Board of Legislators
County Office Building, Room 201
7 Court Street
Belmont, New York 14813
Phone: 585-268-9222

Meetings are being livestreamed right on our website now:
https://alleganyco.gov

PERSONNEL COMMITTEE AGENDA
October 7, 2026, 11:00 a.m.

1. **Pledge of Allegiance**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes**
   - September 2, 2026
   - September 16, 2026

5. **Director of Veterans' Service Agency Michael Middaugh**
   - Monthly Report

6. **Personnel Officer H. Robert Budinger**
   - Annual Renewal of Contract with Employee Assistance Group for Administration of Employee Assistance Program (EAP).
   - Three-Year Renewal from Independent Health for Administration of County Health Insurance and Prescription Drug Plan
   - Rescind Disciplinary Manual Dated September 1998

7. **Position Requests**
   - Request to Fill Motor Equipment Operator 1 in the Department of Public Works
   - Request to Fill Journal Clerk in the Clerk of the Board's Office

8. **Unfinished Business**

9. **New Business**

10. **Good of the Order**

11. **Adjournment**

Allegany COUNTY New York

Veterans' Service Agency

6085 State Route 19N
Belmont, NY 14813
ph: 585-268-9387
fax: 585-268-5921
www.alleganyco.com

PERSONNEL COMMITTEE – MONTHLY REPORT

October 7, 2026

Old Business:

- NA

New Business:

- NA

Dwyer Program/Onward Ops/Community Outreach: Upcoming Events

- October 1, 8, 15 & 22 – Beginning Veteran Farmers Program @ CCE
- October 3 – AC Suicide Prevention Coalition United For Hope Wellness Fair
- October 6-8 – MHFA Training in Buffalo & Rochester, NYS DVS
- October 10 – Ruck for Them to End Veteran Suicide: Trail Ruck, BBQ, Information Fair, and music at Island Park in Wellsville, NY
- October 16-18 – Adirondack Fishing Excursion
- November 3-6, MHFA Training in Syracuse & Watertown, NYS DVS
- November 15-18, Onward Ops @ Ft. Drum
- December 7-9, MHFA Training in Albany, NYS DVS
- December 12 – Army/Navy Game Watch Party @ Cuba VFW
- December 13-16, Onward Ops @ Ft. Drum

Veterans Office 2026 Statistics:

- See Attached Reports

Month-to-Month Veteran Services Comparisons by Year

* Others: Family Members/Agencies

** Services: Any type of assitance we provide to a veteran or family members

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Veterans											74	117	191
*Others											31	36	67
New Vets											6	4	10
**Services Provided											387	474	861

2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Veterans	96	109	109	98	69	55	60	69	59				724
*Others	25	45	26	35	30	24	26	24	23				258
New Vets	9	8	6	6	28	30	23	26	17				153
**Services Provided	422	459	440	437	438	370	340	369	315				3590

Year-to-Year Veteran Services Comparisons (Totals)

Totals	2025	2026	2027	Totals						
Veterans	191	724		915						
*Others	67	258		325						
New Vets	10	153		163						
**Services Provided	861	3590		4451						

Year-to-Year Outreach (these totals are separate from monthly stats)

*Outreach is conducted as a way to provide non-clinical peer-to-peer support through various mediums (# of events)

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
*Outreach											6	2	8
Attendees											113	156	269
2026	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Totals**
*Outreach	7	10	12	6	7	6	6	9	6				69
Attendees	326	208	320	167	176	405	806	357	219				2984

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Personnel **DATE:** September 30, 2026

The Personnel Officer requests the acceptance of an annual renewal of a contract with the Employee Assistance Group for the administration of our Employee Assistance Program (EAP).

The cost of the service is $28.25 per employee for an annual cost of $14,605.25. This represents a 25 cent increase per employee from 2026.

For further information regarding this matter, contact

H. Robert Budinger, Personnel Officer — 9214
Name and Department — **Telephone Number**

ESI EMPLOYEE ASSISTANCE GROUP
TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Employee Assistance Program (EAP) | AGREEMENT

This Employee Assistance Program (EAP) Agreement ("Agreement") is between **Allegany County Government & Allegany County Government Public Safety** ("Client") and **EMPLOYEE SERVICES LLC dba ESI EMPLOYEE ASSISTANCE GROUP**, 100 American Road, Brooklyn, Ohio 44144 ("ESI") for ESI to provide the benefits described herein for employees of Client effective **9/1/26-8/31/27.**

I. Productivity Solutions

Employees of Client and their household members, including children up to age 26 who do not reside with employee, are referred to herein as Members.

- **Unrestricted Telephonic Counseling**: Members speak directly with our professional staff counselors 24 hours a day via a toll-free number. Every counselor has a Master's or Ph.D. degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers to determine the counseling option that best fits the Member's needs. These therapy options include text, voice, and video messaging, telehealth, and local in-person therapy.

- **3 Session Plan:** Includes an assessment, referral, and therapy as appropriate. Diagnosis-driven treatment referrals are moved to the health insurance plan. Therapy options include text, voice, and video messaging, telehealth, and local in-person therapy.

  Important information for members residing in California*: Under California's Knox-Keene Health Care Service Plan Act, employees residing in California are entitled to* ***three (3) mental health counseling sessions, within each six-month period****.* ***You cannot exceed six (6) EAP sessions in a twelve-month period.*** *If your organization's Employee Assistance Program (EAP) plan includes more than three (3) sessions, the Knox-Keene Act supersedes the contract, and we will abide by the Knox-Keene Health Care Service Plan Act –* ***Cannot exceed six (6) sessions in a twelve-month period.***

- **Work/life Benefits**: Benefits offered to assist Members with a wide variety of issues including Legal, Financial, Caregiver, Adoption, Special Needs, Personal Research Assistant, Tools for Tough Times, and Pet Help.

- **Lifestyle Benefits**: Menu of value-added wellness services designed to enhance a Member's quality of life. Discounts vary by season and location.

ESI EMPLOYEE ASSISTANCE GROUP
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Union AP

II. Engagement Solutions - Peak Performance Benefits

- **Personal and Professional Coaching:** One-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.
- **Wellness Coaching**: Coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health.
- **Self-help Benefits**: Extensive Self-Help Resources (website) – Tools, Assessments, Financial Calculators, Video Library, Tutorials, Learning Centers, Webinars, Specialized Resource Centers, and Articles for thousands of topics.
- **Online Training and Personal Development:** Includes comprehensive online personal and professional development trainings to help employees balance their work and personal life.

III. EAP Administration - Orientation and Engagement

- **Automated Digital Communication (ADC):** Proprietary Automated Digital Communication (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity.
- **Talkspace Go App:** A mobile app with 400+ self-guided, interactive programs, live weekly therapist-led anonymous classes, on demand sessions, meditation exercises, and more.
- **EAP Mobile Site:** Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app which will provide mobile access to our website.
- **EAP Ongoing Communication & Engagement:** ESI provides a wide variety of high-quality video, hardcopy, and electronic materials to promote continued awareness and maximize engagement of the program. The continued awareness campaign includes Brochures, Wallet Cards, Posters, Monthly Newsletters, Topical Flyers, Video Presentations, and New Benefit Announcements.
- **EAP Member/Employee & Supervisor Orientation:** ESI provides comprehensive employee and supervisor orientations via group web conference meetings and online orientation videos.

IV. Manager, Supervisor and Human Resources Services

- **Trauma Response & Resources:** Provides consultation with our counselors and grief and loss resources for managers and Members. Responses include on-scene deployment, telephonic counseling, and private counseling as well as group debriefings.
- **Unrestricted Administrative (Mandatory) Referrals**: Formal process to address employee policy violations and unacceptable job performance that could be improved through Coaching and Training.
- **Unrestricted HR Consultations**: Managers may contact our clinical staff or our certified HR professionals for counsel on human resource and complex employee issues.
- **Supervisor Resource Center:** Forms, policies, articles, training, and other tools designed to help managers develop and improve best practices in workforce management. Key topics include Recruiting, Hiring, Interviewing, Onboarding, Employee Engagement, FMLA, Workplace Violence and Harassment Prevention.
- **HR Web Café:** Workplace blog about employment issues, people matters and work trends.

V. ESI Accountability

- **Activity Reports:** ESI generates detailed EAP statistical reports monthly. Due to confidentiality, clients with less than 25 employees will not have access to an activity report.
- **Quality Assurance Program:** ESI maintains a rigorous Quality Assurance Program. Key elements include Proprietary Network, Provider Review, Member Satisfaction Research, Peer Review, Weekly Clinical Staff Meetings, Clinical Supervision, and Immediate Problem Resolution.
- **Confidentiality:** Confidentiality is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.

VI. EAP Exclusions

The EAP counseling benefit is available for individual and family therapy. The following items are not considered to be EAP counseling and are **exclusions to the EAP plan**:

- Fitness for Duty/ Return to Work, Psychiatric, ADHD, Psychological testing, Autism Spectrum Disorder, Court Involved (treatment or reporting including letters written for court on the member's behalf).
- Workers' Compensation, short-term disability evaluations and paperwork, Family Medical Leave Act (FMLA) and Emotional Support Animal Documentation.

The EAP legal benefit offers a free consultation for family law and personal issues such as estate planning, real estate, debt, credit and bankruptcy, as well as civil and credit law.

Legal benefits exclude coverage for:

- Employment and Business Law Matters (including but not limited to action against employers, co-workers, benefits, unions, and labor management, trust funds).
- Malpractice.
- Duplication of services for the same matter, including second opinions.

VII. Term

A. Either party may terminate this Agreement for breach upon 60 days' prior written notice to the other party; provided, however, that the notice shall identify the specific breach; and provided, further that the other party shall have the right to cure any alleged breach within 30 days following receipt of such notice.

VIII. Fees and Payment

A. Client agrees to pay ESI the fees set forth in Exhibit A for the services described in this Agreement ("Service Charges"). Service Charges shall be paid in accordance with the terms and conditions set forth in Exhibit A.

B. Interest may be imposed on overdue Service Charges. In addition, ESI shall have the right, in its sole discretion, to take one or more of the following actions without further notice to Client in the event of untimely payments for fees due to ESI under Exhibit A: (i) immediately suspend services described in this Agreement, or (ii) terminate the Agreement in accordance with Section VII.

C. The Service Charges set forth in Exhibit A may be changed by ESI on each renewal date, with prior written notice to Client.

IX. Indemnification and Limitation of Liability

A. ESI shall indemnify and hold Client and its successors, parents, subsidiaries, officers, directors, employees (the "Client Parties") harmless against any and all liabilities, loss, costs or expenses of whatsoever kind and nature which may be imposed on, incurred by, or asserted against the Client Parties at any time to the extent such liability, loss or expense results from ESI's gross negligence or willful misconduct under this Agreement.

B. Client shall indemnify and hold ESI and its successors, parents, subsidiaries, officers, directors, employees (the "ESI Parties") harmless against any and all liabilities, loss, costs or expenses of whatsoever kind and nature which may be imposed on, incurred by, or asserted against the ESI Parties at any time to the extent such liability, loss or expense results from Client's gross negligence, willful misconduct, or Client's noncompliance with any state or federal laws related to the services provided for under this Agreement.

C. Whenever a party becomes aware of a claim that may be subject to the provisions of this Section, the party shall notify the other party as soon as practicable and both parties shall reasonably cooperate in the resolution of such matter.

D. IN NO EVENT SHALL EITHER PARTY'S LIABILITY FOR ANY CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL AMOUNTS PAID AND PAYABLE TO ESI UNDER THIS AGREEMENT IN THE MOST RECENT TWELVE (12) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES.

X. Force Majeure

ESI's inability to perform any of the obligations provided in this Agreement due to (i) an act of God, such as earthquake, hurricane, tornado, flooding or other natural disaster; (ii) unavailability or interruption or delay of transportation, telecommunications, internet, cable, or third-party services; (iii) failure of software; (iv) inability to obtain supplies or power used in or equipment needed for provision of the services; (v) labor strikes, riots, insurrection, war; or (vi) other significant factors that are beyond ESI's reasonable control ("Force Majeure Event(s)") shall not be deemed a breach of this Agreement. In the event of Force Majeure Event(s), ESI shall make every reasonable effort to minimize delay of performance.

XI. Execution of Documents

This Agreement and all related documents may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. The exchange of executed copies of this Agreement and related documents and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format ("PDF") or similar format shall constitute effective execution and delivery and may be used in lieu of the original documents for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF or similar format shall be deemed to be their original signatures for all purposes.

XII. Entire Agreement

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this Agreement and supersedes any prior understandings or written or oral agreements between the parties with respect to the subject matter of this Agreement.

EMPLOYEE SERVICES LLC	**Allegany County Government &** **Allegany County Government Public Safety**
_____	_____
Gordon G. Bell, President	Authorized Signature
_____	_____
Date	Date

ESI EMPLOYEE ASSISTANCE GROUP
TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Employee Assistance Program (EAP) | EXHIBIT A

Allegany County Government & Allegany County Government Public Safety ("Client") 9/1/26-8/31/27

Service Charges and Payment

A. The annual fee for the employee assistance program is **$28.25** per employee.

B. The total number of employees covered under this Agreement is **517**.
(391 TotalCare, 126 Publib Safety)

C. Client agrees to pay ESI the sum of **$14,605.25** annually.
($11,045.75 TotalCare, $3,559.50 Publib Safety)

D. The annual fee includes all employees and their household members as well as children up to age 26 who do not reside with the employee.

E. Payment of the **Annual** premium is due upon receipt of the invoice.

F. If the number of covered employees increases or decreases more than 5%, the total agreement value will be revised to reflect the changes.

G. **1** Shared on-site trauma response(s) @ no charge per year, additional Trauma Responses available at **$300.00** per hour plus travel time.

Cancellation Policy for Trauma Response Service:
If your organization cancels a scheduled Trauma Response with less than 48 hours' notice:

- **If the Trauma Response is *not* included in your contract**: A cancellation fee of **$350** will be charged.
- **If the Trauma Response *is* included in your contract**: One Trauma Response will be deducted from your contracted total.

H. DOT-required Substance Abuse Evaluations - **$850.00** each.

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Personnel **DATE:** September 30, 2026

The Personnel Officer requests the acceptance of a three-year renewal from Independent Health for the administration of the County health insurance and prescription drug plan.

A Request for Proposals yielded quotes from three carriers with Independent Health having the lowest bid. The average annual administrative cost for the three-year period is 2.1% lower than our 2026 cost.

For further information regarding this matter, contact

H. Robert Budinger, Personnel Officer — 9214
Name and Department — Telephone Number

ADMINISTRATIVE FEES

3 Year Compare of Administration & Additional Expenses

Annualized costs below are based on 527 contracts and 1,195 members

	IH Current	IH Renewal	IH Year 2	IH Year 3	3 Year Overall	Highmark Year 1	Highmark Year 2	Highmark Year 3	3 Year Overall	Univera Year 1	Univera Year 2	Univera Year 3	3 Year Overall
Estimated Stop Loss Carve Out Fee	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Medical/Rx Administration Annualized	$416,594	$422,918	$433,669	$444,420	$1,301,007	$377,069	$388,136	$394,460	$1,159,666	$379,789	$384,121	$390,002	$1,153,912
Additional Expenses Annualized	$5,354	$5,354	$5,364	$5,364	$16,082	$249,138	$249,138	$249,138	$747,415	$69,681	$69,681	$69,681	$209,043
Estimated Carrier Expenses Annualized	$421,948	$428,272	$439,033	$449,784	$1,317,089	$626,207	$637,274	$643,598	$1,907,080	$449,470	$453,802	$459,684	$1,362,955
Credits/Incentives													
Base Admin Holiday	$0	($25,112)	($25,876)	($26,640)	($77,627)	$0	($24,000)	($24,000)	($48,000)	($76,931)	($25,948)	($26,438)	($129,318)
New Implementation Credit	$0	$0	$0	$0	$0	($170,000)	$0	$0	($170,000)	$0	$0	$0	$0
Estimated Run-out Admin Fee	$0	$0	$0	$0	$0	$75,335	$0	$0	$75,335	$75,335	$0	$0	$75,335
Pharmacy Implementation Credit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Additional Pharmacy Management Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wellness Credit	$0	$0	$0	$0	$0	($10,000)	($10,000)	($10,000)	($30,000)	$0	$0	$0	$0
PrePayment Review Credit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Credits/Incentives	$0	($25,112)	($25,876)	($26,640)	($77,627)	($104,665)	($34,000)	($34,000)	($172,665)	($1,597)	($25,948)	($26,438)	($53,983)
Total Carrier Expenses including Incentives	$421,948	**$403,160**	**$413,158**	**$423,144**	**$1,239,462**	**$521,542**	**$603,274**	**$609,598**	**$1,734,415**	**$447,873**	**$427,854**	**$433,245**	**$1,308,972**
3 year Average Carrier Expenses Including Incentives					**$413,154**				**$578,138**				**$436,324**
3 year Average Increase Compared to Current IHA					-2.1%				37.0%				3.4%
3 Year Total Change to IHA									**$494,953**				**$69,510**
Dollar Change to Prior Year		($18,788)	$9,997	$9,987		$99,594	$81,732	$6,324		$25,925	($20,019)	$5,391	
Percentage Change to Prior Year		-4.5%	2.5%	2.4%		23.6%	15.7%	1.0%		6.1%	-4.5%	1.3%	

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Personnel **DATE:** October 1, 2026

The Personnel Officer requests that the Disciplinary Manual adopted by the Personnel Committee on September 4, 1998 be abolished.

This Manual is outdated and no longer accurately reflects current disciplinary procedures and practices. Applicable collective bargaining agreements, as well as Section 75 of the New York State Civil Service Law, provide the appropriate procedures and guidance for administering employee discipline.

Accordingly, the Personnel Officer recommends that the September 4, 1998 Disciplinary Manual be formally rescinded and discontinued.

For further information regarding this matter, contact

H. Robert Budinger, Personnel Officer — 9214
Name and Department — **Telephone Number**

REQUEST TO FILL VACANT POSITION FORM

(Per Res. XXX-XX)

Meeting Date: 10/6/26

Department: Public Works

Committee of Jurisdiction: ~~Personnel~~ Public Works

Title of Position: Motor Equipment Operator 1

Requesting subsequent backfills? ☒ Yes ☐ No

Will any position(s) be eliminated? ☐ Yes ☒ No

If yes, which position(s): _____

This position is a:

- ☒ Vacant position
- ☐ New position: requesting to create ____ position(s) and fill ____ position(s)
  - ☐ This title exists in my department
  - ☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☐ Non-Unit ☐ Union Title – Included in the ~~Choose One~~ AFSCME bargaining unit.

Grade: 11 **Step:** Base - 7 **Hourly Pay Rate:** 20.1952 - 24.5976

Annual Salary: 42,168 - 51,360 **Cost of Benefits:** 18,600 - 22,655

Is this position fully budgeted for the current year? ☒ Yes ☐ No

Source of funding for position: 100 % County ____% State ____% Federal ____% Other

Source of funding for benefits: 100 % County ____% State ____% Federal ____% Other

Does this position support a mandated grant/program? ☐ Yes ☒ No

If yes, legal citation of mandate: _____

Per Resolution No. 192-10, check all applicable criteria and describe how this position meets at least one:

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

MEO 1 employees drive our dump/plow trucks and we are desperate to replace people we have lost. Plowing this winter is going to be difficult if we do not refill this position.

Department Head Signature: _____ **Date:** 09/17/2026

Personnel Officer Signature: _____ **Date:** 9/17/2026

County Administrator Signature: _____ **Date:** 9/17/2026

County Administrator Recommendation: ☒ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☒ Personnel ☐ Legislative Board

REQUEST TO FILL VACANT POSITION FORM

Meeting Date: ~~9/23/26~~ 10/7/26

Ways & Means

Department: Clerk of the Board

Committee of Jurisdiction: ~~Resource Management~~

Title of Position: Journal Clerk

Requesting subsequent backfills? ☒ Yes ☐ No

Will any position(s) be eliminated? ☐ Yes ☒ No

If yes, which position(s): _____

This position is a:

- ☒ Vacant position
- ☐ New position: requesting to create ____ position(s) and fill ____ position(s)
  - ☐ This title exists in my department
  - ☐ This title is new to my department

This position will be:

1. ☒ Full-Time ☐ Part-Time (anticipated hours per week: _____)
2. ☐ Permanent ☐ Temporary (anticipated end date: _____)
3. ☐ Section IV ☒ Non-Unit ☐ Union Title – Included in the Choose One bargaining unit.

Grade: Gen. Gov't. Grade I **Step:** Base-11 **Hourly Pay Rate:** $~~23.9737~~-$36.4286

Annual Salary: $43,800-$66,300 **Cost of Benefits:** $19,320-$29,245

Was this position fully budgeted for the current year? ☒ Yes ☐ No

If no, please identify how the position will be funded:

Source of funding for position: 100 % County ____% State ____% Federal ____% Other

Source of funding for benefits: 100 % County ____% State ____% Federal ____% Other

Does this position support a mandated grant/program? ☐ Yes ☒ No

If yes, legal citation of mandate: _____

Justification for creating and/or filling the position:
Position is necessary to help comply with Open Meetings Law.

Department Head Signature: S Decker **Date:** 9/21/2026

Personnel Officer Signature: Robert Bailey **Date:** 9/21/2026

County Administrator Signature: L M. Kp **Date:** 9/21/2026

County Administrator Recommendation: ☒ Recommend ☐ Do Not Recommend

Committee Chair Recommendation: _____ **Date:** _____

Approvals Required (completed by Human Resources):

☐ Personnel ☐ Legislative Board Standard Workday ☐ 6 ☐ 7 ☐ 8