

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, August 27, 2019 @ 9:00 AM

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Board of Elections w/J. Schlick & H. Bush			
<p>1 Appropriation: To: 01.34.1450.4.42484 Early Voting \$62,845.18 w/01.11.1450.3089 Other State Aid \$62,845.18 Reason: To purchase electronic poll books and associated hardware/software with the Capital Projects Program Grant and to pay for renovations to the board of elections using the Aid to Localities Grant.</p>	The total amount of the Capital Projects Program Grant is \$35,368.18 and the amount of the Aid to Localities Grant is \$27,477.00. Both grants are to assist with costs associated to the implementation of Early Voting.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
1. General Updates:		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Historian w/C. Amrhein			
1. Grant Application: Authorize Chairman to sign a grant application with Arts Council of Wyoming County, 31 S. Main St., Perry, NY 14530, for the provision of funding for a county wide summer history program in a minimum amount of \$500.00; effective January 1, 2020 through December 31, 2020. Deadline Oct. 25 th .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>Fair Update:</p> <ul style="list-style-type: none"> • 5 new Historical Wyoming subscribers • 12 signups for gnome hunt • Following are fair stats: We get a mini snapshot of demographics by the entry slips to win a year subscription to <i>Historical Wyoming</i>. The 258 entries at our booth were as follows: Wyoming-185, Out of County-61 out of state-4, (2FL, NJ, MD), unknown-8. Out of county were: Allegany 15, Genesee 12, Livingston 10, Cattaraugus 10, Erie 9, Monroe 3, Ontario 1, Orleans 1. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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General Update: <ul style="list-style-type: none"> • Hospital artifact inventory was completed and updated database of items given to head of that committee. • Our office collaborated with a professor of GCC summer history course. Students had to research using primary records. • We had two young people from Community Action working in the office this summer helping compile kits for the summer program and filing. • Both historic markers for the town of Perry have been approved by the Pomeroy foundation. When they are received I'll work with the town on setting up publicity and an unveiling event. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Weights and Measures w/R. Jines (?)			
1. Equipment Discussion: <ul style="list-style-type: none"> • Inspection of W&M equipment noted that some items require safety upgrades and/or repairs. • Discuss proposed repairs (timing, etc). 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Weights & Measures Operational Update: <ul style="list-style-type: none"> • <u>July Summary Attached</u> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Departmental Update (as needed): <ul style="list-style-type: none"> • Incident 8/13/19 • Equipment storage 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
Tabled one month from 07/30/19 Human Resource Comm. Amend Salary Schedule I Handbook: <ul style="list-style-type: none"> • Addition of <u>Meal Reimbursement</u> Section. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Amend Salary Schedule C <ul style="list-style-type: none"> • <u>ON CALL PAY</u> <ul style="list-style-type: none"> ○ Remove the following language from the policy: <i>WCCHS Information Technology employees scheduled on call shall receive a \$100.00 pay allowance per day between Fridays at 5:00 PM through Mondays at 7:00 AM and on Holidays.</i> <i>WCCHS Information Technology employees scheduled on call shall receive a \$50.00 pay allowance per shift each weekday shift beginning at 5:00 PM Monday through 7:00 AM Friday.</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>1. Position Fill: Buildings and Grounds One (1) position of Building Maintenance Mechanic (1.0 FTE) (position # 005.032) on CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Person Vacating: Dennis Sanders, effective upon finding a replacement candidate, departure date is 12/31/2019. Position Available: September 11, 2019.</p>	<p><i>Will be vacated once replacement found, incumbent will move to Building Maintenance Mechanic (Temporary) position to be created.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. Position Fill: Buildings and Grounds One (1) position of Laborer (1.0 FTE) (position # 006.144) on CSEA Schedule B, Job Grade 8 at \$17.88/hr - \$19.83/hr. Person Vacating: David Paddock, effective September 6, 2019. Position Available: September 7, 2019.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>3. Position Create/Fill: Buildings and Grounds One (1) position of Building Maintenance Mechanic (Temporary) following CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Position Available: September 11, 2019 – December 31, 2019.</p>	<p><i>Temporary position to hold incumbent of Building Maintenance Mechanic during training/transition period for new hire. To sunset 12/31/2019.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>4. Position Fill: Sheriff One (1) position of Deputy Sheriff Sergeant (1.0 FTE) (position # 084.086) on WCDSA Schedule, Job Grade 6 at \$27.09/hr - \$32.21/hr. Person Vacating: Christopher Kobylanski, effective August 29, 2019. Position Available: September 4, 2019.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. Position Fill: Sheriff One (1) position of Deputy Sheriff (1.0 FTE) (position # 074.083) on WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$29.51/hr. Person Vacating: Aaron Chase, effective September 1, 2019. Position Available: September 4, 2019.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. Position Fill: Sheriff One (1) position of Deputy Sheriff, PT (position # 100.083) following WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$24.88/hr. Person Vacating: Justin Bliss, effective August 25, 2019. Position Available: September 4, 2019.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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7. <i>Position Fill:</i> <p style="text-align: center;"><i>Sheriff</i></p> One (1) position of <u><i>Deputy Sheriff, PT</i></u> (position # 102.083) following WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$24.88/hr. Person Vacating: Austin Harding, effective September 8, 2019. Position Available: September 9, 2019.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
8. <i>Abolish Salary Schedule P Benefit Pamphlet; effective 08/12/19:</i> <ul style="list-style-type: none"> • As adopted by BOS Resolution 18-350; 08/14/18 • Superseded by Salary Schedule P Handbook; as adopted by BOS Resolution 19-325; 08/13/19 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9. <i>Amend Salary Schedule C, D, P, S and X Handbooks:</i> <ul style="list-style-type: none"> • Bereavement Leave 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10. <i>Overnight Travel Authorization:</i> Tammy Stachowiak to attend NYS Civil Service Institute in Albany, NY, September 23-26; October 21-24; December 3-6; 2019. Mileage: ~\$150 x 3 sections / Hotel: ~\$800 x 3sections Food Expenses / No Conference Fee		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
11. <i>Discussion Items:</i> <ul style="list-style-type: none"> • Next Meeting 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
12. <i>Civil Service update for August 2019</i>	<u>See Attached.</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Clerk w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

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Records Retention w/G. Royce			
	<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, September 24, 2019 @ 9:00 AM.**

Committee Chair Initials: _____