed Budget**

Workers' Compensation Executive Secretary Heather Bedow presented the following 2020 proposed budget pursuant to the provisions of Section 67, Subd. 1 of the Workers' Compensation Law of the State of New York and to the Allegany County Local Law No. 3 of 2002, as amended, establishing and continuing a Mutual Self-Insurance Plan. The following are estimates of the amounts necessary for the operation of the Plan for the 2020 calendar year:

<b><u>S1710.101-107</u></b>	<b>PERSONAL SERVICES</b>		
	<b>EXECUTIVE SECRETARY</b>		\$57,800.00
		<b>SUB TOTAL</b>	<b>\$57,800.00</b>
<b>S1710.201</b>			
	<b>EQUIPMENT</b>		\$650.00
		<b>SUB TOTAL</b>	<b>\$650.00</b>
<b>S1710.401-435</b>			
<b>CONTRACTUAL EXPENSE</b>			
<b>S1710.401</b>	<b>POSTAGE/UPS</b>		\$350.00
<b>S1710.402</b>	<b>ADMINISTRATIVE MILEAGE/EXP.</b>		\$350.00
<b>S1710.405</b>	<b>CONFERENCE EXPENSE</b>		\$1,000.00
<b>S1710.406</b>	<b>EMPLOYERS' EXCESS. LIAB./STOP GAP</b>		\$105,000.00
<b>S1710.407</b>	<b>OFFICE SUPPLIES</b>		\$1,000.00
<b>S1710.409</b>	<b>STATE ASSESSMENTS</b>		\$110,000.00
<b>S1710.416</b>	<b>TELEPHONE</b>		\$360.00
<b>S1710.430</b>	<b>CONSULTING SERVICES (POMCO)</b>		\$25,000.00
<b>S1710.431</b>	<b>ATTORNEY FEES (DEFENSE)</b>		\$15,000.00
<b>S1710.432</b>	<b>SAFETY PROGRAM</b>		\$6,500.00
<b>S1710.433</b>	<b>MEDICAL EVALUATIONS</b>		\$10,000.00
<b>S1710.434</b>	<b>PHYSICAL EXAMS</b>		\$10,000.00
<b>S1710.435</b>	<b>AUDITING SERVICES</b>		\$7,000.00
		<b>SUB TOTAL</b>	<b>\$291,560.00</b>
<b>S1710.802-806</b>			
<b>EMPLOYEE BENEFITS</b>			
<b>S1710.802</b>	<b>RETIREMENT</b>		\$8,000.00
<b>S1710.803</b>	<b>FICA</b>		\$4,500.00

<b>S1710.804</b>	<b>WORKERS' COMPENSATION</b>	\$900.00
<b>S1710.805</b>	<b>DISABILITY</b>	\$210.00
<b>S1710.806</b>	<b>HOSP / MED</b>	\$14,000.00
	<b>SUB TOTAL</b>	<b>\$27,610.00</b>
<b>S1720.402</b>	<b>CLAIMANT MILEAGE / MEDICAL</b>	\$11,380.00
<b>S1720.406</b>	<b>CLAIMANT INDEMNITY</b>	\$283,000.00
<b>S1720.431</b>	<b>ATTORNEY FEES (CLAIMANT)</b>	\$11,000.00
<b>S1720.433</b>	<b>CLAIMANT MEDICAL</b>	\$217,000.00
	<b>SUB TOTAL</b>	<b>\$522,380.00</b>
<b>S1722.430</b>	<b>CONTRIBUTED RESERVES</b>	\$50,000.00
	<b>SUB TOTAL</b>	<b>\$50,000.00</b>
	<b>TOTAL EXPENSES</b>	<b>\$950,000.00</b>
	<b>REVENUE</b>	
<b>S1710.2222.00</b>	<b>APPORTIONMENT BY ASSESSMENT - 1%</b>	\$9,480.00
<b>S1710.2222.00</b>	<b>APPORTIONMENT BY EXPERIENCE - 20%</b>	\$189,600.00
<b>S1710.2222.00</b>	<b>APPORTIONMENT BY PAYROLL - 79%</b>	\$748,920.00
<b>S1710.2223.00</b>	<b>EMPLOYMENT &amp; TRAINING</b>	\$2,000.00
	<b>TOTAL REVENUE</b>	<b>\$950,000.00</b>

Ms. Bedow stated the budget is \$50,000 more than what was requested in 2019. These funds are being allocated to reserve, and she hopes to build on it going forward. Committee Chairman Havey asked where the additional \$50,000 is coming from. Ms. Bedow indicated it will come from apportionments. Legislator Harris stated that it is his understanding that the reserve contribution is the result of depleted reserves from previous year settlements. Legislator Harris asked Ms. Bedow what the state of the reserve fund was 12 months ago, how much they have spent in settlements, and what the current state of the reserve fund is. Ms. Bedow stated there have not been any settlements made in 2019; however, there were quite a few in 2018. Legislator Harris asked when the last settlement was made. County Treasurer Terri Ross stated it was Fall 2018. There were no contributions made to the reserve in 2017 or 2018, and after the settlements came through, it depleted the reserve they had on hand leaving them under \$500,000. Legislator Harris asked if this budget includes a continued contract with Richardson and Stout, a division of The Evans Agency. Ms. Bedow stated, no, there is no longer a contract in place with them. Legislator Fanton asked if there are reports on employees submitting wages. Ms. Bedow stated, yes, they are reviewed on a quarterly basis. A motion was made by Legislator Harris, seconded by Legislator Graves, and carried to approve the Workers' Compensation 2020 proposed Budget. A resolution will be requested with the list of year-end housekeeping resolutions at Ways & Means in September.

### **2020 Budgeted Participant Assessments**

Ms. Bedow also presented the following 2020 budgeted participant assessments pursuant to Local Law No. 3 of 2002 as amended and Sections 66 and 67 of the Workers' Compensation Law, the amounts set forth below constitute the share due from each of the participants of the Allegany County Mutual Self-Insurance Plan as provided by budget for its operation during the calendar year 2020.

			INCREASE	PERCENTAGE
	APPORTIONMENT	APPORTIONMENT	OR	INCREASE
PARTICIPANTS	FOR 2020	FOR 2019	(DECREASE)	OR (DECREASE)
Town of:				
1. Alfred	8,453	8,859	(406)	-5%
2. Allen	5,633	5,121	512	10%
3. Alma	10,195	10,143	52	1%
4. Almond	13,749	14,094	(345)	-2%
5. Amity	12,810	11,645	1,165	10%
6. Andover	9,547	9,206	341	4%
7. Angelica	19,056	17,556	1,500	9%
8. Belfast	10,396	12,064	(1,668)	-14%
9. Bolivar	13,906	15,987	(2,081)	-13%
10. Burns	7,273	7,736	(463)	-6%
11. Caneadea	15,811	14,374	1,437	10%
12. Centerville	6,713	6,745	(32)	0%
13. Clarksville	8,245	8,127	118	1%
14. Cuba	22,802	20,729	2,073	10%
15. Friendship	17,960	19,058	(1,098)	-6%
16. Genesee	9,897	9,809	88	1%
17. Granger	13,072	15,402	(2,330)	-15%
18. Grove	11,496	11,797	(301)	-3%
19. Hume	10,989	9,990	999	10%
20. Independence	14,412	13,102	1,310	10%
21. New Hudson	7,060	7,697	(637)	-8%
22. Rushford	13,902	16,971	(3,069)	-18%
23. Scio	16,919	15,381	1,538	10%
24. Ward	5,502	5,333	169	3%
25. Wellsville	28,326	25,751	2,575	10%
26. West Almond	6,250	5,680	570	10%
27. Willing	10,509	10,376	133	1%
28. Wirt	10,547	9,588	959	10%
Village of:				
1. Alfred	14,298	12,998	1300	10%
2. Almond	277	252	25	10%
3. Andover	6,471	7,102	(631)	-9%
4. Angelica	10,336	9,396	940	10%
5. Belmont	6,505	6,967	(462)	-7%
6. Bolivar	8,101	8,469	(368)	-4%
7. Canaseraga	1,855	2,025	(170)	-8%
8. Cuba	14,594	13,267	1327	10%
9. Richburg	1,958	2,067	(109)	-5%
10. Wellsville	57,905	56,891	1014	2%

ALLEGANY COUNTY	484,270	440,245	44025	10%
<b>TOTALS</b>	<b>948,000</b>	<b>898,000</b>	<b>50,000</b>	<b>5%</b>

Legislator Harris asked if the formula to calculate the apportionments is rigid. Ms. Bedow stated they first establish the budget and then do the apportionments. A motion was made by Legislator Stockin, seconded by Legislator Root, and carried to approve the Workers' Compensation 2020 Budgeted Participant Assessments. A resolution levying the towns' share will be requested with the list of year-end housekeeping resolutions at Ways & Means in September.

### **Part-Time Index Clerk**

County Clerk Rob Christman requested permission to fill one part-time (90-days), temporary Index Clerk (Non-union, \$16.43/hour). This position is responsible for assisting with computer digitization projects, customer service, and basic clerical assistance. The salary for this position is \$10,356 and is not eligible for benefits. This position is funded 100 percent with County funds. Legislator Healy questioned the necessity of this position and stated it would be a savings to the County to not fill it. Legislator Graves briefly discussed the benefits the position brings. County Attorney Carissa Knapp stated this position is for college students who can work on summer and winter breaks. Legislator Harris stated he was comfortable moving forward with approving the position. This request was approved on a motion made by Legislator Graves, seconded by Legislator Harris, and carried. **Refer to Ways and Means**

### **July Increments**

Deputy Personnel Officer Kim Francisco requested a resolution approving an increment increase per Resolution No. 1-69 beginning in July 2019 for the employees listed below. These employees were hired between July 1, 2018, and December 31, 2018, and did not receive an increment increase in January.

<u>Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate</u>	<u>Increment</u>
<b><u>COMMUNITY SERVICES</u></b>				
McGee, Mark	Intensive Case Manager	07/10/18	\$24.6737	.8370
<b><u>HEALTH</u></b>				
Carl, Hannah M	Clerk	10/01/18	\$15.9563	.2891
Bianchi, Megan M	WIC Nutritionist	10/09/18	\$24.0210	.6478
<b><u>SHERIFF'S OFFICE</u></b>				
Baker, Dylan S	Correction Officer	09/29/18	\$20.6305	.5017
Green, Devon M	Correction Officer	09/29/18	\$20.6305	.5017
<b><u>OFFICE FOR THE AGING</u></b>				
Geffers, Kimberly R	Accountant	07/23/18	\$24.6737	.8370
Malota, Crystal L	Nutrition Svc Cord.	08/01/18	\$23.2642	.7888

SOCIAL SERVICES

Hyde, Joshua L	Sr. Caseworker	11/05/18	\$23.1799	.7128
Reisman, Malinda M	Account Clerk Typist	08/27/18	\$17.2055	.3587
Wonderling, Stacia M	Social Welfare Examiner	09/04/18	\$20.3102	.5010
Yates, Cindy A	Account Clerk Typist	09/24/18	\$17.2055	.3587

DEPARTMENT OF PUBLIC WORKS

Armstrong, William L JR	Transfer Station Operator	08/28/18	\$16.7974	.4561
Histed, Patrick D	Janitor	12/17/18	\$18.0343	.3958
Skinner, Scott D	Heavy Motor Equipment Operator 1	11/10/18	\$17.8859	.4561

PROBATION

Doane, Kami N	Probation Officer Trainee	12/13/18	\$22.4748	.6726
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This request was approved on a motion made by Legislator Harris, seconded by Legislator Graves, and carried. **Prepare Resolution**

**Adjournment:**

There being no further business to come before the committee, the meeting was adjourned at 2:45 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