

# HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, January 21, 2020 @ 9:00 AM

Present: **King, Becker**, Kehl, Grant, Brunner, Leuer, Roche, D. Granger

Absent:

Also Present:

| Department Agenda Item   | Discussion   | Decision                             | Action                                |
|--|--|--------------------------------------|---------------------------------------|
| <b>Committee Chair's Agenda</b>  |  |                                      |                                       |
|  |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>9:00 AM County Attorney w/J. Wujcik</b>   |  |                                      |                                       |
| <b>1. General Update</b><br>2019 - NYS Unified Court System - Attorney Registration in the amount of \$375.00 for years 2019-2020. Next registration June, 2021.   |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>9:15 AM Historian w/C. Amrhein</b>  |  |                                      |                                       |
| <b>1. Appropriation:</b><br>To/01.46.7510.4.41010 Office Supplies \$480.00<br>w/ 01.09.7510.2705 Gifts & donations \$480.00<br>Reason: To appropriate funds donated for office use to be used for archival supplies.   |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>2. Updates:</b><br><ul style="list-style-type: none"> <li>• We did not receive an Arts Council Grant for 2020; however, we do have gnome kits from last year for different participants (<a href="#">see attached letter</a>).</li> <li>• Attached is an <a href="#">email</a> from a reader of our WWII book who feels by publishing it we have raised the importance of our office.</li> <li>• A <a href="#">financial snapshot</a> of what is spent to produce <i>Historical Wyoming</i> and the funds we recoup. Also the buying and selling of the WWII book.</li> </ul> |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>9:30 AM Human Resource w/D. Farberman</b>   |  |                                      |                                       |
| <b>1. Position Create/Fill:</b><br><br><p style="text-align: center;"><i>Sheriff</i></p> Three (3) positions of <b>Dispatcher</b> (PT – Variable FTE) (non-union) following WCSEA Schedule, at \$19.02 – 23.19/hr; Positions Available: February 12, 2020.   | <a href="#"><u>Position #2</u></a><br><a href="#"><u>Position #3</u></a> | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>2. Position Fill:</b><br><br><p style="text-align: center;"><i>Sheriff</i></p> One (1) position of <b>Deputy Sheriff</b> (PT – Variable FTE) (non-union) (position # 094.083) following WCDSA Schedule, at \$24.23 – 26.12/hr; person vacating: Nicholas Wright, effective December 5, 2019; position available: February 5, 2020.  |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

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| <p>3. <b>Position Fill:</b><br/> <i>Health Department</i><br/>                     One (1) position of <b>Public Health Nurse</b> (1 FTE) (position # 023.197) on CSEA Schedule A, Job Grade 18, at \$26.25 – 30.16/hr to a part time capacity of .6 FTE (24 hours/wk); person vacating: R. Demuth, effective November 2, 2019; position available: February 5, 2020.</p>                  |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <p>4. <b>Amend Salary Schedule S:</b><br/>                     To correct hourly rate of the <b>Staff Social Worker</b> (position # 008.594) in the Public Defender’s Office on Salary Schedule S to \$27.59/hr, effective January 1, 2020 to include 2020 COLA.</p>   |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <p>5. <b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>NYS Civil Service Policy Advisory Report dated 12/09/2019</u></a></li> <li>• <a href="#"><u>NYMIR Recommendations for Wyoming County from October 2019 facilities visit.</u></a></li> </ul>   |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>Civil Service w/D. Farberman</b>  |  |                                      |                                       |
| <p>6. <b>Civil Service update for <a href="#"><u>January 2020</u></a></b></p>  |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>10:15 AM Board of Elections w/J. Schlick &amp; H. Bush</b>  |  |                                      |                                       |
| <p>1. <b>State Bid Award:</b><br/>                     Authorize Chairman to approve bid and sign contract with Tenex Software Solutions, 5021 W Laurel St, Tampa FL, 33607 for the purchase of 35 electronic pollbooks and associated hardware/software in an amount not to exceed \$37,090.00 (cost approx. \$,1175 each); effective 2/11/20 through the completion of the purchase.</p> | <p>PO was sent to Tenex on 1/6/20 to begin the process of ordering the pollbooks.</p> <p>Using funds from grants provided by the New York State Board of Elections to purchase the pollbooks and hardware/software. \$27,211.18 coming from Capital Projects Grant Program and \$9,878.82 coming from Aid to Localities Grant.</p> <p>Expect to discuss maintenance contract later in the year with the vendor, Tenex.</p> | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

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| 2. <i>FYI – Update/Report</i><br>• Commissioner Bush would like to discuss the following: <ul style="list-style-type: none"> <li>○ <a href="#"><u>27<sup>th</sup> Congressional District Special Election</u></a></li> <li>○ <a href="#"><u>Bringing Jeanne Williams back to assist with busy election year</u></a></li> <li>○ <a href="#"><u>Working with Warsaw Penny Saver on Mail check cards</u></a></li> <li>○ <a href="#"><u>Update on Early Voting – 2019 &amp; Future</u></a></li> <li>○ <a href="#"><u>Security at Board of Elections Office</u></a></li> </ul> |                     | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>County Clerk w/R. Pierce</b>   |                     |                                      |                                       |
|   | ~Nothing to Report~ | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>DMV w/R. Pierce</b>  |                     |                                      |                                       |
|   | ~Nothing to Report~ | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>Records Retention w/G. Royce</b>   |                     |                                      |                                       |
|   | ~Nothing to Report~ | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

Signature of Committee Chairman: p/S. King (minutes prepared by \_\_\_\_\_)).

Next Human Resource Committee Meeting scheduled for **Tuesday, February 25, 2020 @ 9:00 AM.**