

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, October 29, 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 | | | |
| 1. FYI: Change date of the November 26, 2019 Committee Meeting to Monday, November 25, 2019 at 9:00 a.m. due to Thanksgiving. | <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. 2019 Fall NYSAC Conf. Resolution: <ul style="list-style-type: none"> • <u>Resolution</u> Calling for an Increase in the Share of Revenue Counties Retain for Providing State DMV Services | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 2. Resolution to forward to Finance Committee acceptance of the <u>Semi-Annual Mortgage Tax Report</u> for the period April 2019 – September 2019. | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| DMV w/R. Pierce | | | |
| | ~Nothing to Report~ | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 9:15 AM Weights and Measures w/R. Jines | | | |
| 1. Weights & Measures Operational Update: <ul style="list-style-type: none"> • <u>September Summary Attached</u> • <u>Financial Report Attached</u> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 2. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> • Maple Grove Enterprises, PO Box 156, Arcade, NY 14009 to complete repairs/safety revisions to W&M provers and trailer not to exceed \$1,500.00; effective October 1, 2019 through completion of work (no later than December 31, 2019). <i>Per discussion at the August 27, 2019 Human Resource Committee meeting.</i> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 9:30 AM County Attorney w/J. Wujcik | | | |
| 1. Professional Service Contract \$3,001.00 - \$5,000.00: Authorize Chairman to sign a contract with WNW Properties LLC , 11 Exchange Street, Attica, New York 14011 for the rental of office space at 11 Exchange Street, Attica, New York by the County Attorney's Office in the amount of \$1,200.00 per quarter effective January 1, 2020 through December 31, 2020; annual amount \$4,800.00. | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |

Committee Chair Initials: _____

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| <p>2. Professional Service Contract \$3,001.00 - \$5,000.00: Authorize Chairman and County Attorney to sign a contract with David H. Nelson, 11 Exchange Street, Attica, New York 14011 for the rendering of legal services to the Resource Unit of the Wyoming County Department of Social Services at the rate of \$80.00 per hour effective January 1, 2020 through December 31, 2020 (not to exceed \$5,000.00 annually).</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>3. Professional Service Contract \$5,001.00 or greater: Authorize Chairman to sign a contract with Mark H. Dadd Law Office, PLLC, 166 Main Street, Attica, New York 14011, for the provision of legal services to be provided in an amount not to exceed \$20,000.00 annually; effective January 1, 2020 through December 31, 2020.</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>5. Overnight Travel Authorization: J. Wujcik to attend County Attorneys' Association of the State of New York Mid-Winter Meeting, Gideon Putnam Resort, Saratoga Springs, New York, December 9, 2019. Personal car will be used. County to pay for hotel/rooming (\$107.00); registration (\$100.00); parking; tolls and mileage. Overnight travel for December 8-9, 2019.</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>6. General Update</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 9:45 AM Historian w/C. Amrhein | | | |
| <p>1. General Updates:</p> <ul style="list-style-type: none"> • Went to the Government Appointed Historians conference • Julia Reinstein Career Achievement Award • Grant workshop at Arts Council for next year's history summer program • Went to the dinner at Middlebury for presentation on WWII era. • Sally went to the WCCH improvement meeting • WWII book will be to the printers next week for a proof. • Did a presentation at the Holland Land Office Museum in Batavia. • Did a presentation for the Covington Historical Society. • Sally is indexing our map collection. • Still waiting for word from the foundry on Perry's Historic Markers • Java's historic marker ceremony is on November 8th at 11 am. Sen. Gallivan will be there. • Perry Library brought over more of the hard copy of the <i>Perry Herald</i>. | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |

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| 10:00 AM Records Retention w/G. Royce | | | |
| <p>1. FYI:</p> <ul style="list-style-type: none"> Project complete of approx. 300 cubic feet of records from Public Defenders office. 80 Year retention on most all his records. Department has been very thankful for the help with cleaning out cellar. | | <p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p> | <p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p> |
| <p>2. FYI:</p> <ul style="list-style-type: none"> Increase of \$50 was made in mileage part of budget in anticipation of increase of mileage with new clinics opening and possibly needing our help in training. | | <p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p> | <p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p> |
| <p>3. FYI:</p> <ul style="list-style-type: none"> Increase in utilizing scanning of permanent or long term records. Pistol permits have been completed from 1930 – 1971 (ones at center) as more come up for storage/retention we will scan them before going up on shelf. | | <p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p> | <p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p> |
| <p>4. FYI:</p> <ul style="list-style-type: none"> Todd is willing to release large scanner in his office so that we may utilize it during our Building Code scanning project. There are large maps that our current scanner cannot accommodate. We will be starting this project soon. Our scans will cover 1986 – today and continue in future. These records are permanent records. | | <p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p> | <p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p> |
| <p>5. FYI:</p> <ul style="list-style-type: none"> Joe and Todd have been extremely helpful in guiding us into this next much needed phase. Space is not a concern as of yet however, someday when it is we will be prepared. | | <p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p> | <p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p> |
| 10:15 AM Board of Elections w/J. Schlick & H. Bush | | | |
| <p>1. 2019 Fall NYSAC Conf. Resolution:</p> <ul style="list-style-type: none"> Resolution Urging Governor Andrew M. Cuomo and the State Legislature to Continue the Funding Commitment for all Costs Associated with Early Voting Reforms Implemented at the County Level | | <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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| <p>2. Professional Services Contract \$3,001-\$5000: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Mailfinance Inc., 478 Wheelers Farm Rd, Milford CT 06461, for the provision of postage meter rental in the amount of \$53.21/mo. for 63 months, not to exceed \$3,352.23. Effective 12/16/2019 through 03/15/2025.</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>3. FYI – Contract (\$3,000 and under)</p> <ul style="list-style-type: none"> Lineage, 385 North French Road Amherst, NY 14228, for the provision of postage meter maintenance in the amount of \$20/mo for 63 months, not to exceed \$1,260. Effective 12/16/2019 through 03/15/2025. | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>4. Appropriation: To: 01.34.1450.4.42484 Early Voting \$4,000.00 w/01.11.1450.3089 Other State Aid \$4,000.00 Reason: To cover costs associated with Early Voting this year.</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| Human Resource w/D. Farberman | | | |
| <p>1. 2019 Fall NYSAC Conf. Resolution:</p> <ul style="list-style-type: none"> Resolution Calling for the Full Repeal of the New York State Scaffold Law or Reform to Include a Pure Standard of Comparative Negligence Resolution Calling for the State of New York to Allow for County Home Rule Authority Regarding Employment Residency Requirements | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>2. Position Create/Fill: Zoning Department One (1) position of Keyboard Specialist (1.0 FTE) on CSEA Schedule A, Job Grade 2 at \$15.89/hr - \$17.35/hr. Position Available: November 13, 2019.</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>3. Position Create/Fill: Social Services One (1) position of Social Services Program Specialist Trainee (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.29/hr-\$21.16/hr. Position Available: November 13, 2019.</p> | <p><i>To convert to Social Services Program Specialist after six months upon satisfactory performance during the training period. Funded by current Social Services Program Specialist position.</i> Need Duty Statement</p> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>4. Position Fill: Social Services One (1) position of Senior Social Services Program Specialist (position # 133.361) on CSEA Schedule A, Job Grade 13 at \$20.18/hr - \$23.20/hr. Person Vacating: Jennifer McMaster, effective August November 5, 2019. Position Available: November 6, 2019.</p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |

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| 5. Amend Salary Schedules G & S: To move the position of <i>Assistant Public Defender (5th), PT</i> (position # 010.503) from schedule G to Schedule S. | <i>Job currently vacant.</i> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 6. Amend Salary Schedules G & S: To move the position of <i>Staff Social Worker, PT (position # 008.594)</i> from schedule G to Schedule S, effective July 8, 2019. | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 7. Amend Salary Schedule S: To set the hourly wage of the <i>Data Management Account Clerk</i> (position # 009.595) to \$20.72/hr (annual salary equivalent of \$38,000.00), effective November 4, 2019. <i>Any COLA established for 2020 to be added to the above set salary.</i> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 8. Position Fill: Public Defender One (1) position of <i>Assistant Public Defender (5th) (PT)</i> (position # 010.503) on Salary Schedule S at an annual salary of \$12,000.00. Person Vacating: Michael Stivers; effective 10/22/19. Position Available: November 6, 2019. | Paperwork to be sent directly to C. Ketchum. Documentation outstanding... | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 9. Amend Salary Schedule S: To provide one-time lump sum stipends for the following Public Defender positions: <ul style="list-style-type: none"> • <i>Staff Social Worker</i> (position code #008.594) - \$471.78 • <i>Investigator (PD)</i> (position code #007.514) - \$1,571.60 To cover the cost of health insurance paid in 2019. | <i>All costs associated with this covered by Upstate Quality Improvement and Case Load Reduction Grant.</i> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 10. Amend Salary Schedule S: To provide an annual lump sum stipend to the position of <i>Investigator (PD)</i> (position code #007.514) in the Public Defender's Office in an amount equal to 10% of the annual health insurance premium to last for the life of the associated grant or until a vacancy in the position occurs. | <i>All costs associated with this covered by Upstate Quality Improvement and Case Load Reduction Grant.</i> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| 11. Amend Salary Schedule S: To amend the title of <i>Deputy Director of Environmental Health/Weights & Measures</i> (position code #137.591) to <i>Deputy Director of Environmental Health</i> ; effective November 13, 2019. | <i>Updated Job Description Attached</i> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |

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| <p>12. <u>Amend Salary Schedule S:</u> To set the salary of the <i>Deputy Director of Environmental Health</i> (position # 137.591) to \$58,000 annually, effective January 1, 2020. <i>Any COLA established for 2020 to be added to the above set salary.</i></p> | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>13. <u>Amend Salary Schedules D:</u> To remove the position of <i>Director of Weights and Measures</i> (position # 001.105) from the salary schedule; effective November 13, 2019.</p> | <p><i>Updated Job Description and Org Chart Attached. Paperwork to be sent directly to C. Ketchum</i></p> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>14. Appoint Robert W. Jines, 6591 Center Road, Gainesville NY 14066 as <i>Director of Weights & Measures</i>; effective November 14, 2019. (There is no “additional” compensation associated with this appointment).</p> | <p><i>Appointment to position to be formally effective the day after above amendments are approved by the Board of Supervisors.</i></p> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>15. <u>Amend Salary Schedule D & S Handbooks:</u> Change to <u>DBL Benefit Language</u> as attached. Updated language to better and more clearly reflect long standing benefit.</p> | <p><i>Change also to be proposed to Hospital BOM for Schedule C at the November meeting.</i></p> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p>16. <u>Discussion Items:</u></p> <ul style="list-style-type: none"> • Public Health – <ul style="list-style-type: none"> ○ Public Health Sanitarian and Public Health Technician. • <u>EAP Quarterly Report</u> • <u>Hiring Activity Report</u> • Discipline Log / CONFIDENTIAL | | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |
| <p><u>Appropriation:</u> To: 01.34.1431.4.40301 Prof. Services \$10,000.00 w/Any Funds Available \$10,000.00 Reason: To cover legal representation contract for remainder of 2019.</p> | <p><i>Per the Budget Office...</i></p> | Motion: Ayes: Noes: Absent: | Carried: Defeated: Referred to: |

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| <p>Amend Salary Schedule "G": To reflect the following hourly wage adjustment for the Domestic Violence Coordinator (Position Code #016.400) under the DISTRICT ATTORNEY; effective 10/01/19 – 12/31/19:</p> <ul style="list-style-type: none"> • Violence Against Women Act Grant (Cost Center 1167) <ul style="list-style-type: none"> ○ 65.8 hrs. per pay period at \$18.8294/hr. = \$1,238.98 ○ Not to exceed \$8,177.24 during the effective date ○ 94% of funding • Office of Victim Services Grant (Cost Center 1169) <ul style="list-style-type: none"> ○ 4.2 hrs. per pay period at \$18.8294/hr. = \$79.08 ○ Not to exceed \$521.95 during the effective date ○ 6% of funding <p>\$1,318.06 total biweekly wages based on 70 hours</p> | <p><i>Per District Attorney's Office...</i></p> | <p>Motion: Ayes: Noes: Absent:</p> | <p>Carried: Defeated: Referred to:</p> |
| Civil Service w/D. Farberman | | | |
| <p>17. <u>September 2019 Civil Service update.</u></p> | | <p>Motion: Ayes: Noes: Absent:</p> | <p>Carried: Defeated: Referred to:</p> |

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

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