

**PERSONNEL COMMITTEE**  
**July 13, 2022**

**Call to Order:** The meeting was called to order at 11:02 p.m. by Committee Chairman John Ricci.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Committee Chairman John Ricci.

**Roll Call:** J. Ricci, G. Hanchett, J. Burdick arr. 11:03 a.m., S. Havey, J. Ricketts-Swales, J. Rumfelt, P. Stockin, (Absent: D. Root)

**Other Attendees:** G. Barnes, T. Boyde, A. Carrow, A. Cyr, K. Demick, D. Fanton, K. Francisco, B. Harris, E. Kayes, C. Knapp, T. Linn, B. Riehle, T. Ross, D. Scholes

**Approval of Minutes**

A motion was made by Legislator Hanchett, seconded by Legislator Rumfelt, and carried to approve the June 1, 2022, Personnel Committee meeting minutes.

**Approval of Employment of Family Members**

Deputy Personnel Officer Kim Francisco requested exceptions of the County Nepotism Policy for the following temporary summer positions:

- Two Temporary Office Aides in the Office of Planning may be supervised on occasion by their Mother who is a current staff member in that office. Planning Director Kier Dirlam and Assistant Director of Economic Development & Planning Michelle Denhoff will be responsible for the majority of the supervision.
- A Summer Youth position in the Department of Public Works has been filled by the Son of County Engineer Thomas Windus.
- Maintenance Supervisor Dan Moyer's significant other and his Son currently work for the County. Department of Public Works Acting Supervisor Dean Scholes has policies in place so that Mr. Moyer is not supervising.

Legislator Hanchett asked what the current Nepotism Policy states for temporary summer help and someone reporting to a parent. County Administrator Carissa Knapp stated that she does not believe the County Nepotism Policy has exceptions for temporary or summer help. Ms. Knapp summarized that they cannot hire or supervise someone that is a relative unless there is an exception. Ms. Knapp explained that it is the responsibility of the Personnel Director to bring recommendations for exceptions of the Nepotism Policy before the Personnel Committee for approval. Ms. Knapp stated that nepotism happens on a fairly routine basis, but that any recommendations should demonstrate that considerations have been taken into account and that there are internal controls to ensure that someone other than the family member is making any supervisory decisions. Ms. Knapp stated that the ultimate decision for approving these exceptions will come from the Personnel Committee. The request was approved on a motion by Legislator Rumfelt, seconded by Legislator Ricketts-Swales, and carried.

**Pension Reporting**

Clerk of the Board Brenda Rigby Riehle requested a resolution approving pension reporting required by the New York State retirement system as follows:

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.

<u>Title</u>	<u>Name</u>	<u>Last 4 SS #</u>	<u>Reg. No.</u>	<u>Standard Day (Hrs./Day)</u>	<u>Term</u>	<u>Employer Record of Time (Y/N)</u>	<u>Days Worked Per Month</u>
<b>ELECTED OFFICIALS:</b>							
Legislator	Burdick, Janice L.			6	01/01/22-12/31/24	N	3.43
Legislator	Curran, Philip B.			6	01/01/22-12/31/24	N	1.97
Legislator	Fanton, Dwight			6	01/01/22-12/31/24	N	6.00
Legislator	Havey, Steven A.			6	01/01/22-12/31/24	N	6.58
Treasurer, County	Ross, Terri L.			7	01/01/22-12/31/24	N	27.31

Legislator Havey asked for his name to be corrected on the MOE. Mrs. Riehle noticed that the MOE was an incorrect version and read the correct information to the Committee. The request with corrections was approved on a motion made by Legislator Rumfelt, seconded by Legislator Ricketts-Swales, and carried. **Prepare Resolution**

**Resolution Setting the Salary for One Full-Time Attorney in the Department of Social Services**

Department of Social Services Commissioner Edna Kayes requested a resolution to set the salary for one full-time Attorney in the Department of Social Services. Based on the DSS request to create and fill two Department of Social Services Attorneys that were approved by the Human Services Committee at the meeting of June 28, 2021, and the creation of these positions by Resolution #170-21, Ms. Kayes is asking to set the salary for one DSS Attorney and to add the position/salary to the Section IV salary plan. The annual salary being requested is \$83,000. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Burdick, and carried. **Prepare Resolution to come off the floor at the Board Meeting that afternoon**

**Referrals**

**Request to Create Assistant General Supervisor**

Department of Public Works Acting Superintendent Dean Scholes is requesting permission to create one full-time Assistant General Supervisor (PEF Bargaining Unit, Grade: 7) in the Department of Public Works. The annual salary is estimated to be between \$47,183.76 and \$65,313.24, with benefits estimated to be between \$20,590.99 and \$28,505.69. This position is funded with 100 percent County funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Rumfelt, and carried. **Refer to Ways and Means to Fill Pending Board Approval to Create**

**Request to Create Junior Accountant**

Department of Public Works Acting Superintendent Dean Scholes is requesting permission to create one full-time Junior Accountant (AFSCME Bargaining Unit, Grade: 11, Step: Base) in the Department of Public Works. The annual salary is estimated to be between \$36,106.61 and \$43,884.75, with benefits estimated to be between \$15,756.92 and \$19,151.30. This position is funded with 100 percent County funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Rumfelt, and carried. **Refer to Ways and Means to Fill Pending Board Approval to Create**

**Request to Create Junior Engineer**

Department of Public Works Acting Superintendent Dean Scholes is requesting permission to create one full-time Junior Engineer (PEF Bargaining Unit, Grade: 10, Step: Base) in the Department of Public Works. The annual salary is estimated to be between \$56,337.74 and \$77,984.63, with benefits estimated to be between \$24,585.79 and \$34,032.49. This position is funded with 100 percent County funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means to Fill Pending Board Approval to Create**

**Request to Create Senior Account Clerk Typist**

Department of Public Works Acting Superintendent Dean Scholes is requesting permission to create one full-time Senior Account Clerk Typist (AFSCME Bargaining Unit, Grade: 10, Step: Base) in the Department of Public Works. The annual salary is estimated to be between \$34,977.85 and \$42,084.22, with benefits estimate to be between \$15,756.92 and \$19,151.30. This position is funded with 100 percent County funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means to Fill Pending Board Approval to Create**

**Good of the Order**

Majority Leader Steven Havey announced that a caucus would begin immediately following the Personnel Committee meeting in the Legislative Chambers.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 11:15 p.m. following a motion by Legislator Rumpf, seconded by Legislator Ricketts-Swales, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary  
Allegheny County Board of Legislators