

**PERSONNEL COMMITTEE**  
**JANUARY 8, 2014**  
**NOT APPROVED**

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, C. Crandall (Absent: D. Root)

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, D. Decker, K. Graves, D. Healy, R. Hollis, T. Hopkins, T. Miner, B. Riehle, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 1:00 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of December 4, 2013.

**Board of Elections**

**Early Voting Report from Common Cause**

Board of Elections Commissioner Rick Hollis distributed a document delineating the elections scheduled for 2014 as of January 8, 2014. He also distributed a copy of an article he wrote which appeared in the December 2013 issue of *The ECA Reporter* regarding handicapped accessibility and voting. Further, he went on to discuss the Common Cause article regarding early voting. One of the topics was that Sheldon Silver says there will be no funding available if/when counties implement this proposed procedure because the cost will be so low that the counties can absorb those costs. Mr. Hollis indicated that a printer which might be required for ballots on demand would cost \$4,500 itself, not to mention electronic poll books, computers, and staff to ensure everything is done properly. Mr. Hollis indicated this discussion was meant as a heads-up so the Committee would know what might be in the future. Mr. Hollis added that it would not be a good thing for Allegany County. Legislator Pullen thanked Mr. Hollis for all his work.

**Good of the Order**

Clerk of the Board Brenda Riehle indicated that there may be a need for a special Personnel Committee meeting prior to the last Board meeting of the month (January 27) to discuss and approve insurance renewal. That meeting is scheduled for Monday, January 27, 2014, at 12:45 p.m. The resolution that might result from that meeting will come off the floor at the Board meeting later that afternoon.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 1:20 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE SPECIAL MEETING  
JANUARY 27, 2014  
NOT APPROVED**

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, D. Pullen, D. Root, (Absent: A. McGraw, C. Crandall)

**Others Present:** M. Alger, S. Burt, D. Decker, K. Graves, L. Gridley, D. Healy, R. Hollis, T. Hopkins, C. Jessup, T. Miner, B. Riehle, C. Santora, N. Ungermann

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 12:47 p.m. by Personnel Committee Chairman Tim O'Grady.

**Insurance Renewal with NYMIR**

Clerk of the Board Brenda Riehle requested a resolution (scheduled to come off the floor at the Board meeting later that afternoon) to renew the County's property, general liability, automobile, inland marine, mechanical breakdown, health care/professional liability, police professional liability, crime, public officials liability, commercial excess liability, and NYS motor vehicle fee/NYS fire fee insurance proposal by Richardson & Stout from NYMIR for the period of February 1, 2014, through February 1, 2015. Mrs. Riehle presented a spreadsheet (attached to original minutes) comparing our expiring policy premiums with the renewal quote. The estimated cost of the annual premium is \$240,635.60 which will be adjusted throughout the year for changes in vehicles, equipment, property, etc. The request was approved on a motion by Legislator O'Grady, seconded by Legislator Fanton, and carried. **Prepare Resolution**

**New Business**

**Maintenance Contracts for Voting Machines**

Board of Elections Commissioner Rick Hollis distributed a handout regarding costs for the maintenance contract on the voting machines and EMS System. Although Mr. Hollis did not have definitive figures for the cost, he outlined the payment options: The County could continue to pay an annual service fee; the County could receive a 10 percent discount by committing to a three-year contract, paying annually; or the County could receive a 20 percent discount by committing to a three-year contract and paying the entire cost of the three-year commitment in one large payment. In order to avail itself of the last option, money would need to be transferred from Contingency. At this time he is seeking direction from the Committee. Without concrete figures, the Committee determined it is difficult to make an informed decision. Legislator O'Grady asked Mr. Hollis to try to obtain hard-and-fast numbers from the vendor by the next regularly scheduled Personnel Committee meeting on February 6 which would allow the Board of Elections to meet payment deadlines to obtain the discounts if that is the direction the Committee decides the BoE should go.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 12:55 p.m. following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
FEBRUARY 6, 2014  
NOT APPROVED**

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall

**Others Present:** M. Alger, S. Burt, D. Healy, K. Graves, R. Hollis, T. Hopkins, C. Jessup, S. Keib, K. LaForge, M. McCormick, T. Miner, B. Riehle, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:05 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Root, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of January 8 and 27, 2014.

**Board of Elections**

**Machine and EMS Maintenance Agreement Costs**

Board of Elections Commissioners Rick Hollis and Mike McCormick presented the group with figures for a three-year agreement with Dominion Voting to maintain and service the voting machines and EMS System and requested approval to enter into an agreement with Dominion for the service. However, in order to do so, \$23,200 needed to be transferred from Contingency to cover the cost of the agreement which covers the machines from September 10, 2013, until December 31, 2016. The funding will also cover the EMS System from September 1, 2014, until December 31, 2017. The Board of Elections requests this transfer because by entering into a three-year agreement with the vendor, there will be a \$12,586.66 savings realized over the course of the term. They went on to say that money in the 2014 Budget for this contract only covered a one-year term as a three-year term was unavailable at Budget time. To that end, the Commissioners requested a transfer of \$23,200 from A1990.429 (Contingency) to A1450.404. (Elections-Contractual Expenses). Approval was granted on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried. **Refer to Ways & Means** Following the vote, it was also noted that subsequent to Ways & Means approval, the Commissioners request a resolution authorizing Chairman Crandall to sign the two contract agreements by March 1, 2014.

**Presidential Commission on Election Administration**

Mr. Hollis asked the Committee if any of its members had seen/read the Presidential Commission on Election Administration. He indicated that should the proposed early voting and electronic poll book become mandated voting issues, it would cause considerable expense to the County as well as create difficulty in staffing voting sites. Mr. Hollis requested support from the Legislature in the form of a resolution opposing these proposals. The Committee decided to wait on that resolution to determine what resolutions regarding voting issues it had supported in the past. Several members noted they were not against the concept of early voting as much as they were concerned about the full cost of these proposed mandates. It was also suggested that perhaps we should ascertain how our state representatives feel about this and present the County's views and ask for their support.

### **State BoE Inspection**

Commissioner McCormick informed the Committee that an inspector from the State Board of Elections had reviewed the operation a couple of weeks ago. A requested paper trail was provided to him and he also visited the voting machine facility where he did a random check of serial numbers. Mr. McCormick said the inspector was happy with what he found.

### **Workers' Comp**

#### **Update on Physicals**

Allegany County Mutual Self-Insurance Plan Office Manager Sharon Keib distributed a listing of fire and ambulance companies whose members have undergone the required physicals. It was noted that not all companies were in 100 percent compliance despite letters having been sent requiring the information. Ms. Keib was again directed to write a letter informing them that without a list, complications may arise if a workman's comp claim is filed.

#### **Safety Awards**

Ms. Keib noted that each year Fire Companies and Ambulance Services that are in 100 percent compliance as regards physicals and who recorded no lost time in the past year qualify for Safety Awards. Ms. Keib reminded the group that in 2013, each organization that was eligible for a Safety Award was given \$50 to use at its discretion to benefit the company. Legislator Burt questioned whether this is an appropriate way to spend County dollars, but conceded that might be a discussion for another time. She requested approval to do the same for 2014. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried.

#### **WCB Assessments**

Finally, Ms. Keib wanted to inform the Committee that the Workers' Compensation Board will no longer be issuing assessment invoices each quarter. County plans that are actively self-insured will be required to submit a quarterly report and assessment payment. In order for our plan to be in compliance with this change, each participant covered by our plan will need to provide her office with their quarterly payroll. Once that is received, she will need to compute the amount owed and issue a single assessment quarterly to the Board. Failure for our plan to report or pay by the due date will result in 9 percent interest on any unpaid amount. Additionally, a 20 percent penalty will be charged if reported information is inaccurate. Also, self-insured status may be revoked.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:40 p.m. following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
MARCH 5, 2014  
NOT APPROVED**

**Committee Members Present:** T. O'Grady, A. McGraw, D. Pullen, D. Root, C. Crandall  
(Absent: P. Curran, D. Fanton)

**Others Present:** L. Ballengee, S. Burt, D. Decker, D. Healy, R. Hollis, C. Jessup, N. Koegel, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** B. Quinn, *Wellsville Daily Reporter* (he came in about 3:40)

**Call to Order:** The meeting was called to order at 3:25 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Root, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of February 6, 2014.

**Establishing Standard Work Day for Coroners**

Effective immediately, the Allegany County Board of Legislators hereby establishes the following as standard work days for elected and appointed officials and will report the days worked of such officials to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Board:

Elected Officials: Coroners

Standard Day: 6 hours

Term: January 1, 2012-December 31, 2015.

The discussion which followed indicated that coroners, who are elected, are paid on a per diem basis. Additionally, two of the current coroners have joined the County retirement system which necessitates the establishment of a standard work day. Approval to accept the standard work day as presented was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Prepare Resolution**

**New Business**

Committee of the Whole forwarded the following issues to Personnel for review and discussion, requiring no action until the response to the original letter has been formulated.

NYS Comptroller's Report of "Examination of the County Jail Payroll and Inmate Prescription Medications"

A motion was made to adopt the process proposed by County Administrator Alger in response to the recommendations listed in the examination as follows:

1. The Legislature should develop a time and attendance policy to ensure that all County departments submit timesheet and accrual information in a timely manner to both Human Resources and the Treasurer's Office before payroll is processed, and

- that time records for payroll and timesheets for employee accruals are reconciled. (*Refer to Personnel Committee*)
2. The Sheriff should require Correction Officers to complete shift swap request forms and have these forms approved by both employees' supervisors prior to allowing shift swaps to occur. This documentation should be retained and routinely reviewed by the Sheriff to ensure all shifts are paid back in a timely fashion and do not contribute to overtime costs. (*Refer to Personnel Committee*)
  3. The Sheriff should ensure all employees complete timesheets, indicating actual hours worked and requiring that employees and their supervisors certify the time records and charges made to leave accruals. (*Refer to Personnel Committee*)

Chairman Crandall reiterated that no action is required until the response to the audit is completed; the above issues are more of an FYI for Committee members. Part of the response will be that these issues have been referred to the appropriate committees, so although there will, obviously, be action taken, it doesn't need to occur until that letter (response) is taken care of.

Legislator O'Grady began a discussion of item number 1 on the above list, regarding timesheet requirements by County departments. County Treasurer Terri Ross said that around 1998 the County issued standardized timesheets—every department has similar timesheets (perhaps customized for a particular department, but overall the same). In the past, the Treasurer's Office input all timesheet information from employee timesheets, but when the standardized timesheet was implemented, individual departments were allowed to input the time in the system and they were to give Treasurer's Office the timesheets (signed by the employees and supervisors), and the Department Head is also required to sign off on a report that lists all their employees. However, she added, the Sheriff's Office uses reports printed from TeleStaff system to input their employee hours, but does not submit them to the Treasurer's Office, nor to her knowledge, are they signed by the employees or the supervisor.

Chairman Crandall opined that if the County were able to tie things together with a true policy, that might alleviate any issues that are surfacing at this time. Legislator O'Grady would like to see a representative from the Sheriff's Office when it is time to take action on this issue. Legislator Pullen expressed his concern over the wording of item #1 (above) because, he said, it is his belief that there are statutory requirements under the labor law that dictate that if someone works, s/he must be paid. We cannot say that without timesheets, the employee will not be paid. Such a policy could open the County to fines, etc. That might not be the intent of that paragraph, but, he said, that is how he interprets it. Ms. Ross noted that the wording came straight from the state audit. She added that employees are, in fact, paid their regular scheduled hours if there is no timesheet. However, if there is no timesheet, items such as an employee's overtime may not be paid at that time, or a correction may have to be made for a vacation day etc. These would need to be adjusted at a future date, but employees are at least paid for their standard schedule. She also said that to her knowledge, there is no current Board Resolution or policy in place regarding timesheets. Chairman Crandall noted that a nice, clean policy is needed so everyone is on the same page. Legislator O'Grady noted that his biggest concern is accountability; for example, shift supervisors in all departments should need to confirm that individuals were present as declared. The issue of time clocks was brought forward as an easier and more reliable way to track employee hours. Legislator O'Grady noted that there are several different types, including those that work by face recognition, thumb print recognition, etc. and

that they are not too expensive. Additionally, finding one that could interface with the Treasurer's Office could integrate the process.

### **Good of the Order**

Legislator Pullen informed the Committee that New York State will (or has) close the Workers' Comp Office in Hornell as a cost-saving matter. This means that locals will need to travel between 70 and 80 miles one way to be able to attend any kind of hearing. In fact, he said, according to Attorney Bill Pulos, the City of Hornell is willing (and has offered) to provide space and equipment at no charge to the state to maintain a satellite office with a video link-up for hearings. To date, there has been no response from the state. Unfortunately, the closure will affect County residents. Mr. Pulos had presented this problem at a recent Bar Association meeting. Legislator Pullen asked the Committee if it wanted to develop a resolution that would call upon the State Legislature and the Governor to provide this service. (As an aside, it was noted that of eight offices being closed, no offices in the New York City area—with the exception of Suffolk County—were being closed.) Mr. Pullen reiterated that the residents of our local, rural counties would be denied a convenient forum as regards workers' compensation. It was decided that County Attorney Tom Miner (current President of the Bar Association), Mr. Pullen, and Mr. Pulos would generate a resolution which would come back to the Committee for approval and then be sent on to InterCounty, NYSAC, the Governor, and other elected officials.

Legislator Decker, referring to the previous meeting, suggested taking the money budgeted for the elevator project and purchasing time clocks for all departments to interface with the Treasurer's Office. Legislator O'Grady said that such an issue would need to be negotiated with labor unions.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:50 p.m. following a motion by Legislator McGraw, seconded by Legislator Pullen, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
SPECIAL MEETING  
MARCH 19, 2014  
NOT APPROVED**

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall

**Others Present:** H. Budinger, S. Burt, D. Decker, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, T. Miner, K. Monroe, B. Riehle, T. Ross, C. Santora, N. Ungermann, R. Whitney

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 12:40 p.m. by Personnel Committee Chairman Tim O'Grady.

**Request to Create & Fill Radio Technician Position**

Sheriff Whitney requested approval to create and fill the position of Radio Technician (AFSCME Grade 17, Step 3, Local 2574, Council 66 Bargaining Unit) in the Sheriff's Office. This position would be responsible for the general maintenance of the 911 Radio System to include, but not limited to, the following duties:

- Installing and removing mobile and fixed radio equipment as stated in the radio purchase agreements with local municipalities;
- Requisition, order, and maintain inventory of radio-related equipment and supplies;
- Request, update, and maintain all FCC documents and requirements;
- Maintain the 911 Radio System and all other related equipment;
- Serve as Project Manager for all current and future NYSDHSES Grant funding pertaining to the Radio System and to Dispatch Center equipment.

The Sheriff noted that it was recommended by County Treasurer Ross that the best way to fund this position would be to transfer \$42,000 from A1990.4 (Contingency) to A3112.1 (E-911 Dispatch). Additionally, Chairman Crandall provided a document stating his support of the position. Much discussion followed regarding the pros and cons of contracting this service.

Some of the concerns that were voiced included that although there may have been a lot of work this year because the Alfred Tower needed to become more functional, and all the fire companies and emergency services were getting upgraded, this level of activity would plummet after this initial flurry, and then there would be a new position with not much in the way of responsibilities. Sheriff Whitney countered with the fact that now that E-911 has a new \$5.9 million grant, he did not foresee the work slowing, as there will be new towers added, doubling the size of the system. Legislator Curran asked why, with the population dwindling in the County, we need to double the size of the system. Sheriff Whitney indicated that if he could improve public safety in any way, at any time, he would not hesitate to do so. In response to another question regarding why there is a need to add towers since there are already numerous towers in the County, he said, if it is possible for those towers that Allegany County does not own to be in the right location, to be able to support the necessary equipment, and if we could work with the owner/s, then Allegany County would use available towers. Legislator Healy noted that improving the system, and having a dedicated position to maintain that system, would help maintain the integrity of the system. This position would also help with the individual municipalities' financial burdens because instead of paying \$100 per hour to have a contractor

fix a problem, (and to benefit from the agreement with the County, they need to use a County-approved technician), the County would charge \$37.50 for the use of the Radio Technician, saving the municipality money and helping to defray the cost of that position.

Chairman Crandall noted that in his opinion, the research that Lt. Hanchett had already done was evidence enough that creating the position is a good move. He felt that contracting out would cost the County more than hiring someone to do the job. Additionally, although he, like other Board members, is not a proponent of creating positions, in this case, it seems like the most prudent course of action, particularly when you take into account that most vendors will be coming from a distance (e.g., Buffalo, Rochester) to service the radio needs. Legislator Healy concurred, and added that an in-house employee would not "talk us into" something we don't need or give us erroneous information in order to increase its fees, e.g., coming to the County more times than is actually necessary when service isn't required, or, in fact, not arriving soon enough when service is required, or stating that service is not required when it is.

It was stated that there is currently an employee working as an Enumerator who has been doing the technical work for the County and does very well as he once worked for Saia. This raises issues, however, because he is working out of title, and that must eventually be addressed. Additionally, should the County decide to create the position, the candidates would need to pass a competitive exam. There was some discussion regarding how the list from which employees may be hired works and when the test may be offered. The question arose whether Allegany County could contract with this employee as the vendor, but not as a County employee. Some felt it would be easier to end a contract than to abolish a position that would soon (potentially) not be necessary.

It was brought up that this position would not work only on the E-911 radios, but also on the County highway radios, fire department radios, emergency, ambulance, and rescue squad radios, town radios, and local police agency radios, numbering in the hundreds. It was argued that, at least from a law enforcement perspective, radios need very little maintenance once they are installed; although, it was conceded, towers may require more time/work. The issue of standardization of equipment, installation, and maintenance, it was noted, came out of the work of the Radio Task Force so that all agencies would be on a level playing field, both financially and as regards the capability of the radios.

Chairman Crandall voiced his concern that we currently have a good guy doing a good job inexpensively. We'd like to keep him because he can do the work less expensively than a company like Saia or another company coming from Rochester or Buffalo which would cost more than the amount of money at stake here. He added, this is a way of getting the job done with the least amount of money. If the support for the creation of this position is simply an aversion to creating new positions, Chairman Crandall said, that is not good practice. The homework has been done, and it seems to him that the information is valid.

Legislator Fanton pointed out that once any contract runs out, the next contract might be won by a different company, leading to loss of continuity. He added that he would like to see the contract language before he votes on bidding it out.

Final consensus was that the Committee would like to see the County bid this out with the proviso that it retained the right to reject any and all bids. Additionally, the County Attorney's Office was asked to prepare the request for proposal the contract two ways: as a flat rate and at an hourly rate. However, it was cautioned, the contract must be detailed and specific so in the future, the potential successful bidder cannot balk at doing something that "wasn't in the contract."

Chairman Crandall reminded the Committee that if this is the route it wishes to take, the issue must be forwarded to Ways & Means. Approval for the County Attorney's Office, working in conjunction with the Sheriff's Office, to draft a contract in order to put it out for bid was

granted on a motion by Legislator Fanton, seconded by Legislator McGraw, and carried. **Refer to Ways & Means**

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 1:28 p.m. following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
APRIL 2, 2014  
NOT APPROVED**

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, D. Decker, D. Hanchett, D. Healy, R. Hollis, T. Hopkins, C. Jessup, S. Keib, K. LaForge, M. McCormick, T. Miner, B. Riehle, T. Ross, C. Santora [Guests from Richardson & Stout Insurance: R. Ewell, I. Whitehouse]

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:20 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Root, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of March 5, 2014.

**Health Insurance Independent Audit**

Personnel Officer Bobby Budinger distributed a document delineating an audit initiated by the Human Resources Office to verify the eligibility of enrolled dependents. Health Now (BlueCross BlueShield) conducted the dependent audit with assistance from the HR Office. The result, according to Mr. Budinger, was that, 21 dependents were dropped from County insurance: eight were removed during the open-enrollment period in November and another 13 during the audit period. The reason for disenrollment is generally not known; however, we know that two dependents were ineligible, and approximately eight were eligible young adults whose enrollment was terminated by their parents because they had other insurance. Mr. Budinger noted that he was happy with the results of the audit and that it had been worth doing.

**Excess Insurance Renewal**

Allegany County Mutual Self-Insurance Plan Office Manager Office Manager Sharon Keib requested a resolution to secure Employer's Excess Liability for a premium of \$99,790 for the period April 1, 2014, through April 1, 2015, with Safety National Casualty Corp. This will not change the total 2014 budget amount of \$882,324.

Premium: \$99,790

Limits:

Workers' Compensation	Statutory
Employer's Liability	\$1,000,000
Employee Retention	\$1,000,000/occ.
Volunteer Fire/Ambulance Retention	\$1,550,000/occ.
Estimated Payroll	\$33,994,097
Rates (per \$100 of payroll)	\$0.309

The request was granted on a motion by Legislator Fanton, seconded by Legislator McGraw, and carried. **Prepare Resolution**

### **Pension Reporting**

The Allegany County Board of Legislators hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Board. The information presented below represents a correction to Resolution No. 82-12 approved by the Board on June 25, 2012.

<u>Title</u>	<u>Name</u>	<u>Standard Day</u> <u>(Hrs./Day)</u>	<u>Term</u>	<u>Employer</u> <u>Record of</u> <u>Time (Y/N)</u>	<u>Days</u> <u>Worked per</u> <u>Month</u>
<b>Elected Officials</b>					
County Clerk	Christman, Robert L.	7	1/01/12-12/31/15	N	26.31
District Attorney	Slep, Keith	7	1/01/12-12/31/15	N	26.31

A motion to correct the standard workdays for elected officials as presented above was made by Legislator Pullen, seconded by Legislator Root, and carried. **Prepare Resolution**

### **Referral from Public Safety Committee**

#### **Request to Create Third Assistant Public Defender Position**

The information below had been presented at the Public Safety Committee meeting earlier in the day. However, because no paperwork had been submitted, the Personnel Committee tabled the request until the May meeting. [The grant application Public Defender Barbara Kelley submitted has been approved by the state. Recently, her office received a contract in the amount of \$299,528 (to be paid over three years) for review and approval. It is expected that the full approval process (by Indigent Legal Services, the Attorney General, and the State Comptroller) will take approximately four weeks. The largest portion of the grant monies will be used to fully fund another assistant Public Defender position.]

### **Board of Elections**

Board of Elections Commissioners Rick Hollis and Mike McCormick told the Committee that it continues to be difficult to recruit Election Inspectors, despite the fact that the position pays \$10 per hour which is over minimum wage which now stands at \$8 per hour (formerly \$7.25 per hour prior to December 31, 2013). However, the BoE would like to increase that rate to \$10.75 per hour to maintain the same ratio above minimum wage that they are currently at. This proposal would not take place until January 1, 2015, because the town budgets have already been set, and this is an expense that towns incur. Additionally, this rate will keep the earned total under \$600 threshold which negates the need for a 1099 tax form which needs to be filed by "contract" workers once they earn over \$600. Mr. Hollis suggested taking this proposal to district meetings to see how the supervisors react to the proposal since ultimately,

the towns pay the inspectors. It was decided that the BoE would send emails to the town supervisors in the County letting them know that the Personnel Committee is exploring the ramifications of making this change. It was suggested that the email include the fact that it is increasingly difficult to recruit inspectors. Mr. Hollis added that last year, the BoE had 14 too many inspectors prior to the elections; by the day of the elections, they were three inspectors short. Chairman Crandall advised the group that even though election inspectors are considered contract workers, their salaries are set by resolution. Mr. Hollis explained that is why he is bringing the issue to the fore in advance of needing a decision.

### **Old Business**

Legislator O'Grady reminded the Committee that at the last Personnel Committee meeting, the topics of time clock policies, pre-employment drug testing, and criminal histories on employees and volunteers had arisen. He asked Mr. Budinger if there were an organization or a listserv that he belonged to that he could canvas other counties' policies rather than reinvent the wheel. He would like this to be a continuing discussion.

### **Executive Session**

The Committee entered executive session at 3:45 p.m. on a motion by Legislator Pullen, seconded by Legislator Curran, and carried, to discuss the employment history of a particular person leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. The Committee exited executive session at 4:30 p.m., following a motion by Legislator Fanton, seconded by Legislator O'Grady, and carried.

### **Create & Fill Radio Technician Position**

Following executive session, the Committee discussed the creation of the Radio Technician position (AFSCME Grade 17, Step 3, Local 2574, Council 66 Bargaining Unit) in the Sheriff's Office. Chairman Crandall thanked Legislator O'Grady for allowing the unscheduled executive session, noting that he realized that at last month's meeting, the Committee had requested a contract be formulated and put out for bid before action was taken on hiring this position. However, Chairman Crandall went on to say, with the imminent receipt of the \$5.9 million grant, we don't have enough time with all the other duties tied into this to find a less expensive way to proceed other than hiring our own personal employee. He acknowledged the reluctance on the part of some Committee members to create a new position, but added that it is important to the County and that it had his support. Approval to create the position was granted on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. (Two opposed: Legislators Curran and O'Grady). **Refer to Ways & Means and Prepare Resolution**

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:35 p.m. following a motion by Legislator Curran, seconded by Legislator Pullen, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
MAY 7, 2014  
AMENDED & APPROVED**

**Committee Members Present:** T. O'Grady, C. Crandall, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root

**Others Present:** M. Alger, H. B. Budinger, S. Burt, R. Christman, D. Decker, S. Decker, K. Graves, L. Haggstrom, D. Healy, R. Hollis, T. Hopkins, C. Jessup, B. Kelley, T. Miner, T. Ross

**Media Present:** B. Quinn, *Wellsville Daily Reporter*

**Call to Order:**

The meeting was called to order at 3:00 p.m. by Personnel Committee Chairman Timothy O'Grady.

**Approval of Minutes:**

A motion was made by Legislator Root, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of April 2, 2014.

**Board of Elections:**

Elections Commissioner Rick Hollis was in attendance to update the committee on the proposal for pay raises for the Elections Inspectors. Mr. Hollis had received five responses to a letter that was sent to towns regarding the proposal. Three of the towns were in favor of the raise; two were not. The Town of Allen would like to see the number of inspectors reduced, which cannot be done. Legislator O'Grady added that he believed Alfred had also voted it down. Legislator Fanton asked, "Who makes the determination?" Mr. Hollis replied that it was the Board of Legislators' decision, but the towns reimburse the County for that expense. Legislator O'Grady added that they wanted to look at doing what the majority of towns decided. Mr. Hollis also indicated a letter had been received from the Town of Birdsall suggesting that they try to find college students at Houghton or Alfred who would be willing to work as inspectors.

**Human Resources:**

The topic of July Increments was discussed. These increments are for employees who were not eligible to receive an increase in January due to hiring date. Legislator Fanton asked if this was in the contracts. Bobby Budinger replied that this is done each year.

Approval of July Increments for the following:

Erick J. Rosenberger, Correction Officer  
Clayton L. Hulin, Registered Nurse  
Shannon J. Bliven, Janitor  
Kristy M. Evans, Payroll Clerk  
Abbigail M. Grabow, Caseworker

was granted on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. **Prepare Resolution**

**Referral from Public Safety Committee:**

Public Defender Barbara Kelley was in attendance to request the position of 3<sup>rd</sup> Public Defender. She explained that she had received a grant to fully fund the position for three years. She expressed her opinion that the resolution for the position should be worded in a way that the position would have to be reviewed when the funding went away. Legislator Fanton clarified this saying, "So it should be worded, position is contingent on funding?" The committee discussed the possibility of having the position contingent on funding. Legislator O'Grady questioned if this was something that could be tracked. Mr. Alger indicated that it was able to be tracked as part of the budget process. Ms. Kelley feels it would be great if the State would take over indigent defense. Additional discussion was had about the cost of fringe benefits for the position as well as how the position would be abolished if funding was no longer available. The group also discussed where you would find a person qualified for the position and also the topic of conflict of interest. Legislator O'Grady stated, "I hate to create positions and pay for them, but I'm encouraged by the chance to look at this again at the end of three years."

Approval to create and advertise for the position, with the requirement that the position be reviewed when the State funding was retired was granted on a motion by Legislator Fanton, seconded by Legislator Root, and carried. **Prepare Resolution**

**County Clerk:**

Robert Christman requested an executive session to discuss matters of employment.

The Committee entered executive session at 3:13 p.m. on a motion by Legislator Fanton, seconded by Legislator McGraw, and carried, to discuss the employment history of a particular employee. The Committee exited executive session at 3:42 p.m., following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

Approval to change the status of two Motor Vehicle Cashier Examiners from full-time to part-time, effective June 1, 2014, was granted on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried.

Approval of a grade change for the Deputy County Clerk III from grade 6, step 3 to grade 7, step 3 was granted on a motion by Legislator Fanton, seconded by Legislator Root, and carried. **Refer to Ways & Means**

**Adjournment:**

There being no further business to come before the committee, the meeting was adjourned at 3:45 p.m. following a motion by Legislator Pullen, seconded by Legislator Fanton, and carried.

Respectfully submitted,  
Sarah M. Decker, Journal Clerk/Deputy Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
JUNE 4, 2014  
NOT APPROVED**

**Committee Members Present:** T. O'Grady, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall (Absent: P. Curran)

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, D. Decker, K. Graves, D. Healy, T. Hopkins, C. Jessup, S. Keib, K. LaForge, M. McCormick, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:00 p.m. by Personnel Committee Chairman Tim O'Grady.

**Amendment & Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Root, and carried to amend the Personnel Committee minutes of May 7, 2014, as noted below.

-May 7, 2014

Under **County Clerk:**

Approval to change the status of two Motor Vehicle Cashier Examiners from full-time to part-time, effective June 1, 2014, was granted on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried. ~~**Prepare Resolution**~~  
Strike "Prepare Resolution" from the record.

**Approval of Minutes**

A motion was made by Legislator Root, seconded by Legislator Fanton, and carried to approve the Personnel Committee minutes of May 7, 2014, as amended.

**Workers' Comp**

**Proposed 2015 Budget for Allegany County Mutual Self-Insurance Plan**

Workers' Compensation Office Manager Sharon Keib distributed a proposed budget for 2015, already reviewed by County Administrator Mitch Alger, noting that the figures need to be in place by August 15. The budget was approved on a motion by Legislator Fanton, seconded by Legislator Root, and carried.

**2015 Participant Assessments**

Additionally, Ms. Keib requested approval of the Allegany County Mutual Self-insurance Plan 2015 Budgeted Participant Assessments. There was some discussion regarding the methodology of the calculations. Ms. Keib told the Committee that she would review the numbers for accuracy. The assessments to participants were approved on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried.

## **Board of Elections**

### **Emergency Contingency Plan**

Board of Elections Commissioner Mike McCormick told the Committee that what they had received, both via email and in their packets, was the final draft of the Emergency Contingency Plan for the Board of Elections. He said that this plan is to be followed, in case of emergency, not only on Election Day, but always. Briefly, it includes an inventory of assets, the current alternate poll sites, contact information, and the events that would cause such a plan to be activated. There was a suggestion to make the contact list an appendix that could be more easily updated annually than re-doing the entire plan. It was discovered that the contact list appeared in two places and that perhaps the suggested change could be easily achieved. Mr. McCormick went on to say that if there were any additional edits, to contact the BoE so they could be considered and possibly incorporated.

### **Pay Raise for Inspectors**

Mr. McCormick went on to remind Committee members that BoE had sent letters to all the municipalities regarding the possible pay increase for Election Inspectors. He distributed a document showing the responses thus far: Of the nine responses, five were in favor of the increase; four were not. The outcome of those meetings would occur in time to meet a November deadline so municipalities could incorporate the change into their respective budgets. Mr. McCormick added that the BoE had advised the municipalities to plan for three elections in 2014; however, there will be no federal election in June which should allow for funding the increases in 2015. Legislator O'Grady noted that district meetings were coming up and perhaps the Legislators could bring the topic up at their respective meetings. Finally, Mr. McCormick distributed a list of offices to be elected in Allegany County in November 2014.

## **Pension Reporting**

Clerk of the Board Brenda Rigby Riehle requested a resolution establishing standard work days and days worked for elected and appointed officials for reporting to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Board. The request was approved on a motion by Legislator McGraw, seconded by Legislator Fanton, and carried. **Prepare Resolution**

## **Old Business**

### **Time Clocks**

Legislator O'Grady told the Committee that he had met with Personnel Officer Bobby Budinger to discuss the possibility of introducing time clocks to County offices because at this time, there is no uniform way for Payroll or Human Resources to get timesheets that are signed by the employee and his/her supervisor. The question arose whether the installation of time clocks is an issue which needs to be negotiated with the unions; this needs to be researched. There was much discussion on the myriad methods employed by various departments in the County. The final determination was that there should at least be a policy regarding the need for signed timesheets to be submitted to Payroll and HR. One suggestion was that a memo go out to Department Heads and Supervisors under the auspices of the County Administrator declaring that one of their duties is to verify and sign their staff members' timesheets. It was determined that Mr. Budinger and County Treasurer Teri Ross would work on creating a policy in time for the July meeting. Subsequently, once approved, the policy would go to the Board for resolution.

**Good of the Order**

Legislator O'Grady determined that, due to time constraints, the discussion on Pre-employment Background Checks & Drug Testing could be deferred until the next meeting.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:55 p.m. following a motion by Legislator Fanton, seconded by Legislator Root, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
JULY 2, 2014  
NOT APPROVED**

**Committee Members Present:** T. O'Grady, D. Fanton, D. Pullen, C. Crandall (Absent: P. Curran, A. McGraw, D. Root)

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, R. Christman, D. Decker, K. Francisco, V. Grant, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, J. Luckey, M. McCormick, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:35 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Pullen, and carried to approve the Personnel Committee minutes of June 4, 2014.

**Board of Elections**

**Contingency Plan**

Board of Elections Commissioner Rick Hollis asked the Committee whether any member had any changes to make to the plan that had been distributed at the prior month's meeting. One member asked if the County Attorney had seen it. Mr. Hollis answered in the affirmative. He also said that the plan will be filed with the New York State Board of Elections.

**Poll Site Inspections**

Mr. Hollis distributed a map indicating which polling sites passed inspection and which few needed to make some changes to be compliant with regulations.

**Additional Information**

**Pay Increases for Inspectors**

Mr. Hollis said he had received 11 responses: seven in favor of raising the pay rate for inspectors and four against.

**Recruiting Election Inspectors**

Mr. Hollis said that the BOE had sent out just over 200 postcards to people expressing an interest in becoming inspectors. To date, only 104 have signed up to participate in training August 4-9. He added that there are 37 polling sites in the County, and by law, each site must have four inspectors. When asked what would happen if there weren't enough inspectors, Mr. Hollis said that an inspector would be "pulled" from one of the smaller sites and placed where needed. He remains hopeful that more people will come forward.

**Revision of Resolution 12-04**

County Clerk Rob Christman requested a resolution designating Steuben Trust Company as depository for County Clerk funds and authorizing County Clerk and Deputy County Clerks to access such funds. Further, the following should read: "2. That Allegany

County Clerk Robert L. Christman, Deputy County Clerk Linda K. Healy, Deputy County Clerk II Kristina K. Stoll, and Deputy County Clerk III Wanda Middaugh, each be, and they hereby are, jointly and severally, authorized to sign checks and orders for the payment of money,....” This would be a revision of Resolution 12-04 in which Deputy County Clerk III was Michael D. Hennessy. Approval was granted on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. **Prepare Resolution**

## **Old Business**

### **Timesheets**

County Treasurer Terri Ross distributed packets of forms that are currently being used as timesheets throughout County government. It was her intent that Committee members review the documents before next month’s meeting in order to have ideas/suggestions regarding the development of a draft policy regarding management of timesheets.

### **Pre-employment Background Checks & Drug Testing**

This item was deferred to the August meeting.

## **Executive Session**

County Administrator Mitchell Alger requested an executive session to discuss the employment history of a particular individual. The Committee entered executive session at 3:45 p.m. on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. The Committee exited executive session at 4:10 p.m., following a motion by Legislator Fanton, seconded by Legislator Pullen., and carried.

Following executive session, Legislator Fanton made a motion to change the title of “Non-unit Secretary to the County Administrator” to “Assistant to the County Administrator” and to change the position from Grade 2, Step 11 to Grade 7, Step 5. The motion was seconded by Legislator Pullen and carried. **Refer to Ways & Means**

## **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:11 p.m. following a motion by Legislator Fanton, seconded by Legislator Pullen, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
AUGUST 6, 2014**

**\*\* NOT APPROVED \*\***

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, R. Christman, V. Grant, K. Graves, L. Haggstrom, D. Healy, R. Hollis, T. Hopkins, C. Jessup, S. Keib, K. LaForge, M. McCormick, J. McMahon, B. Riehle, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:20 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of July 2, 2014.

**Board of Elections-Rick Hollis/Mike McCormick  
Wages for Election Inspectors**

Board of Elections Commissioners Rick Hollis and Mike McCormick told the Committee that it continues to be difficult to recruit Election Inspectors, despite the fact that the position pays \$10 per hour which is over minimum wage which now stands at \$8 per hour (formerly \$7.25 per hour prior to December 31, 2013). However, the BoE would like to increase that rate to \$10.75 per hour to maintain the same ratio above minimum wage that they are currently at. This proposal would need to be accepted before the local municipalities determine their budgets for 2015. Additionally, this rate will keep the earned total under \$600 threshold which negates the need for a 1099 tax form which needs to be filed by "contract" workers once they earn over \$600. Mr. Hollis had suggested taking this proposal to district meetings to see how the supervisors react to the proposal since ultimately, the towns pay the inspectors. The results of that survey indicated that seven municipalities would be in favor of the raise; four are opposed, and 17 submitted no response. Prior to the Committee's vote regarding the wage increase, Legislators Fanton and Pullen requested permission to abstain from the vote as their wives serve as Election Inspectors. Approval for Legislators Fanton and Pullen to abstain was granted on a motion by Legislator Curran, seconded by Legislator Root, and carried. Subsequently, the Committee supported the wage increase from \$10 per hour to \$10.75 per hour for Election Inspectors, effective January 1, 2015, by amending the Section 4 Salary Plan on a motion by Legislator Root, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

Mr. Hollis told the Committee that Inspector training was in progress and that they were using the facility at the Jail which he found very serviceable. He added that he hoped they would have sufficient inspectors for this year's elections.

Mr. Hollis also informed the Committee that the Board of Elections had been named in a lawsuit, the result of which would determine whether there would be an Independence Party Primary for the Eighth Judicial District Delegates for their convention.

**Request to Fill Position of Part-time Index Clerk**

County Clerk Rob Christman requested approval to fill an existing temporary position, that of Index Clerk. The current employee is leaving as he has found permanent employment elsewhere. The position is staffed for only 90 days per year. There are no benefits relating to this position. The hourly wage is \$14.96. There are 168 hours (28 days) remaining for this year. The temporary Index Clerk assists with our ongoing computer digitization projects, customer service, and basic clerical assistance. We would fill this position starting on the 11<sup>th</sup> of August, 2014, pending civil service review and acceptance. The annual cost to the County is \$9,242. This was budgeted for both the 2014 and 2015 fiscal years. Approval was granted on a motion by Legislator Fanton, seconded by Legislator Root, and carried. **Refer to Ways & Means**

### **Old Business**

#### **Create Position of Assistant to the County Administrator**

Legislator O'Grady noted that this resolution had been withdrawn and referred back to the Personnel Committee because the title change had been approved at the previous meeting, but not the creation of the position. Creation of the position was subsequently approved on a motion by Legislator Fanton, seconded by Legislator Root, and carried. **Prepare Resolution**

### **Time Sheets**

Personnel Officer Bobby Budinger updated the Committee on discussions he had been having with County Treasurer Terri Ross regarding the use of time sheets. Ms. Ross was unable to attend today's meeting. Mr. Budinger told the Committee that he had been in conversation with his counterparts at other counties in order to get a sense of how the issue of time sheets was handled in other places. The Committee had, prior to the meeting, been provided with a draft document of a time sheet policy which Mr. Budinger said was undergoing some revision. Legislator O'Grady noted that this was a good first step toward creating a policy that would inform all levels of County employees of the expectations regarding time sheets. County Administrator Mitch Alger noted that Mr. Budinger was, in large part, codifying the formerly "unwritten" expectations.

### **Pre-employment Background Checks & Drug Testing**

Mr. Budinger had also been canvassing his counterparts in other counties regarding drug testing and pre-employment background tests. Some of what he learned was for those who conduct drug tests, the candidate is told post-offer, but pre-employment that s/he would be subject to such a test. There was some discussion regarding whether it would be advantageous to state that fact earlier in the process. There are costs associated with this testing, and that is an issue that would need to be further investigated. Regarding background checks, there was much discussion regarding just which employees would be subject to these. Because there is a cost associated with these checks also, would the check be limited to new full-time hires or all new hires? Should only employees working in what are considered "critical" positions be checked? Who would determine whose job is critical? (It was mentioned that almost everyone who works for the County has a critical position.) If something raises a red flag, would the employment offer be rescinded? Mr. Budinger advised Committee members that there are also Civil Service parameters that must be considered when dealing with not employing someone on the list whose background raises a red flag. And what types of red flags are serious enough to warrant the rescinding of a job offer? Mr. Budinger will continue to research this topic and return to the Committee at a future date with additional information.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:55 p.m. following a motion by Legislator Fanton, seconded by Legislator Pullen, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
SEPTEMBER 3, 2014**

**\*\* NOT APPROVED \*\***

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, D. Decker, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:21 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Root, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of August 6, 2014.

**Board of Elections**

**Wages for Election Inspectors**

Election Commissioner Rick Hollis presented the proposed wages for Inspectors beginning in 2015, which reflect an hourly rate of \$10.75, or an increase of \$0.75 per hour:

Training: \$37.50

Primary Day: \$107.50

General Election: \$172.

Coordinator Primary: \$132.50

Coordinator General Election: \$212.

Mr. Hollis went on to say that the Board of Elections pays the Inspectors, and subsequently bills their respective municipalities for that cost. He added that he needs to notify the municipalities of this increase so that they might prepare their 2015 budgets with the increase in mind. Approval to increase the hourly wage of Election Inspectors from \$10 to \$10.75 was granted on a motion by Legislator Fanton, seconded by Legislator McGraw, and carried. **Prepare Resolution**

Mr. Hollis added that the Board of Elections had purchased 18 double-sided "Vote Here" signs (with arrows) to combat complaints that had been received after previous elections regarding locating the polling sites. He said he had only enough grant funding to purchase 18.

**Bid System for Vehicle Repairs**

Clerk of the Board Brenda Rigby Riehle responded to a request from Legislator Scott Burt regarding considering soliciting bids for vehicle repairs, both mechanical and collision-related. Legislator Burt was concerned that because the Department Heads decide where to send vehicles that needed any type of repair, there might be complaints that the County was not "spreading" the business around sufficiently. There was much discussion, but it was ultimately decided that the current system works well; there have been no complaints, either from the Insurance Company (NYMIR) or from auto-repair shops around the County; and that should we be pleased with a repair, and subsequently award the next repair to another shop, we would be, in fact, "punishing" the first shop for doing a good job. It was also decided that a process of soliciting even two bids for each needed repair would be a cumbersome activity. Legislator McGraw's opinion was that it is possible, if we obtained a cut-rate price, we might also receive

“cut-rate” parts and service. Chairman Crandall noted that the current system had not created any problems thus far, and that his advice echoed the old adage that “If it ain’t broke, don’t fix it.”

### **Old Business**

#### **Time Sheets**

Personnel Officer Bobby Budinger informed the Committee that due to scheduling conflicts, he and County Treasurer Terri Ross had not had time to sit down and hammer out the finer points of the draft policy regarding management of time sheets. The Committee felt that as long as the needs of the Department Heads, the Treasurer’s Office, and the Personnel Office were met, it would be happy with the Policy. It was determined that the edited Policy would be available for the October meeting.

#### **Time Clocks**

Legislator Decker was of the opinion that all the time sheet problems could be corrected with the installation of time clocks. Legislator O’Grady, who, himself is a proponent of time clocks, noted that it seemed to be an issue which needs to be negotiated with the respective Unions. Mr. Budinger also said he had not spent, and preferred not to spend, an inordinate amount of time researching time clocks unless and until there was a definite desire to move in that direction.

#### **Pre-employment Background Checks & Drug Testing**

Mr. Budinger had spent considerable time, however, researching the pre-employment background checks and drug testing issues. What he discovered is that the County could pay \$75 per person for a “State” check, or \$1,650 for a State and FBI check. In either case, the Sheriff’s Office would do the fingerprinting although there are places in Wellsville and Houghton that would do the prints for a \$9.95 fee. Additionally, it would need to be determined which employees would be subject to the testing: only new employees from this point on? only full-time employees? only those with access to sensitive information? Mr. Budinger had canvassed other counties and learned that Monroe County requires prospective employees to pay for the background check, and if the results are favorable, are refunded a portion of that fee. As far as the drug testing is concerned, Mr. Budinger said that Laurie Hennessey of the Health Department is working on being able to do that in-house at some point soon. He added that Jones Memorial Hospital in Wellsville can do it for \$60 per person, but he was given to understand there might be some negotiation on that price.

#### **Attorney/Client Session**

The Committee entered attorney/client session at 3:52 p.m. on a motion by Legislator Root, seconded by Legislator Curran, and carried, to discuss the status of ongoing union negotiations. The Committee exited attorney/client session at 3:58 p.m., following a motion by Legislator Curran, seconded by Legislator Pullen, and carried.

#### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:00 p.m. following a motion by Legislator Pullen, seconded by Legislator Curran, and carried.

Respectfully submitted,

Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
OCTOBER 1, 2014  
AMENDED & APPROVED**

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, R. Lynch, T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:12 p.m. by Personnel Committee Chairman Tim O'Grady.

**Approval of Minutes**

A motion was made by Legislator Root, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of September 3, 2014.

**Board of Elections**

**Reappointment of Elections Commissioner Mike McCormick**

At a meeting of the Democratic Committee on September 24, 2014, Michael McCormick of Andover, NY, was recommended by majority vote for appointment to the Office of Commissioner of Elections for a four-year term, commencing January 1, 2015, and expiring December 31, 2018. The appointment was approved on a motion by Legislator Fanton, seconded by Legislator Root and carried. **Prepare Resolution**

**Old Business**

**Create Second Deputy Lieutenant Position—Sheriff's Office**

The Sheriff is asking to create an additional position of Deputy Lieutenant (AFSCME, Local 2574, Council 66 Bargaining Unit, Grade 7, Step 6) within the Sheriff's Office. When filled, this person will work with the current Deputy Lieutenant who has announced his intention to retire in 2015 to ensure a smooth transition. The Sheriff's rationale included the following comments: The current Deputy Lieutenant is due to retire in early 2015 and an overlap is needed in order for the new Deputy Lieutenant to become familiar enough with the duties and responsibilities of the position to ensure a smooth transition. Currently, there are no funds budgeted for this position. There was much discussion regarding the wisdom of creating a new slot, the assurance that the extra position would be abolished when appropriate, the backfilling of newly vacant positions, and the testing and capability of potential candidates for the job. Chairman Crandall, citing the activities associated with the E-911 Grant, noted that this is a reasonable approach to the upcoming retirement vacancy. He added that even if Lt. Hanchett weren't retiring, this seems like a legitimate request to look for extra help while they're dealing with this expansion. The decision to fill this position was tabled until such time as the Sheriff could address the Committee on a motion by move Legislator Pullen, seconded Legislator Curran, and carried.

**Timesheet Policy**

Personnel Officer Harold "Bobby" Budinger and County Treasurer Terri Ross presented a document which codifies the current unwritten County timesheet practice; nothing new has actually been added. Mr. Budinger noted that it is very straightforward. Later in the discussion it was stated that it seems the electronic Telestaff system has caused some issues with the

accuracy of employee working records which was cited in the recent audit of the Sheriff's Office. The reports generated by that system are not timesheets; therefore, employees' time cannot be verified if an employee claims there's been an error. There was some discussion over some of the wording (on page 2, top line "designed" should read "designated" and on bullet three on the same page, the addition of the words "and timely submission" in the first sentence of that bullet. The Committee agreed to send the Policy, with the changes to the full Board on a motion by Legislator Root, seconded by Legislator McGraw, and carried. **Refer to Ways & Means**

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:50 p.m. following a motion by Legislator Curran, seconded by Legislator Pullen, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
NOVEMBER 5, 2014**

**\*\* NOT APPROVED \*\***

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, D. Pullen, C. Crandall  
(Absent: A. McGraw, D. Root)

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, D. Button, K. Graves, D. Hanchett, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, , T. Miner, B. Riehle, T. Ross, C. Santora

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 3:00 p.m. by Personnel Committee Chairman Tim O'Grady.

**Amendment & Approval of Minutes**

A motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to amend the Personnel Committee minutes of October 1, 2014. Personnel Officer Harold "Bobby" Budinger requested the following change to the paragraph below, under

**"Timesheet Policy**

Personnel Officer Harold "Bobby" Budinger and County Treasurer Terri Ross presented a document which codifies the current unwritten County timesheet practice; nothing new has actually been added. **Mr. Budinger noted that it is very straightforward. It seems, however, the electronic Telestaff system has caused some issues with the accuracy of employee working records which was cited in the recent audit of the Sheriff's Office.** The reports generated by that system are not timesheets; therefore, employees' time cannot be verified if an employee claims there's been an error."

**Those two sentences should now read:**

**"Mr. Budinger noted that it is very straightforward. Later in the discussion, it was stated that it seems the electronic Telestaff system has caused some issues with the accuracy of employee working records which was cited in the recent audit of the Sheriff's Office."**

Subsequently, a motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to approve the amended Personnel Committee minutes of October 1, 2014

**Human Resources—Bobby Budinger**

**Request to Fill Human Resources Specialist Position**

Personnel Officer Harold "Bobby" Budinger requested approval to fill the Human Resources Specialist position (Grade 7, Step 1) which will become vacant December 1, 2014, as a result of a retirement. This position is the primary point of contact for health insurance-related matters. It administers the County's Civil Service Examination Program. The incumbent also performs related duties for Civil Service and Human Resources matters. Approval was granted on a motion by Legislator Fanton, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

**Request to Fill Human Resource Assistant Position**

Mr. Budinger also requested approval to fill a Human Resource Assistant position (Grade 4, Step Base-11) which will become vacant when the incumbent is promoted to fill the

Specialist position (above). The duties of this position include payroll certifications, handling civil service matters involving Allegany County School Districts, new employee in-processing, maintaining departmental accounts, running reports and other duties. Approval was granted on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

#### **Request to Create & Fill Temporary Office Aide**

Mr. Budinger also requested approval to hire a temporary Office Aid through January 31, 2015, if needed. The end of the year is the busiest time of the year for the HR office, and it is a difficult time to replace an employee. The new HR Assistant will have a training period in which his/her usefulness will be limited. Bringing in experienced temporary help during this transition period will help the HR office with the additional work load of losing a person. Additionally, the end of the year is typically the HR Office's busiest time. Mr. Budinger plans to bring the former Personnel Officer in to assist during this time. Approval was granted, with the proviso of the inclusion of a "sunset date" on a motion by Legislator Pullen, seconded by Legislator Curran, and carried. **Prepare Resolution and Refer to Ways & Means for approval to fill**

#### **Old Business**

##### **Request to Create & Fill Deputy Lieutenant Position**

In September, Sheriff Whitney had requested permission to create and fill an additional position of Deputy Lieutenant (AFSCME Local 2574, Council 66, Grade 7, Step 6) within the Sheriff's Office. When filled, this person will work with the current Deputy Lieutenant who has announced his intention to retire in 2015 to ensure a smooth transition. It was determined that following the current Deputy Lieutenant's retirement, the second position bearing that title would be eliminated. At this time, however, the Sheriff's Office feels that because of the \$5.9 million grant, whoever steps into that role needs to have been fully immersed in the grant. Lt. Hanchett was on hand to explain more fully the variety of hats he wears and how important it will be to have someone able to hit the ground running when he retires. There was some discussion of likely candidates, the test for this position, and the resulting list from the test. Chairman Crandall said that because of the \$5.9 million grant we are in the midst of, someone needs to be on board quickly to ease the transition, the quicker, the better. Approval was granted, with the proviso of inclusion of a "sunset" date, on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. **Prepare Resolution and Refer to Ways & Means for approval to fill**

#### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:40 p.m. following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

Respectfully submitted,  
Cynthia Santora, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PERSONNEL COMMITTEE  
DECEMBER 3, 2014**

**\*\* NOT APPROVED \*\***

**Committee Members Present:** T. O'Grady, P. Curran, D. Fanton, A. McGraw, D. Pullen, D. Root, C. Crandall

**Others Present:** M. Alger, L. Ballengee, H. Budinger, S. Burt, K. Graves, D. Healy, R. Hollis, T. Hopkins, C. Jessup, K. LaForge, M. McCormick, B. Riehle

**Media Present:** B. Quinn, *Wellsville Daily Reporter*

**Call to Order:** The meeting was called to order at 3:00 p.m. by Personnel Committee Chairman Tim O'Grady.

**Amendment & Approval of Minutes**

**Legislator O'Grady requests the following addition to the November 5, 2014, Personnel Committee meeting minutes under "Old Business": (see bold wording, below)**

**Request to Create & Fill Deputy Lieutenant Position**

In September, Sheriff Whitney had requested permission to create and fill an additional position of Deputy Lieutenant (Non-Unit, Grade 7) within the Sheriff's Office. When filled, this person will work with the current Deputy Lieutenant who has announced his intention to retire in 2015 to ensure a smooth transition. It was determined that following the current Deputy Lieutenant's retirement, the second position bearing that title would be eliminated. At this time, however, the Sheriff's Office feels that because of the \$5.9 million grant, whoever steps into that role needs to have been fully immersed in the grant. Lt. Hanchett was on hand to explain more fully the variety of hats he wears and how important it will be to have someone able to hit the ground running when he retires. There was some discussion of likely candidates, the test for this position, and the resulting list from the test. Chairman Crandall said that because of the \$5.9 million grant we are in the midst of, someone needs to be on board quickly to ease the transition, the quicker, the better. Approval was granted, with the proviso of inclusion of a "sunset" date **of June 30, 2015, at which point it will be abolished**, on a motion by Legislator Fanton, seconded by Legislator Curran, and carried. **Prepare Resolution and Refer to Ways & Means for approval to fill**

A motion was made by Legislator Fanton, seconded by Legislator Curran, and carried to approve the Personnel Committee minutes of November 5, 2014, as amended.

**Board of Elections**

**Charge Backs to Other Government Entities**

Board of Elections Commissioners Rick Hollis and Mike McCormick told the Committee that the BOE has been receiving more inquiries about running other-than Primary and General elections, such as Fire Districts, Villages, School Boards, etc., so they inquired of the Committee what the County would want the BOE to charge back to these other government entities if the BOE ends up taking over these other elections. Mr. Hollis said he had received (and distributed to Committee members) a letter from Veronica Olin, the Third Vice President of the NYS Election Commissioners Association who, in an email, said that the State BOE has "stated for some time now that they feel the BOEs should be running all elections." Mr. Hollis

said that should this come to pass, his question is what percentage should the County BOE charge if it assumes the responsibility for these other elections. He added that the BOE cannot charge rent on the machines because they were paid for primarily with Federal dollars. However, the BOE can charge for setup, delivery, test decking, ballots, ballot creation, poll books, cost of Inspectors, and Deputies' overtime to answer questions and read the data cards. He added that although, ultimately, it is the BOE decision on what gets charged back, he and Mr. McCormick were seeking guidance as to what should be charged back. Legislator O'Grady was of the opinion that if it's an election outside "the realm of a regular election, I think they should pay 100 percent of the cost." Mr. Hollis added that current election law states that local BOEs may permit towns, villages, school districts, and the ambulance and water districts to use the voting machines. Mr. Hollis went on to say that "we are not there, yet, but the potential (i.e., the push at the state level) to take these other elections over is very real, and he would like to be "ahead of the curve" if and when it comes. The State BOE wants all elections to use accessible machines. Mr. Hollis reiterated that technically it is a BOE decision what gets charged back, but he would like input from the Committee on what would be best for the tax payers. Legislator Pullen wondered if the BOE could work up a cost of all the factors mentioned today. Mr. Hollis estimated that it could cost as much as \$1,500-\$1,600 per site (which would pay for four Inspectors, get the ballots printed, transport the machines, etc.). At the end of the discussion, Mr. Hollis recapped by saying that "As I understand it, we will charge back 100 percent for these elections" should this change come to pass.

Mr. Hollis also distributed a list showing the percentage of voter turnout in the County in the November 4, 2014, general election.

Finally, Mr. Hollis also passed out a list of offices to be elected in the County in November 2015.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:20 p.m. following a motion by Legislator Fanton, seconded by Legislator Curran, and carried.

Respectfully submitted,  
Stella Dewey, Senior Account Clerk/Typist  
Allegany County Board of Legislators