

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, June 25, 2019 @ 9:00 AM

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
9:00 AM Historian w/C. Amrhein			
<p><i>Pioneer Cabin Grounds w/E. Parker</i></p> <ul style="list-style-type: none"> • General Update 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>1. FYI ~ Contract (\$3,000 and under):</p> <ul style="list-style-type: none"> • Michael Sparling, Artist, 39 Water St., Perry, NY 14530 for the creation and drawing of 19 gnomes for the summer history tour project; \$475.00; effective April 1, 2019 through June 30, 2019. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>General Update:</p> <ul style="list-style-type: none"> • Waiting for word by the end of June on the historic marker for Perry. • Went to the NYS Archives Conference on June 5-6. I found the workshops to be very beneficial on collections care. My presentation was well received. • I have had one conservator come so far to inspect the judge's portraits and work up a quote. • I was unable to apply for Greater Hudson Heritage Network this year due to not having quotes back in time. Quotes are still needed however as I am still working with Judge Mohen on checking into getting funding from the Bar Association. Another conservator is coming on the 26th of June. • Going again on June 24th to the Migrant Center for any files that pertain to their work in Wyoming County. • Final inventory is completed on the WCCH historic items and entered into the database. This will pass on to them so they can present to their board for a decision. • Our summer program will start mid-July instead of June 1st due to delays in getting all parts needed on time. • Gave a draft copy of WWII book to Jim Gillen for any corrections. All that is left to complete is corrections and the index. • Our office will be helping with a American History College summer Course through GCC. The students will be researching here using local primary documents to compare with the rest of America on national events. • Matt Kierstead came to our office for bridge photos. He is working for NYS Parks on doing an interactive board for Letchworth Park on the images and will hopefully be using some of ours • The Federation of Historical Societies used our office for their meeting on June 19th. • Made up certificates of appreciation for the five Warsaw HS Students who did their 15 hours of community service with me. • Received our notice and forms to sign to receive a \$1000 bequeath from the Thomas Perry estate. (Nephew of Cordelia Greene) for use with anything related to <i>Historical Wyoming</i>. (Sent to county atty to look over first.) 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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9:15 AM Board of Elections w/J. Schlick & H. Bush			
<p>1 Grant Application Authorize Chairman to sign a grant application with the New York State Board of Elections 40 N. Pearl Street Suite 5 Albany NY 12207 for re-imbursement of costs related to the implementation of early voting and eligible expenses such as additional voting equipment, staffing, and poll site expenses in a minimum amount of \$27,477. Effective dates to be determined.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Grant Application Authorize Chairman to sign a grant application with the New York State Board of Elections 40 N. Pearl Street Suite 5 Albany NY 12207 for initial technology costs of electronic poll books, associated software, on-demand ballot printers and cyber security software required to implement early voting in a minimum amount of \$35,368. Effective dates to be determined.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. FYI – Update on 2019 Mail check process</p>	Commissioner Schlick will give an update/explanation of the process that was used to complete the 2019 mail check process.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. Review of NYSAC’s white paper, <u>“A New Landscape: Voting Reform Laws in New York State”</u></p>	<p style="text-align: center;">@ Board Chair Berwanger</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Records Retention w/G. Royce			
<p>1. FYI:</p> <ul style="list-style-type: none"> • Worked in County Clerk office helping with back wall boxes. Preparing them for retention or disposal. Approx. 80 cubic feet for Records Center along with records that have met retention. • Also, purchased (2) scanners for office and preparing pistol permits for scanning. This project will last for years as we get a chance from other work to scan. At some point it would be nice to also scan Building Permits and Naturalization due to accessibility and despair of records • Public Defender office we have removed 300 cubic feet of records that were removed from Linwood cellar and are currently being retained at the Center. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Discussion:</p> <ul style="list-style-type: none"> • I have some questions regarding the storing of records for the new clinic in Arcade. I am under the understanding that the billing for Dr. Deahn will be done by himself... so at this time the billing records for Arcade Clinic or just Dr. Deahn not a county record when it comes to retaining records. I can also reach out to Don for guidance with my questions. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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9:45 AM County Attorney w/J. Wujcik			
<p>1. <i>Overnight Travel Authorization:</i> Jennifer Wilkinson to attend NY Public Welfare Association 150th Annual Summer Conference, Honoring our Reason for Being Raison d'Être, The Saratoga Hilton Hotel, Saratoga Springs, New York, July 14-17, 2019. Registration fee of \$189.00 paid by employee (to be reimbursed by County Attorney to be paid from 01.34.1420.4.40402); employee to personally pay for hotel and meals; personal car will be used; County to reimburse for gas (01.34.1420.4.40503).</p>	<p style="background-color: yellow; display: inline-block;">Supporting documentation outstanding</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
9:45 AM County Clerk w/R. Pierce			
	<p>~Nothing to Report~</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
DMV w/R. Pierce			
<p>1. <i>Discussion on newly passed Green Light Law.</i></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
10: Human Resource w/D. Farberman			
<p>1. <i>Position Fill:</i> <b style="text-align: center;"><i>Sheriff</i> One (1) position of <u>Correction Officer</u> (1.0 FTE) (position code 025.065) following WCSEA Schedule, Job Grade 3 at \$21.16/hr - \$25.96/hr (<i>July 1 Rates</i>). Person Vacating: Troy Rowe, effective May 30, 2019. Position Available: July 3, 2019.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. <i>Position Create/Fill:</i> <b style="text-align: center;"><i>Health Department</i> One (1) position of <u>Health Insurance Enrollment Specialist</u> (0.6 FTE) on Salary Schedule G at a rate of \$23.00/hr for the period from August 1, 2019 – July 31, 2024.</p>	<p><i>(Full funded by Navigator Grant)</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<p>3. Amend Salary Schedule G: “Consumer Assistance for the NYS of Health – Wyoming County Navigator Program” (approved by Resolution 19-260) for the period from 8/1/2019 – 7/31/2024:</p> <ul style="list-style-type: none"> • Director of Aging and Youth \$1,000.00 • Fiscal Officer I (OFA) \$1,000.00 • Public Health Administrator \$3,516.00 • PH Fiscal Administrator \$3,516.00 <p>Remove from Schedule G (effective July 27, 2019):</p> <ul style="list-style-type: none"> • Director of Nursing (Public Health) \$2,516.00 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. Amend Salary Schedule D: Set the stipend for the Medical Director, PT (position code 116.403) under the Public Health Department to \$16,945.00 annually, effective August 1, 2019.</p>	<p><i>(A reduction of \$12,000 annually due to transition of Pre-Hospital Care Medical Director Services (EMS) to the Emergency Services Department)</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. Amend CSEA Collective Bargaining Agreement: See attached <u>MOU</u> regarding placement of two jail kitchen positions within the unit:</p> <ul style="list-style-type: none"> • Cook (position code 077.061) to become a Food Service Helper on CSEA Schedule B, Grade 2. • Cook, PT (position code 078.061) to become an Assistant Cook on CSEA Schedule B, Grade 3. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. Amend Salary Schedule S: To remove two jail kitchen titles which have been added to the CSEA general unit:</p> <ul style="list-style-type: none"> • Cook (position code 077.061) • Cook, PT (position code 078.061) 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>7. Amend CSEA Collective Bargaining Agreement: See attached <u>MOU</u> regarding placement of newly created WCCHS position of Rad Tech IV within the unit on CSEA Schedule WCCHS at grade 18A.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>8. Amend Salary Schedule X Handbook: The addition of ‘<u>Mid-Levels</u>’ to the ‘<u>Continuing Medical Education (CME)</u>’ section of the handbook.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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9. <u>Amend Salary Schedule X:</u> To add detailed salary and FTE information for current employees of the clinics to be on boarded, <u>as attached</u> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10. <u>Amend Salary Schedule S:</u> To set the annual salary of the County Fire Coordinator to \$45,000.00 annually, and to set the position FLSA status to Exempt, effective July 1, 2019.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
11. <u>Overnight Travel Authorization:</u> Daniel Farberman and John Ford to attend NYSPELRA 2019 conference in Saratoga Springs, NY, July 16-19. Personal cars will be used. Costs: Conference Fee: \$275 (Dan); \$425 (John) Employee Expenses: \$650 (Dan); \$650 (John) Mileage: \$265 (Dan); \$265 (John)		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
12. <u>2019 Appropriation:</u> To: 01.34.1431.4.41204 Advertising Expense \$11,000.00 w/ any funds available Reason: To pay for planned recruiting expenses for 2019.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
13. <u>Discussion Items:</u> <ul style="list-style-type: none"> • Salary Schedule X/Arcade Clinics Progress Update • <u>HR Activity Report</u> • Salary Schedule P Handbook revisions • Salary Schedule I Handbook revisions (referred from 06/11/19 Committee of the Whole) 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
14. <u>Civil Service update for June 2019</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Weights and Measures w/			
1. <u>Disposition of Fixed Asset:</u> Declare surplus 1952 Stric M-100 Trailer. The trailer is currently parked behind Highway and has not been used for 10+ years. Request permission to declare surplus and transfer ownership to the Strykersville American Legion, 3960 Main Street, Strykersville, NY 14145	Trailer is not on the fixed asset report, no sticker noted, not insured. Transferable registration (February 1988) issued to Wyoming County Civil Defense at 145 North Main Street, Warsaw, NY	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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2. <i>Weights & Measures Operational Update:</i> <ul style="list-style-type: none">• May summary attached		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, July 30, 2019 @ 9:00 AM.**