

PERSONNEL COMMITTEE
November 2, 2022

Call to Order: The meeting was called to order at 2:27 p.m. by Committee Chairman John Ricci.

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

Other Attendees: G. Barnes, T. Boyde, R. Budinger, A. Carrow, P. Curran, A. Cyr, K. Demick, D. Fanton, B. Harris, D. Healy, K. Hooker, C. Jones, C. Knapp, T. Linn, M. McCormick, B. Riehle, T. Ross, T. Shaw, T. Windus

Approval of Minutes

A motion was made by Legislator Hanchett, seconded by Legislator Havey, and carried to approve the minutes of October 5, 2022.

PERSONNEL OFFICE

Annual Stop Loss Renewal

Personnel Officer Robert Budinger requested a resolution to accept the bid from SiriusPoint for our health insurance Stop-Loss insurance as they have submitted the lowest bid to our Request for Proposal (RFP). SiriusPoint quoted an annual premium of \$467,250 which is a 3 percent increase to our 2022 premium. Our Stop-Loss insurance provides the County with a financial safeguard against catastrophic plan costs during the plan year. This insurance reimburses our plan for any health claims that go beyond \$175,000 per individual. The request was approved on a motion by Legislator Root, seconded by Legislator Rumfelt, and carried. **Prepare Resolution**

Legislator Harris asked if the County has an opportunity to request bids for more than one year. Mr. Budinger stated that the market for insurance is volatile, and they received this quote last Friday, which is only good through Friday, November 2. Mr. Budinger explained that they don't have to accept this quote, and they could wait until next month, but the insurance company will look at the October claims data to provide the new quote. Mr. Budinger stated that this is very time sensitive and if they did request bids two or three years out, the insurance company would build their quote with a buffer, and he is not sure that would be smart. Legislator Harris asked if a high-cost employee would affect the quote for a two to three-year bid. Mr. Budinger stated that it was his understanding that if it's a renewal with the same company, they're not allowed to laser that high-cost employee, but there are a lot of things we can do with these quotes to try to manipulate the premium. Legislator Harris stated that it might be interesting at some point to do a comparison between one year and going out for two or three years to see what that buffer might be.

Legislator Healy asked if inflation has increased insurance costs. Mr. Budinger stated that inflation has likely affected insurance costs as well. Legislator Healy asked what would happen if we waited for a bid in November. Mr. Budinger explained that they would review the October claims data for any changes. Mr. Budinger stated that the amounts could change based on that new data.

CLERK OF THE BOARD

Appointment of Commissioner of Elections

Clerk of the Board Brenda Rigby Riehle stated that she received a NYS Election Commissioner Certification from Karen Ash, Chairman of the Allegany County Democrat Committee, stating at a meeting of the Democrat Committee on September 21, 2022, Michael J. McCormick of 839 NYS Route 417, Andover, NY 14806, was recommended by majority vote for appointment to the Office of Commissioner of Elections for a four-year term commencing January 1, 2023, and expiring December 31, 2026.

The request to appoint Mr. McCormick was approved on a motion by Legislator Rumpfelt, seconded by Legislator Burdick, and carried. **Prepare Resolution**

BOARD OF ELECTIONS

NYS Board of Elections-Absentee Pre-Paid Postage Funds

Board of Elections Commissioners Michael McCormick and Brent Reynolds requested a resolution to accept and appropriate funds from the NYS Board of Elections-Absentee Pre-Paid Postage.

Board of Elections-Absentee Pre-Paid Postage \$17,134.99 –BOE01-T004570-1110000

BUDGET ADJUSTMENT BELOW:

Appropriations - (\$17,135)

Board of Elections (Absentee Pre-Paid Postage Grant)

A 1450.201	Board of Elections-Office Equipment	\$ 8,000
A 1450.401	Board of Elections-Postage	\$ 9,135

Revenues - (\$17,135)

A 1450.3089.00	Other General St Aid-Board of Elections	
	Total grant:	\$17,135

Mr. McCormick stated that this grant is used for the 2022 reimbursement of the costs associated with absentee mailings, equipment, and future office costs. Mr. McCormick explained that each absentee application and ballot return must include pre-paid postage envelopes. Mr. McCormick further explained that they pay for postage to send the absentee application, the pre-paid envelope for that application, the postage to send the ballot, and then the pre-paid envelope to return that ballot to their office. Mr. McCormick stated that it is expensive, and they estimate the number of absentees and add some room for additional equipment to assist with folding and sealing for mailing of these documents. The request was approved on a motion by Legislator Rumpfelt, seconded by Legislator Havey, and carried. **Refer to Ways and Means**

Mr. McCormick thanked the Legislature for supporting his next four-year term as Commissioner.

COUNTY ADMINISTRATOR

Memorandum of Agreement (MOA) Between Allegany County and AFSCME, New York Council 66 – Local 2574

County Administrator Carissa Knapp requested a resolution offering a Memorandum of Agreement (MOA) between the County and AFSCME, New York Council 66 – Local 2574 for ratification of this Board by Resolution. The MOA is an Appendix to the current AFSCME collective bargaining agreement and affects the Emergency Service Dispatchers titles. The main features of the MOA are incorporation of a twelve-hour workday/schedule and a new salary schedule for the affected titles. Ms. Knapp explained that they had negotiated with AFSCME over the past couple of months to change the dispatcher’s normal work schedule to a 12-hour day working 12-hour shifts. She stated that this is something very new for the County although there had been a practice session with it during COVID-19. Ms. Knapp explained that they never had normal operations with any 12-hour shifts, and it requires a good deal of thought and consideration by both AFSCME and the County with how to structure this. Ms.

Knapp stated that it not only affects the work schedule, but it also affects the salary schedule. The request was approved on a motion by Legislator Rumpfelt, seconded by Legislator Root, and carried.

Prepare Resolution

Committee Chairman Ricci stated that this has been in the union's hands for the last couple of months, but he was not seeing the language that they agreed to and asked to go into an executive session for further discussion.

Executive Session

A motion was made to enter an executive session at 2:42 p.m. to discuss the collective negotiations pursuant to article fourteen of the civil service law by Committee Chairman Ricci, seconded by Legislator Hanchett, and carried.

Immediately following the discussion, a motion was made to end the executive session and return to the regular meeting at 3:02 p.m. by Legislator Root, seconded by Legislator Rumpfelt, and carried.

Amendment of Resolution No. 1-69 and 297-75 Adopting the Classification, Compensation & Evaluations Plan for Department Head and Non-Unit Members

County Administrator Carissa Knapp requested a resolution Requesting an amendment of Resolutions 1-69 and 297-75, as subsequently amended from time to time, to adopt the Classification, Compensation & Evaluations Plan for Department Head and Non-Unit Members.

An analysis of current positions and comparable county salary study data was used by DI Jacobs Consulting to develop grade-level characterizations and salary ranges for Allegany County. Allegany County used this data and framework to complete final placements and develop a plan for moving forward.

In compliance with the New York Pay Equity Labor Law Section 194, DI Jacobs Consulting has conducted a point factor evaluation of regular positions in this study. Point factor analysis (PFA) is a systemic approach used to objectively and in a consistent manner evaluate a position's "comparable worth" that requires substantially similar "skill, effort, and responsibility and is performed under similar working conditions."

The final objectives were:

1. Compensate employees in a fair (consistent) and equitable (competitive) manner;
2. Enhance communication vertically and horizontally within the organization;
3. Accurately document an employee's performance enabling them to perform more effectively consistent with the goals or vision of the County; and
4. Enable employees to have the commitment and skills necessary to establish and maintain a performance management process in a consistent and fair manner.

DI Jacobs Consulting recommended placement of each position studied into grades based on analysis of each position involved in the study. They also recommended a three-tiered salary range. The tiers include a hiring range, a market equity range, and then a growth range. The hiring band, below market value, is intended to represent earnings for the first three years of experience, while learning job responsibilities. This band was divided into three (3) equal steps. The market equity band was separated into nine (9) steps, each representing approximately a 3 percent increase from step to step. Developed by the consultants, a Growth band, higher than the market equity range was excluded from the Allegany County final plan. Instead, those off-step could receive a Cost-of-Living Adjustment that would be recommended by Administration annually.

It was the responsibility of Allegany County to take these ranges and grade-level plans and develop salary tables. We placed current employees on the appropriate step in the pre-determined grade. The step placement was done based on years of experience as a department head with consideration given to those that had many total years of experience with Allegany County.

A formal plan document was created to address moving forward and responds to a request from the Legislature and County Administrator to have a fair and useful tool for professional evaluations. The plan is in a final draft for consideration of the Board of Legislators of Allegany County and attached to this Memorandum.

Legislator Hanchett asked for an explanation of the stipends. Ms. Knapp stated that she does not like stipends because they are not always transparent to know an individual's title and what their full salary may be. Ms. Knapp explained that going forward they have rolled in all the stipends into the salaries with only two stipends remaining for the Deputy Auditor and the Deputy Budget Officer. Legislator Burdick asked what will happen to those stipends if someone else fills those positions. Ms. Knapp explained that they look at her salary as County Administrator plus the stipend when deciding where to place her on that step schedule, however, if you hire a new County Administrator you will be looking at their experience and proficiency to set their salary and it does not mean that they will have the exact same salary.

Legislator Root stated that this update has been a long time coming and they have been talking about attaching evaluation performance studies to raises and this does that. She then thanked Ms. Knapp and the administration for bringing this forward.

Legislator Ricketts-Swales stated that it's important to understand the stipends and that it is clearer now. She stated that it will be much easier for anybody that's applying for a job.

Legislator Havey commented that he has lived and worked for 35 years in an environment where classification, evaluation, and compensation are used, and it gives people an opportunity to be paid what they're worth and it gives them the incentive to try harder. Legislator Havey stated that this is something we've been needing for a long time, and he is delighted to vote in favor of it.

Legislator Burdick stated that she is concerned about the grade level of some of the Department Heads and where they're placed versus other Department Heads. She explained that she assumes that comes from the Jacobs report but questioned if some of the Department Heads should fall to the next grade level because they have similar responsibilities. Ms. Knapp stated that Jacobs graded everything and then clarified any questions with her. Legislator Burdick then asked how old the salary data is. Ms. Knapp explained that the data was taken from last year and that is not unusual. Legislator Burdick then asked if there was an opportunity for the Board to make any decisions to either move some of the positions up or down. Ms. Knapp stated that this is the Board's salary plan, and they are free to make any adjustments, but there is logic to this plan. Ms. Knapp stated that if there were deviations to the plan that they would like to consider, then they would go back and talk to Mr. Jacobs about that.

Chairman Stockin asked Legislator Burdick if her concern was with the plan or individuals that are now employed and where they are fitting in that plan. Legislator Burdick explained that her concern is where some of the titles are placed in relation to other titles that she feels may be similar. She stated that could be her opinion, but the plan is needed, and it gives us a good basis to work with. Chairman Stockin asked if the plan places the titles. Ms. Knapp stated that this title is a living document even after the fact. She explained that if you adapt the plan this year and then next year, you create a new position that is not in the plan because we have no titles, then you request a resolution to amend the plan to add that. Ms. Knapp stated that the same thing could be done to move someone from one grade to another.

Committee Chairman Ricci stated that he liked 90 percent of the plan, and he will discuss his reasons at the Board meeting.

The request was approved on a motion by Legislator Root, seconded by Legislator Rumpfelt, opposed by Legislator Ricci, and carried. **Prepare Resolution**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:21 p.m. following a motion by Legislator Rumpfelt, seconded by Legislator Burdick, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary
Allegany County Board of Legislators