

HUMAN RESOURCE COMMITTEE MEETING AGENDA

In accordance with Executive Order 202.1 issued by Governor Cuomo, dated March 12, 2020 and entitled, CONTINUING TEMPORARY SUSPENSION AND MODIFICATION OF LAWS RELATING TO THE DISASTER EMERGENCY (COVID 19) permits any public body to meet and take such actions authorized by law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding...

Date: Tuesday, September 29, 2020 @ 9:00 AM

Location: *Supervisors' Chambers, 2nd floor of the government center & Zoom Conference Call. Meetings remain closed to the public.*

The public can observe via *BOS YouTube Channel* (<https://www.youtube.com/channel/UCcfZs0H1gcOl67v1R8g-Ow>)

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

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			
1. <i>Professional Services Contract \$3,001-\$5,000:</i> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Warsaw Penny Saver</i> , 72 N Main St Warsaw NY 14569, for the provision of processing and postage for General Election Deadline Mailer in an amount not to exceed \$3,906.35; effective September 1, 2020 through completion.	<i>Mailer required to comply with Executive Order 202.58, informs voters of deadlines for absentee ballots and Early Voting information.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Clerk w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
1. <i>Discussion on DMV appointments</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Discussion regarding DMV break/lunch room appliances</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Absent:

Also Present:

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9:30 AM County Attorney w/J. Wujcik			
<p>1. Appropriation: <u>Assigned Counsel</u> To: 01.34.1421.2.20201 Comp Equip: \$1,475.00 01.34.1421.1.10201 PT All Contracts 5,000.00 01.34.1421.8.82002 CSEA Disability 50.00 01.34.1421.8.83001 FICA 310.00 01.34.1421.8.85001 FICA-Medicare 72.50 01.34.1421.8.89001 Health Insurance 1,700.00 01.34.1421.8.89002 HRA - Employee 2,500.00 01.34.1421.8.89003 HRA - Admin. Exp. 18.00 01.34.1421.4.42494 HH Grant Expenses <u>13,175.00</u> w/01.11.1421.302510 Hurrell Haring Grant \$24,300.50 Reason: To cover computer equipment and software, salaries and fringes, CLE training and transcription services.</p>	<p><i>Funds provided through Hurrell-Haring Grant. Contract No. CSTWIDEHH52 Year 2.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. General Update</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
9:45 AM Human Resource w/D. Farberman			
<p>1. Position Fill: <u>Mental Health Department</u> One (1) position of <u>Fiscal Officer I</u> (position # 010.282) (FT - 1.0 FTE) currently on Salary Schedule S at \$42,833.00. Person Vacating: Lynnell Schreiber: October 12, 2020. Position Available: October 13, 2020. Approve a salary range not to exceed \$40,348.00.</p>	<p><i>Salary level discussion with Director Kelly Dryja of the Mental Health Department</i></p> <p><i>CSD Dryja will have to come back to committee to amend Salary Schedule S to set the negotiated salary.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>2. <i>Position Fill:</i> <i>Department of Social Services</i> One (1) position of <u>Community Services Worker</u> (position # 085.598)(FT - 1.0 FTE) on CSEA Schedule A, Job Grade 6 at an hourly rate of \$17.92/hr - \$19.98/hr. Person Vacating: Darlene Broughton, effective August 5, 2020. Position Available: October 7, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. <i>Position Create/Fill:</i> <i>Veterans' Services</i> One (1) position of <u>Keyboard Specialist (Temporary)</u> (FT – 1.0 FTE) consistent with CSEA Schedule A, Grade II Step 1(\$16.29/hr.) Temporary position to extent to end for duration of employee Leave of Absence, not to exceed October 14, 2021, the maximum duration allowed under civil service law. Position Available: October 14, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. <i>Position Fill:</i> <i>Buildings and Grounds</i> One (1) position of <u>Laborer</u> (position # 006.144)(FT - 1.0 FTE) on CSEA Schedule B, Job Grade 8 at an hourly rate of \$18.33/hr - \$20.32/hr. Person Vacating: David Paddock, effective September 2, 2020. Position Available: October 7, 2020.</p>	<i>Emergency fill executed by Chairwoman Ryan on 9/21/2020.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. <i>Position Create/Fill:</i> <i>Jail</i> Three (3) positions of <u>Meal Deliverer, PT</u> (Variable FTE) on Salary Schedule S at an hourly rate of \$11.80/hr. \$12.50/hr. effective 12/31/20, to remain consistent with NYS minimum wage indefinitely per Res. #20-385. Position Available: October 14, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>6. Position Fill:</p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <u>Meal Deliverer, PT</u> (position # 082.598) (Variable FTE) on Salary Schedule S at an hourly rate of \$11.80/hr. \$12.50/hr. effective 12/31/20, to remain consistent with NYS minimum wage indefinitely per Res. #20-385. Person Vacating: Julie Hare, effective August 27, 2020. Position Available: October 7, 2020.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>7. Position Fill:</p> <p style="text-align: center;"><i>Sheriff's Office</i></p> <p>One (1) position of <u>Dispatcher</u> (position # 095.108) (PT - Variable FTE) Non-Union following WCSEA wage schedule at an hourly rate of \$19.02 – \$23.19/hr . Person Vacating: Patricia Wagner, effective August 27, 2020. Position Available: October 7, 2020.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>8. Amend Position:</p> <p style="text-align: center;"><i>Jail</i></p> <p>Extend <u>Food Service Helper, PT (Temporary)</u> (position # 095.119) (.80 FTE) from September 25, 2020 (per Res. #20-311) for duration of employee Leave of Absence, not to exceed July 15, 2021, the maximum duration allowed under civil service law.</p>	<p><i>Assistant Cook's (position code 094.016) leave of absence, which this temporary position is covering for, was extended.</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>9. Position Create/Fill:</p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>COVID-19 Response Specialist</u>, (FT – 1.0 FTE) on Salary Schedule G at an hourly rate of \$29.50/hour (40 hrs./wk.). Position Available: October 14, 2020 through June 30, 2022. Benefit pkg: Consistent with current CSEA Bargaining Agreement</p>	<p>Positions fully funded by grant “Wyoming County, ELC COVID-19, HRI Contract #6444-01” as approved by Wyoming County Board of Supervisors Resolution #20-355 on August 26, 2020.</p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>10. <i>Position Create/Fill:</i> <i>Health Department</i> One (1) position of <i>COVID-19 Response Assistant</i>, (FT – 1.0 FTE) on Salary Schedule G at an hourly rate of \$16.00/hour (35 hrs./wk.). Position Available: October 14, 2020 through June 30, 2022. <i>Benefit pkg:</i> Consistent with current CSEA Bargaining Agreement</p>	<p>Positions fully funded by grant “Wyoming County, ELC COVID-19, HRI Contract #6444-01” as approved by Wyoming County Board of Supervisors Resolution #20-355 on August 26, 2020.</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>11. <i>Amend Salary Schedule G:</i></p> <ul style="list-style-type: none"> Set a stipend in the amount of \$5,000.00 annually for the <i>Assistant Public Defender (5th)</i> (position code 010.503) under PUBLIC DEFENDER / <i>Council at First Appearance (CAFA) 3</i>; effective July 26, 2020 through medical leave of absence. 	<p><i>Housekeeping:</i> This position should have been included on Res. #20-340; dated August 11, 2020 but was omitted. The resolution establishes CAFA 3 and rolls stipends from the expired CAFA 2 for continued payment under CAFA 3</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>12. <i>Amend Salary Schedule G:</i></p> <ul style="list-style-type: none"> Delete the <i>Investigator – stipend</i> (position code 007.514) under the PUBLIC DEFENDER / <i>Upstate Quality Improvement and Caseload Reduction Grant (Round 2)</i> - \$35,000.00; effective July 14, 2020. Delete the <i>Assistant Public Defender (5th) – stipend</i> (position code 010.503) under the PUBLIC DEFENDER / <i>Upstate Quality Improvement and Caseload Reduction Grant (Round 2)</i> - \$12,000.00; effective July 14, 2020. 	<p><i>Housekeeping:</i> These positions are not receiving the amounts listed on Salary Schedule “G” and the amounts listed on Salary Schedule “S”. Only the amounts listed on salary schedule “S” are being paid. However the QICR grant does cover this portion of those salaries listed on “S”.</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>13. <i>Amend Salary Schedule S & G:</i></p> <ul style="list-style-type: none"> • Delete the <i>Investigator (PD)</i> (position code 007.514) position under PUBLIC DEFENDER from Salary Schedule “S” at \$35,269.00 annually; effective October 17, 2020. • Place the <i>Investigator (PD)</i> (position code 007.514) position on Salary Schedule “G” under PUBLIC DEFENDER / <i>Upstate Quality Improvement and Caseload Reduction Grant (Round 2)</i> at \$35,000.00 annually with full benefits; effective October 17, 2020. <i>Benefits Pkg:</i> Cost of Health Insurance under Family Plan, and deductible, fully funded by the County during the duration of the grant funding this position. Holidays when the Public Defender’s office is closed. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>14. <i>Position Abolish:</i> Abolish the <i>Investigator (Temp.)</i> (position code 011.514) under PUBLIC DEFENDER from Salary Schedule “S”; effective October 17, 2020.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>15. <i>Amend Resolution #20-340:</i></p> <ul style="list-style-type: none"> • To replace the <i>Investigator – stipend</i> (position code 007.514) under PUBLIC DEFENDER / <i>Council at First Appearance (CAFA) 3</i> of \$10,000.00 with <i>Assistant Public Defender (5th) – stipend</i> (position code 010.503) in the amount of \$10,000.00 	<p><i>Housekeeping:</i> The <i>Assistant Public Defender (5th)</i> has been getting this stipend instead of the <i>Investigator...</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>16. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Public Defender</i></p> <p>One (1) position of <i>Investigator</i> (position # 007.514) (FT - 1.0 FTE) on Salary Schedule G not to exceed \$35,000.00. Person Vacating: Samantha Maguire: September 10, 2020. Position Available: October 17, 2020.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>17. <i>Amend Salary Schedule "D"</i></p> <p>To set the salary of the <i>Director of Real Property Tax Services</i> to \$75,000 annually; effective on or about October 13, 2020. Upon successful completion of six (6) months and satisfactory performance (on or about April 13, 2021) eligible for \$2,500 increase. Upon successful completion of one (1) year of satisfactory performance, (on or about October 13, 2021) and successful completion of specific milestones set out in the offer of employment letter dated September 10, 2020 eligible for \$2,500 increase.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>18. <i>Appropriation:</i></p> <p><i>To:</i> 01.34.1431.4.40301 Professional Services \$5,000.00 w/Any Funds Available increased by same</p> <p><i>Reason:</i> To cover legal representation contract for remainder of 2020.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>19. <i>Discussion Items:</i></p> <ul style="list-style-type: none"> • Payroll Tax Deferral Program Opt Out • New York State Sick Leave • <i>Work From Home Policy</i> Draft • <i>EAP Utilization Report</i> • Legal Matters 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

Committee Chair Initials: _____

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
20. <u>Civil Service update for September 2020</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Historian w/C. Amrhein			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Next Human Resource Committee Meeting scheduled for **Tuesday, October 27, 2020 @ 9:00 AM.**

Committee Chair Initials: _____