

## **PERSONNEL & INSURANCE COMMITTEE MEETING**

**JUNE 2, 2010 – 2:30 P.M.**

PRESENT: Chairman A. Johnson; Supervisors Daly, Lucia, Hargrave, Wood, Richardson, Rowland; Collyer; David Wickerham, Co. Administrator; Jack Kalinkewicz, Personnel; Sue Lent, Self-Insurance; Mark Rider, Co. Attorney; Barbara Plummer, Clerk to the Board

Chairman Johnson called the meeting to order.

Mr. Hargrave moved to approve the minutes of the meetings of April 7<sup>th</sup> and 14<sup>th</sup>. Mr. Richardson seconded. Unanimous.

Mrs. Lent distributed copies of the Self-Insurance Pool Report for the period 1/1/10 to 5/31/10 and for the same period last year for a comparison. She said cases for the month are down by 27; cases for the year down by 74; expenses through April down by \$122,386; expenses through May down by \$21,496; year-to-date expenses down by \$143,882. She said the cases are running a little more money per case.

Chairman Johnson said recently, both the Assembly and Senate passed an early retirement bill for State employees, and offers an option for local municipalities to opt in. He said the deadline for the County would be in August, but he would like to defer this to Personnel to report back to us in July, because there would be costs for us to do this. At that time, we can make a decision whether we want to participate in the program, he said. Right now, the law is fairly new, and we have not had the chance to fully analyze it, he said. Mark Rider and Jack Kalinkewicz will do so for the next meeting, he added.

Chairman Johnson stated there is a requirement by the Comptroller's Office for all elected officials to keep a calculation of work activities for three consecutive months. He said a resolution on this will be put forth at the June Board Meeting. Most Supervisors have already submitted a schedule, he said. Mr. Rider distributed copies of other counties' resolutions on the Standard Work Day And Retirement Reporting and of a sample monthly calendar for elected/appointed officials. He said the statute requires the Board to establish a standard work day of 6 – 8 hours. For the Supervisors, we would establish a minimum of 6 hours as the full time standard, he said. He said we will take all of the sheets that are turned in, total up the hours, and divide it by the 6 which will give a monthly number. Until that number is changed, that number will be for that town, he said. For the next election, if there is a new Supervisor, they would have to come up with their own 3-month total, and we would have to amend the resolution for a new figure, he stated. This basically breaks down hours reported for a full-time retirement, he said. Mr. Richardson asked how many days equals a month's credit, and Mr. Rider said 22. Mr. Hargrave asked if it was necessary to name the people in our resolution, and Mr. Rider said no, just naming the town/city. Those who do not turn in a time sheet will not get credit, he said. Mr. Richardson pointed out he is not getting credit for the years he is in

now because he is mid-term. Mr. Rowland said it is difficult to separate out to differentiate whether you are talking about town or County business, as we have to do this for the town also. He said he has to duplicate his calendar and submit it for his town, and you cannot claim more than full-time. Mr. Rider said whatever you do, do not count it twice. The result of the calendar will be a figure that will be on the resolution, he said.

Mrs. Plummer stated those time sheets have to stay on file for 10 years, and a certified copy of the resolution has to be sent to the Office of State Comptroller along with an affidavit of posting that it was posted on our website.

**Mr. Richardson moved to approve a resolution Establishing A Minimum Average Standard Work Day. Mr. Wood seconded. Unanimous.**

On a motion by Mr. Hargrave, seconded by Mr. Rowland, the meeting was adjourned.

Respectfully submitted,

Elaine M. Sodemann