

PERSONNEL COMMITTEE

July 3, 2019

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

Others Present: G. Barnes, T. Boyde, J. Budinger, R. Christman, D. Decker, W. Dibble, D. Fanton, K. Francisco, D. Healy, J. Hopkins, G. James, C. Knapp, D. McDonnell, B. Riehle, T. Ross, M. Washer

Call to Order: The meeting was called to order at 2:25 p.m. by Committee Chairman Steve Havey.

Approval of Minutes

A motion was made by Legislator Ricci, seconded by Legislator Graves, and carried to approve the minutes of June 5, 2019.

Increase of Ordinance or Law Coverage

Clerk of the Board Brenda Rigby Riehle requested approval to increase the County's Ordinance or Law Coverage from the current level of \$500,000 (*NYMIR includes \$500,000 of this coverage with their policy to every insured.*) up to either:

1. \$1,000,000 – additional premium of \$ 535 per year
2. \$2,000,000 – additional premium of \$1,605 per year

This coverage is designed to fill coverage gaps that are created in standard replacement cost coverage forms. The coverage pays for things like ADA upgrades, new code requirements, as well as OSHA and PESH requirements. Legislator Decker asked if the County has had any instances where we have gone over the \$500,000. Mrs. Riehle stated we have not; however, two towns in the last couple of months have lost two highway buildings and ran into this problem. Legislator Decker commented that situation isn't on the County. Mrs. Riehle stated that while it isn't a County issue, if one of our district shops burnt to the ground, that \$500,000 might not be enough to bring the building back to current code. Legislator Graves asked where the funds will come from to cover the additional premium. Mrs. Riehle stated it will come from the 2019 insurance line item. Legislator Decker stated that he understands the reasoning, but not why we have to take out additional coverage "just in case," adding that everything the County does seems to just keep increasing. Committee Chairman Havey stated that being someone who is a little paranoid himself and feels better with insurance, he sees an additional \$535 to \$1,605 a year as a wise investment. County Attorney Carissa Knapp reiterated that this is gap coverage and provided the example of a structure burning down stating that the structure will already have replacement costs. This gap coverage will cover any extra costs to cover the requirements from when the building was originally built to the current year code requirements. Attorney Knapp added that this gap coverage includes more than just structure fires such as any change in law the Board wouldn't expect, changes to ADA requirements, noting for the cost per year, it covers substantial things. Legislator Graves stated that our County Attorney's assessment should be a guide, and the committee should support protecting the County as much as they can. Legislator Decker stated that he likes to have plenty of discussion on these types of things, and after hearing what has been said, he will change his opinion and support the request. Legislators Ricci and Burdick both commented that they feel the \$1,000,000 gap coverage is plenty. A motion made was made by Legislator Graves, seconded by Legislator Stockin, and carried to increase the County's Ordinance or Law Coverage to \$2,000,000 with an additional premium of \$1,605 per year and authorizing Clerk of the Board Riehle to secure the additional insurance.

Motor Vehicle Cashier/Examiner Position

County Clerk Rob Christman requested permission to fill one part-time Motor Vehicle Cashier/Examiner (Non-union, Grade 8, Step: Base) due to a resignation. This position is responsible for DMV transactions required by the State of New York. The annual salary of this position is \$15,661 and is not eligible for benefits. This position is funded 100 percent with County funds. Mr. Christman noted that while he is losing an excellent employee who is moving on to become a Registered Nurse, he has a great applicant who will make a great addition to his department. This request was approved on a motion made by Legislator Graves, seconded by Legislator Ricci, and carried. **Refer to Ways and Means**

Department Highlights

Mr. Christman stated that Public Works has finished painting, laying carpet, and refurbishing the stairs that lead to the training room, and the project is almost 99 percent done. Mr. Christman thanked the Board for the resources that allowed this project to happen as well as Public Works for their hard work.

Mr. Christman stated they are finishing up digitizing deed books this year which is an endeavor that has already been funded, noting things are moving really well in the County Clerk's Office.

Driver's License for Illegal Immigrants

Legislator Decker asked for an update on the recent legislation that allows illegal immigrants to obtain a driver's license. Mr. Christman indicated that 35 counties, including Allegany, are going to Syracuse to oppose this new legislation. Mr. Christman stated that this legislation is asking his AFSCME employees to process an inappropriate document without the ability to report it. Mr. Christman hopes these employees go through their Union as part of the process to fight this. Mr. Christman indicated this new legislation will take effect December 16, 2019, and he has been told by the NYS Attorney General's Office that the law is valid; however, he believes federal law, that does not allow it, is pretty straight forward and trumps state law.

July Increments

Deputy Personnel Officer Kim Francisco requested a resolution amending Resolution No. 142-19 in relation to correcting the July Increments. Ms. Francisco stated that this used to be done by using the average increment; however, somewhere along the line it was changed to the actual increment. Ms. Francisco, unaware of this change, used the average increment, and she has confirmed that all employees listed in the resolution are being paid correctly.

<u>Name</u>	<u>Title</u>	<u>Date of Hire</u>	<u>Rate</u>	<u>ACTUAL Increment</u>
<u>COMMUNITY SERVICES</u>				
McGee, Mark	Intensive Case Manager	07/10/18	\$24.6737	.7111
<u>HEALTH</u>				
Carl, Hannah M	Clerk	10/01/18	\$15.9563	.3587
Bianchi, Megan M	WIC Nutritionist	10/09/18	\$24.0210	.7298

SHERIFF'S OFFICE

Baker, Dylan S	Correction Officer	09/29/18	\$20.6305	.5160
Green, Devon M	Correction Officer	09/29/18	\$20.6305	.5160

OFFICE FOR THE AGING

Geffers, Kimberly R	Accountant	07/23/18	\$24.6737	.7111
Malota, Crystal L	Nutrition Svc Cord.	08/01/18	\$23.2642	.6853

SOCIAL SERVICES

Hyde, Joshua L	Sr. Caseworker	11/05/18	\$23.1799	.8659
Reisman, Malinda M	Account Clerk Typist	08/27/18	\$17.2055	.3958
Wonderling, Stacia M	Social Welfare Examiner	09/04/18	\$20.3102	.5442
Yates, Cindy A	Account Clerk Typist	09/24/18	\$17.2055	.3958

DEPARTMENT OF PUBLIC WORKS

Armstrong, William L JR	Transfer Station Operator	08/28/18	\$16.7974	.4948
Histed, Patrick D	Janitor	12/17/18	\$18.0343	.4206
Skinner, Scott D	Heavy Motor Equip Operator 1	11/10/18	\$17.8859	.5443

PROBATION

Doane, Kami N	Probation Officer Trainee	12/13/18	\$22.4748	.7421
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The request to amend Resolution 142-19 to reflect the corrected July increments as listed above was approved on a motion made by Legislator Graves, seconded by Legislator Ricci, and carried. **Prepare Resolution (to come off the floor at the July 8 Board meeting)**

REFERRALS FROM COMMITTEES

Ways & Means Committee**Tax Map Technician Position**

Director of Real Property Tax Services Joe Budinger requested permission to create the position of Tax Map Technician (AFSME, Grade 15, Step: 4). This position has existed within the department for over twenty years; however, it was discovered not to have been updated and active. The current employee holding the title of Tax Map Technician Trainee has held the position for over one year, and the department would like to promote her into the Tax Map Technician position. This request is to correct and rectify the Tax Map Technician position for Civil Service purposes and not to create a new position that has never existed in the County. The annual salary of this position is \$43,718.22 with benefits estimated at \$18,689.54. This position is funded 100 percent with County dollars. Legislator Graves asked if this position is currently funded, and Mr. Budinger stated, yes, it has been included in the 2019 Budget. This request was approved on a motion made by Legislator Stockin, seconded by Legislator Graves, and carried. **Prepare Resolution to create the position and Notify Human Resources (contingent on the adoption of the Resolution creating the position)**

Public Safety Committee

Senior Account Clerk Typist Position

The Sheriff's Office requested permission to fill one full-time Senior Account Clerk Typist (AFSCME, Grade 10, Step: Base – Step 7). This position will assist the full-time Accountant with their workload and help to reduce the current Accountant's overtime hours. The salary for the remainder of 2019 is estimated between \$12,615 and \$15,178 with benefits estimated between \$5,392 and \$6,488. This position is funded 100 percent with County funds. The filling of this position is contingent on the adoption of the resolution creating the position that is being considered at the July 8 Board meeting. This request was approved on a motion made by Legislator Stockin, seconded by Legislator Ricci, and carried. (Opposed: K. Graves) **Prepare Resolution to create the position (to come off the floor at the July 8 Board meeting) and refer to Ways & Means to fill**

Accountant Position

The Sheriff's Office requested approval to change the Accountant (PEF, Grade 7, Step: Base – Step 11) position hours from 40 to 35 hours per week to match other Accountants in the County. This transition would better suit the needs of the Sheriff's Office as they also intend on hiring a full-time Senior Account Clerk Typist who will also work 35 hours per week to provide consistent accounting services to the Sheriff's Office. This change also allows the Sheriff's Office to fall in line with the County's new standard work hours. The annual salary for this position's new hours is estimated between \$43,611 and \$60,369 with benefits estimated between \$18,644 and \$25,807. This position continues to be funded 100 percent with County dollars. Additionally, the Sheriff's Office is requesting permission to fill the Accountant position at 35 hours per week. This request was approved on a motion made by Legislator Ricci, seconded by Legislator Stockin, and carried. (Opposed: K. Graves) **Prepare Resolution and Refer to Ways & Means**

Adjournment:

There being no further business to come before the committee, the meeting was adjourned at 2:44 p.m. following a motion by Legislator Graves, seconded by Legislator Ricci, and carried.

Respectfully submitted,

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