



Board of Legislators

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

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<https://www.facebook.com/alleganycountyny/>

PERSONNEL COMMITTEE AGENDA

January 4, 2023

2:00 p.m.

Roll Call

Approval of Minutes

- December 7, 2022

Clerk of the Board Brenda Rigby Riehle

- Appointment of Director of the County Veterans' Service Agency

Board of Election Commissioners Michael McCormick and Brent Reynolds

- Resolution for the Re-Appropriation of Grant Funds not Spent in 2022

Referrals from Committees

Old Business

New Business

Good of the Order

Adjournment

Memorandum

TO: Personnel Committee

FROM: Brenda Rigby Riehle, Clerk of the Board

DATE: December 28, 2022

RE: Appointment of Veterans' Service Agency Director

The Chairman of the Board plans to reappoint Michael D. Hennessy of Wellsville, New York, to the position of Director of the County Veterans' Service Agency, effective January 1, 2023, subject to confirmation by the Board of Legislators.

If the Committee approves of this appointment, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution.

In addition, the Chairman should sign the attached pink appointment form, where indicated, and return it to me.

Thank you.

/brr

Attachments

MEMORANDUM OF EXPLANATION

For Re-Appropriation of Grant Funds

INTRODUCTION No. _____
(Clerk's Use Only)

Committee of Jurisdiction: Personnel/Ways and Means

DATE: December 7, 2022

Explanation of Grant:

(Please attach copy of grant application and award letter and/or renewal letter with original resolution # and list any future requirements of the grant after expiration)

Resolution needed for:

RE-APPROPRIATION OF GRANT MONEY NOT SPENT IN 2021 – OVERLAPPING GRANT FISCAL YEAR

This is for the re-appropriation and re-allocation of unspent funds for

Board of Elections – 2021 Technology Innovation & Election Resource (TIER) Grant
BOE 01-T004345-1110000 \$ 40,621

The original resolution for acceptance of this grant was # 224-21

This grant runs on fiscal year of 4/4/2021 – 1/27/2023 and we need to re-appropriate to spend down funds in 2022.

Appropriations (\$40,621)

A 1456.201 – Equipment \$ 40,621

Revenues (\$40,621)

A 1456.3089.TIER NYS BOE Tech Inv & Elect Res (TIER) – BOE01-T004345-1110000 \$ 40,621

FISCAL IMPACT: Total Grant: \$ 40,621
Local County Share: \$ 0

State Grant? Revenue # A 1455.3089.TIER \$ 40,621

Federal Grant? Revenue # _____

If Federal, please list Federal Catalog of Federal Domestic Assistance (CFDA) Number_ - ____

This Grant is ____ Renewal of existing grant funded program or ____ new grant fund program.

REAPPROPRIATION OF GRANT MONEY NOT SPENT IN 2021

Initial Contract Period- 4/4/2021-1/27/2023

Obligation of County after grant expires: **NONE**

REFER TO ORIGINAL ACCEPTANCE OF THIS GRANT

BY:RESOLUTION # 224-21

DATED: August 23, 2021

Major benefits of accepting this grant are: Re-appropriation necessary to spend remaining grant funds.

Department Head - Brent Reynolds and Michael McCormick, Election Commissioners



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Personnel Committee
January 4, 2022
Referrals from Other Committees

Ways & Means

1. **Request to Create and Fill Deputy Clerk of the Board**

Clerk of the Board Brenda Rigby Riehle is requesting to create and fill one full-time Deputy Clerk of the Board (Non-Union, Grade: GHB III, Step: 1) in the Office of the Clerk of the Board. The annual salary of this position is estimated to be \$66,450, with annual benefits estimated to be \$28,999. This position is funded with 100 percent County funds and \$64,050 is included in the 2023 Budget.

Request to Create and Fill Position Form

Date: December 28, 2022 Committee of Jurisdiction: Ways & Means

Request to Fill: Title of Position: Deputy Clerk of the Board Dept.: Clerk of the Board

Will any positions be eliminated? Possibly later If yes, which position(s): _____

This position is an:

Existing position? _____ Newly Created Position? X Created by Resolution #: _____

This position will be:

Full Time? X Part Time? _____ Permanent? X Temporary? _____

This position will be:

Non Union? X Union? _____ covered by the _____ bargaining unit.

General Gov. Hiring Band III

Grade: GHB III Step: 1 Hourly pay rate: \$36.51

Annual salary of position: \$66,450 Cost of benefits for position: (43.64%) \$28,999

Does position support a mandated program/grant? _____ Name of program: _____

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

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

Amount in current year's budget for this position: \$64,050

Rationale justifying the need to fill this position at this time. Please include in your rationale where applicable:

1. The specific duties that cannot be accomplished by another employee.

Oversight of office in absence of Clerk of the Board, oversight of document management system, oversight of special projects, preparation of Journal of Proceedings, maintenance of contract and resolution databases, publication and tracking of legal notices, research projects

2. The goals your organization will not be able to accomplish as a result of not filling this position.

Moving toward a more paperless, user-friendly, transparent office. Coverage for Clerk of the Board and oversight of special projects and employees. Creation of resolution and contract database.

3. The funding available to fill the position from external sources.

NA

4. The benefit to the County generated by this specific position.

See #1 & 2

Department Head Name: Brenda Rigby Riehle, Clerk of the Board

Date: 12/20/22

County Administrator Authorization: 

Date: 12/27/22

Personnel Officer Authorization: 

Date: 12/27/22