

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, October 27, 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			
1. FYI: Change date of the November 24, 2020 Committee Meeting to Monday, November 23, 2020 at 9:00 a.m. due to the Thanksgiving holiday.	<i>Changes to date, time and location are the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
1. <i>Forward to the Finance Committee acceptance of the Semi-Annual Mortgage Tax Report for the period April 2020 - September 2020</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
2. <i>Discussion on DMV appointments</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Transfer: From: 01.34.1411.1.10101 FT CSEA Contract \$2,500.00 To: 01.34.1411.2.20401 Misc Equipment \$2,500.00 Reason: Transfer funds to replace copier		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM Historian w/C. Amrhein			
1. Appropriation: To: 01.46.7510.4.41010 Supplies \$330.00 w/01.09.7510.2705 Gifts & donations \$330.00 Reason: Donated funds for office use to be used for supplies.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Grant Application: Authorize Chairman to sign a grant application with the Pomeroy Foundation , 492 E. Brighton Ave., Syracuse, NY 13201, for the manufacture of roadside markers to honor women's suffrage to be included in the "National Vote for Women Trail," in a minimum amount of \$1,100; effective June 30, 2020 through December 31, 2020.	For Castile Library Cordelia Greene	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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<p>1. Grant Application: Authorize Chairman to sign a grant application with the <i>Pomeroy Foundation</i>, 492 E. Brighton Ave., Syracuse, NY 13201, for the manufacture of <u>roadside markers</u> to honor women's suffrage to be included in the "National Vote for Women Trail," in a minimum amount of \$1,100; effective June 30, 2020 through December 31, 2020.</p>	For Wyoming Village Hall Susan Look Avery	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>Updates:</p> <ul style="list-style-type: none"> We now have a 3 foot display case in the office we will be using for a rotating display to highlight our towns and their museums. Our flag drop box is back nicely repainted. Thank you to our B & G Department for thinking of it for a Warsaw High School student project. I was elected Executive Chair for our historian's organization, <u>Government Appointed Historians of Western New York</u>, which represents 11 counties. Deposits for October show an increase since the mailing of the last <i>Historical Wyoming</i>. \$834 in subscription renewals and counter sales in stores. Also \$60 in books. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Board of Elections w/J. Schlick & H. Bush			
<p>1. Amend Resolution No. 01-138 Authorize Chairwoman to sign extended contract with ESSVR, LCC (f/k/a Election Systems and Software, LCC) 11128 John Galt Blvd, Suite 200, Omaha NE 68137 for annual software maintenance and support in an amount not to exceed \$5,669.89; effective December 1, 2020 through November 30, 2021.</p>	10-421 (N) 15-400 (N) 16-448 (N) 17-450 (N) 19-008 (N) 19-403 (N)	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Reappointment: <i>Board of Elections</i> Commissioner (D) Two (2) year term effective January 1, 2021 through December 31, 2022.</p> <ul style="list-style-type: none"> Harold Bush, 4579 Miller Road, Silver Springs, NY 	<u>Certificate of Party Recommendation attached.</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
3. Reappointment: <p style="text-align: center;">Board of Elections Commissioner (R)</p> <p><i>Two (2) year term effective January 1, 2021 through December 31, 2022.</i></p> <ul style="list-style-type: none"> James Schlick, 1468 Church Rd, Darien Center, NY 	<i>Certificate of Party Recommendation pending.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM County Attorney w/J. Wujcik			
1. <i>General Update:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
1. <i>Position Fill:</i> <p style="text-align: center;">Workers Compensation</p> One (1) position of <u>Worker's Compensation Program Administrator</u> (position # 005.364) (FT - 1.0 FTE) on Salary Schedule D not to exceed \$65,000 per year. Person Vacating: Dixie Perkins: February , 2021. Position Available: November 16, 2020.	<i>Salary Schedule D to be amended once salary negotiated with potential candidate.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Position Create/Fill:</i> <p style="text-align: center;">Workers Compensation</p> One (1) position of <u>Worker's Compensation Program Administrator (Temp.)</u> (FT - 1.0 FTE) on Salary Schedule D, at an annual rate of \$73,132. Position Available: Nov 16, 2020. Position to last for a period of six months.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>Position Create/Fill:</i> <p style="text-align: center;">Buildings and Grounds</p> One (1) position of <u>Cleaner</u> (FT - 1.0 FTE) on CSEA Schedule B, Job Grade 2 at an hourly rate of \$14.74/hr - \$15.96/hr. Position Available: December 1, 2020.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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<p>4. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Public Health Technician</u> (position # 024.199) (FT – 1.0 FTE, 35 hours) on CSEA Schedule A, Grade 15, at an hourly rate of \$21.35/hr – \$24.83/hr. Person Vacating: Danni Hutson, effective July 30, 2020. Position Available: January 4, 2021.</p>	<p>*Candidate currently working temporarily in the “Environmental Health Aide” position from 8/21/20-12/31/2020 for cost saving purposes. PH Technician position is currently vacant, salary and fringe included in the 2021 HD Budget Request (discussed with Public Health Committee on September 29, 2020)</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Community Health Nurse II</u> (position # 130.551) (FT – 1.0 FTE, 40 hours) on CSEA Schedule A, Grade 18, at an hourly rate of \$26.65/hr – \$30.16/hr. Person Vacating: Deborah Head. Position Available: November 4, 2020.</p>	<p>*Due to current CHN II accepting position as “COVID Response Specialist” at the HD</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Nurse Practitioner</u> (position # 133.311) (Per Diem – Variable FTE), on Salary Schedule S at an hourly rate of \$45.10 and no other benefits except those mandated by law. Person Vacating: Lisa Kemp, effective November 9, 2020. Position Available: November 9, 2020.</p>	<p>*Due to resignation of incumbent for personal reasons, funds budgeted; this position will provide continuity of clinical care for leave time of the FT Nurse Practitioner in family planning.</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>7. <i>Adoption of the <u>Telecommuting & Work from Home/Remote for Represented & Non-represented Employees policy.</u></i></p>	<p>See attached with suggested revisions from:</p> <ul style="list-style-type: none"> • <u>IT</u> <ul style="list-style-type: none"> ○ <u>WCCH Policy with Form</u> • <u>Worker’s Comp.</u> • <u>Tompkins Ins.</u> 	<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
8. <i>Discussion Items:</i> <ul style="list-style-type: none"> • September EAP Update • <i>Update:</i> <ul style="list-style-type: none"> ○ NYS Sick Leave <ul style="list-style-type: none"> ▪ See HR Dir. Farberman's email dated 09/16/20 – <i>Does not pertain to government entities.</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
10. Civil Service update for October 2020		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	~Nothing to Report~	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 **Monday, November 23, 2020 @ 9:00 AM.**

NOTE: Change in day due to Thanksgiving Holiday...

Committee Chair Initials: _____