

# HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, May 28, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>9:00 AM County Attorney w/J. Wujcik</b>			
1. <i>General Update</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Historian w/C. Amrhein</b>			
1. <i>General Update:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> <li>• Two town historic markers for Perry was accepted by reviewer and passed on to Pomeroy board.</li> <li>• Working with Judge Mohen on checking into getting portraits of judges restored. His thought was to approach the Bar Association for funding. I'm in the process of getting quotes.</li> <li>• Did a talk for Perry Rotary on County History and 1870 Perry Bank Robbery.</li> <li>• Did talk at the Cloisters on County History</li> <li>• Got more items from the Migrant Center. More photos and some 3D objects for a display at the AG Center.</li> <li>• Went to WCCH for historic inventory along with inventory sheets I designed and entered into a database.</li> <li>• Getting busy with out of state people calling and making plans and coming into the office.</li> <li>• Senior High School kids are almost done with their community service but I am working with Matt at community Action with his summer program people.</li> <li>• Our summer program will start mid to end of June instead of the 1<sup>st</sup> due to delays in getting all parts needed on time.</li> <li>• WWII book is nearing end of page layout and a proof will be possible in June.</li> </ul>			
<b>Human Resource w/D. Farberman</b>			
1. <i>Position Fill:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Sheriff</i>			
One (1) position of <i>Dispatcher (PT)(Non-union)</i> (position code 093.108) following WCSEA Schedule, Job Grade 2 at \$18.02/hr - \$21.97/hr. Person Vacating: Melissa Hartwell, effective 4/24/2019. Position Available: June 5, 2019.			
2. <i>Position Fill:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Highway</i>			
One (1) position of <i>Heavy Equipment Operator (1.00 FTE)</i> (position code 094.163B) on CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Person Vacating: George Armstrong, effective May 13, 2019. Position Available: June 5, 2019.			
3. <i>Position Create/Fill:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Buildings and Grounds</i>			
One (1) position of <i>Building Maintenance Mechanic (1.00 FTE)</i> on CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Position Available: June 12, 2019.			

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<p>4. <b><i>Position Abolish/Create/Fill:</i></b>  <b><i>Youth Bureau</i></b>                      One (1) position of <b><i>Early Intervention Preschool Coordinator (1.00 FTE)</i></b> on CSEA Schedule A, Job Grade 13 at \$20.18/hr - \$23.20/hr. Position Available: June 12, 2019.  <b><i>Amend Salary Schedule S</i></b>                      To abolish the Handicapped Preschool Coordinator (position # 013.121) vacated by Deborah Naylor, effective June 12, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>5. <b><i>Adopt County Wide Policy:</i></b></p> <ul style="list-style-type: none"> <li>Adopt the attached Wyoming County Purchasing Cards Procedures Policy.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>6. <b><i>Adopt Salary Schedule X:</i></b></p> <ul style="list-style-type: none"> <li>As attached <a href="#"><u>Salary Schedule X</u></a>. <i>(to view click on underlined text).</i></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>7. <b><i>Adopt Salary Schedule X Handbook:</i></b>                      Adopt attached <a href="#"><u>Salary Schedule X: WCCHS – Family Clinic Facilities handbook</u></a>. <i>(to view click on underlined text).</i></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>8. <b><i>Amend Salary Schedule S:</i></b>                      To correct the Secretary to the Sheriff’s noted compensation adjustment to be consistent with the 2016 – 2019 Deputy Sheriff’s Association agreement at 2% effective 01/01/19 and 2% effective 07/01/19.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>9. <b><i>Amend Salary Schedule “G”:</i></b>                      To provide one time stipends plus corresponding fringe to the following:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">• Public Defender</td> <td style="text-align: right;">\$6,000.00</td> </tr> <tr> <td>• Asst. Public Defender (1st)</td> <td style="text-align: right;">\$10,000.00</td> </tr> <tr> <td>• Asst. Public Defender (2nd)</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>• Asst. Public Defender (3rd)</td> <td style="text-align: right;">\$10,000.00</td> </tr> <tr> <td>• Asst. Public Defender (4th)</td> <td style="text-align: right;">\$6,000.00</td> </tr> <tr> <td>• Investigator</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>• Secretary to Public Defender</td> <td style="text-align: right;">\$7,080.00</td> </tr> <tr> <td>• Secretary I, PT</td> <td style="text-align: right;">\$5,000.00</td> </tr> </table> <p>Said amounts to be paid immediately. Funds are provided through ILS grant Second Quality Improvement and Caseload Reduction (Contract C2ND656)</p>	• Public Defender	\$6,000.00	• Asst. Public Defender (1st)	\$10,000.00	• Asst. Public Defender (2nd)	\$5,000.00	• Asst. Public Defender (3rd)	\$10,000.00	• Asst. Public Defender (4th)	\$6,000.00	• Investigator	\$5,000.00	• Secretary to Public Defender	\$7,080.00	• Secretary I, PT	\$5,000.00		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>10. <b><i>Amend Salary Schedule "G":</i></b>                      To increase salary with corresponding fringes to the following:</p> <ul style="list-style-type: none"> <li>• Asst. Public Defender (4th) <span style="float: right;">\$6,000.00</span></li> </ul> <p>Said amount to be paid bi-weekly and retroactive from July 1, 2018 through June 30, 2020. Funds provided through ILS Second Quality and Caseload Reduction contract C2ND656.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>11. <b><i>Procurement Card Increase:</i></b></p> <ul style="list-style-type: none"> <li>• Increase J. Robertson's procurement card credit limit to \$2,000 to accommodate Civil Service training attended by J. Robertson &amp; T. Stachowiak on June 2<sup>nd</sup>.</li> </ul>	<p><i>Preapproval was provided by Committee Chair Tallman on 05/01/19.</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>12. <b><i>Discussion Items:</i></b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Department Head Evaluations</u></a> <i>(to view click on underlined text).</i></li> <li>• Buildings and Grounds Departmental Disposition and Secretary Position</li> <li>• Budget Office</li> <li>• Update for hiring of Director of Fire and Emergency Management</li> <li>• Pre-employment medical evaluation and drug testing</li> <li>• Update on WCDSEA Bargaining</li> <li>• Status of Offer to Deputy Treasurer Candidate</li> <li>• NYS Retirement                             <ul style="list-style-type: none"> <li>○ Loan calculation errors in Albany</li> <li>○ Online System Implementation</li> <li>○ New Member Onboarding Issues</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
<p>13. <b><i>Civil Service Monthly Report</i></b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Civil Service update for May 2019</u></a>  <i>(to view click on underlined text).</i></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Clerk w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<b>Weights and Measures w/J. Marley</b>			
1. <i>Monthly Activity Report for April 2019</i> <ul style="list-style-type: none"> <li><a href="#">05-24-19 Monthly Report</a> <i>(to view click on underlined text).</i></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Monthly Financial Report for April 2019</i>	<b>~Pending~</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Board of Elections w/J. Schlick &amp; H. Bush</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by \_\_\_\_\_)).

Next Human Resource Committee Meeting scheduled for **Tuesday, June 25, 2019 @ 9:00 AM.**