PERSONNEL COMMITTEE
October 7, 2026

Call to Order: Committee Chairman Charles Bessette called the meeting to order at 11:01 a.m.

Pledge of Allegiance: The Pledge of Allegiance was led by Committee Chairman Charles Bessette.

Roll Call: C. Bessette, G. Barnes, J. Burdick, P. Curran, S. Havey, J. Ricketts-Swales, B. Harris (Absent: J. Ricci)

Other Attendees: S. Ballard, H. Budinger, A. Carrow, S. Decker, K. Demick, G. Hanchett, J. Kelley, C. Knapp, K. LaForge, W. Meunier, M. Short, P. Stockin

Approval of Agenda

The Personnel Committee meeting agenda of October 7, 2026, was approved on a motion by Legislator Ricketts-Swales, seconded by Legislator Burdick, and carried.

Approval of Minutes:

The Personnel Committee meeting minutes of September 2, 2026, were approved on a motion by Legislator Ricketts-Swales, seconded by Legislator Bessette, and carried.

The Personnel Committee meeting minutes of September 16, 2026, were approved on a motion by Legislator Havey, seconded by Legislator Bessette, and carried.

DIRECTOR OF VETERANS' SERVICE AGENCY

Director of Veterans' Service Agency Michael Middaugh did not attend the meeting but had submitted his monthly report to the committee for review.

PERSONNEL OFFICER

Annual Renewal of Contract with Employee Assistance Group for Administration of Employee Assistance Program (EAP)

Personnel Officer H. Robert Budinger requested a resolution for 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. Legislator Ricketts-Swales inquired if that includes all full-time and part-time employees. Mr. Budinger explained it includes all full-time employees and only some part-time employees such as the Correction Officers. The request was approved on a motion by Legislator Havey, seconded by Legislator Ricketts-Swales, and carried. ***Prepare Resolution***

Three-Year Renewal from Independent Health for Administration of County Health Insurance and Prescription Drug Plan

Mr. Budinger requested a resolution for 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 percent lower than our 2026 cost. The request was approved on a motion by Legislator Ricketts-Swales, seconded by Legislator Burdick, and carried. ***Prepare Resolution***

Rescind Disciplinary Manual Dated September 1998

Mr. Budinger requested a resolution that the Disciplinary Manual adopted by the Personnel Committee on September 4, 1998, be abolished due to it being outdated and no longer accurately reflecting the current disciplinary procedures and practices. Applicable collective bargaining agreements, as well as Section 75 of NYS Civil Service Law, provide the appropriate procedures and guidance for administering employee disciplines. The request was approved on a motion by Legislator Burdick, seconded by Legislator Curran, and carried. ***Prepare Resolution***

POSITION REQUESTS

Request to Fill Motor Equipment Operator 1 in the Department of Public Works

County Superintendent of Public Works Thomas Windus requested permission to fill one full-time Motor Equipment Operator 1 position (AFSCME Bargaining Unit, Grade: 11, Step: Base to 7) in the Department of Public Works. The annual salary of this position is estimated to be between $42,168 and $51,360, with annual benefits estimated to be between $18,600 and $22,655. This position is funded with 100 percent County funds and is included in the 2026 Budget. The request was approved on a motion by Legislator Havey, seconded by Legislator Ricketts-Swales, and carried. ***Notify Human Resources***

Request to Fill Journal Clerk in the Clerk of the Board's Office

Clerk of the Board Sarah Decker requested permission to fill one full-time Journal Clerk position (Non-Unit, Grade: Gen. Gov't. Grade I, Step: Base to 11) in the Clerk of the Board's Office. The annual salary of this position is estimated to be between $43,800 and $66,300, with annual benefits estimated to be between $19,320 and $29,245. This position is funded with 100 percent County funds and is included in the 2026 Budget. The request was approved on a motion by Legislator Burdick, seconded by Legislator Curran, and carried. ***Notify Human Resources***

Executive Session

A motion was made by Legislator Havey, seconded by Legislator Burdick, and carried to enter executive session at 11:12 a.m. for the discussion of collective negotiations pursuant to article fourteen of the civil service law. Immediately following discussion at 11:28 a.m., a motion was made by Legislator Barnes, seconded by Legislator Havey, and carried to come out of executive session and return to the regular meeting.

Adjournment

The meeting was adjourned at 11:28 a.m. following a motion by Legislator Ricketts-Swales, seconded by Legislator Havey, and carried.

Respectfully submitted,

Sherry Ballard, Account Clerk Typist
Allegany County Board of Legislators