

PERSONNEL COMMITTEE
August 3, 2022

Call to Order: The meeting was called to order at 2:10 p.m. by Committee Chairman John Ricci.

Roll Call: J. Ricci, G. Hanchett, J. Burdick, S. Havey, J. Ricketts-Swales, J. Rumfelt, P. Stockin, (Absent: D. Root)

Other Attendees: G. Barnes, T. Boyde, A. Carrow, P. Curran, A. Cyr, K. Demick, D. Fanton, D. Healy, C. Knapp, T. Linn, B. Riehle, T. Ross

Approval of Minutes

A motion was made by Legislator Rumfelt, seconded by Legislator Havey, and carried to approve the minutes of July 6, 2022.

A motion was made by Legislator Rumfelt, seconded by Legislator Hanchett, and carried to approve the minutes of July 13, 2022.

Request for Transfer of Funds

Personnel Officer H. Robert Budinger requested a resolution approving a transfer of funds as follows:

From Account No.	To Account No.	Amount
A1430.405 – Conference	A1430.201 - Equipment	\$5,000
	TOTAL:	\$5,000

Mr. Budinger explained that the purpose for the transfer was to purchase office equipment. Legislator Harris asked if there is money available elsewhere to fund the new office equipment rather than cancel a conference. County Administrator Carissa Knapp stated that there are funds available elsewhere if there is a conference they would like to attend. The request was approved on a motion made by Legislator Rumfelt, seconded by Legislator Ricketts-Swales, and carried. **Prepare Resolution**

Request to Fill Human Resource Assistant

Mr. Budinger requested permission to fill one full-time Human Resource Assistant (Non-Unit, Grade: 4, Step: Base to 11) and all subsequent positions in the Human Resources/Civil Service Department due to a resignation. The annual salary is estimate to be between \$41,103 and \$56,895, with benefits estimate to be between \$17,937 and \$24,829. This position is funded with 100 percent County funds. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Havey, and carried. **Refer to Ways and Means**

Amendment of the Section IV Salary Schedule for the Deputy County Administrator Position

The County Administrator and Personnel Officer requested that the salary in the Section IV salary schedule for the Deputy County Administrator position be amended from \$72,500 (Resolution #322-21) to \$80,000 for 2022. Sufficient funding is allocated in the 2022 Budget to cover the \$7,500 increase. The request was approved on a motion made by Legislator Rumfelt, seconded by Legislator Hanchett, and carried. **Refer to Ways and Means**

REFERRALS FROM COMMITTEES

Request to Fill Public Works Superintendent

County Administrator Carissa Knapp requested a resolution to appoint Thomas H. Windus as County Superintendent of Public Works for a term of four years. The annual salary of the County Superintendent of Public Works shall be \$130,000, and a resolution is also requested to amend the Section IV Salary to reflect that salary. The request was approved on a motion made by Legislator Rumpfelt, seconded by Legislator Burdick, and carried. **Refer to Ways & Means**

Request to Create Two Full-Time E 911 Dispatchers in the Sheriff's Office

Sheriff Rick Whitney requested to create two full-time E 911 Dispatchers (AFSCME Council 66, Grade:13, Step: Base) in the Sheriff's Office. These positions will be filled in 2023. The annual salary for each position is estimated to be \$38,466.06, with benefits estimated to be \$16,786.59. This position is funded with 100 percent County funds, and will be included in the 2023 Budget. The request was approved on a motion made by Legislator Havey, seconded by Legislator Hanchett, and carried. **Refer to Ways and Means to Fill Pending Board Approval to Create**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:22 p.m. following a motion by Legislator Rumpfelt, seconded by Legislator Hanchett, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary
Allegany County Board of Legislators