

## 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: Monday, November 23, 2020 @ 9:00 AM

Location: *Supervisors' Committee Room, 2<sup>nd</sup> 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
<b>Committee Chair's Agenda</b>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 AM County Clerk w/R. Pierce</b>			
<b>1. FYI- Contract (\$3,000 and under):</b> <ul style="list-style-type: none"> <li>• <i>Crossroads Land Office, Inc.</i>, 25 E. Main St., Suite 200, Rochester, NY 14614 for rental space in the County Clerk's office in the amount of \$ 3000.00 annually, effective 1/1/2021 through 12/31/2021.</li> <li>• <i>Stewart Title Insurance Company</i>, 130 Pearl St., Buffalo, NY 14202 for rental of space in the County Clerk's office in the amount of \$ 3000.00 annually, effective 1/1/2021 through 12/31/2021.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<b>1. <u>2020 Election Expenses Apportioned:</u></b> Pursuant to §4-136 of the Election Laws of the State of New York. The total amount of \$28,234.00 or about 10% of the Wyoming County Board of Elections levy or \$1.0826 per voter.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. Transfer:</b> <b>From:</b> 01.34.1450.4.40301 Inspector Training <u>\$3,520.00</u> <b>To:</b> 01.34.1450.1.10001 Salary S/D/I              \$3,520.00 <b>Reason:</b> Need adequate funds for salaries.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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<b>9:30 AM Historian w/C. Amrhein</b>			
1. <i>FYI:</i> <ul style="list-style-type: none"> <li>Authorize Chairman to sign a REVENUE contract with the <i>State University of New York Press</i>, H. Carl McCall Building, State University Plaza, 353 Broadway, Albany, NY 12246-0001 for the Historian Office to write a forward to a reprint of F. W. Beers 1880 History of Wyoming County in the amount of \$250.00; effective date December 8, 2020 to completion of the project.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Updates:</i> <ul style="list-style-type: none"> <li>Request to use floating holiday on Friday November 27<sup>th</sup>.</li> <li>Two judges' portraits are now over to the courthouse for B&amp;G to hang. I will notify the board of the unveiling time (subject to Judge Mohun's timing.) I am working with Judge Mohun to seek funding to restore the other 3 portraits.</li> <li>We have a person from Community Action working in our office again. We hope to get at least one more. Matt Dussault is COVID screening prior to placement, as we will be daily upon entrance to our office per county guidelines (as well as our own.).</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:45 AM Records Retention w/G. Royce</b>			
1. <i>FYI:</i> <ul style="list-style-type: none"> <li>Hospital yearly disposals – they are utilizing Shred it for the remaining balance of 2020 disposals which is approximately 350 cubic feet.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>10:00 AM County Attorney w/J. Wujcik</b>			
1. <i>Professional Service Contract \$3,001.00 - \$5,000.00:</i> Authorize Chairwoman to sign a contract with <i>WNW Properties LLC</i> , 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, 2021 through December 31, 2021. Annual amount is \$4,800.00.	<span style="background-color: yellow; border: 1px solid black; padding: 2px;"><b>Supporting Documentation outstanding</b></span>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
2. <b>Professional Service Contract \$3,001.00 - \$5,000.00:</b> Authorize Chairwoman and County Attorney to sign a contract with <i>David H. Nelson</i> , 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, 2021 through December 31, 2021 (not to exceed \$5,000.00 annually).	<b>Supporting Documentation outstanding</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <b>Professional Service Contract \$5,001.00 or greater:</b> Authorize Chairwoman to sign a contract with <i>Mark H. Dadd Law Office, PLLC</i> , 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, 2021 through December 31, 2021.	<b>Supporting Documentation outstanding</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. <b>Professional Service Contract \$3,001.00 - \$5,000.00:</b> Authorize Chairwoman to sign a contract with <i>NYS Defenders Association, Inc.</i> , 194 Washington Avenue, Suite 500, Albany, NY 12210-2314 for the purchase of a computerized Public Defense Case Management System to be used by the Assigned Counsel Program, including installation, maintenance, support and training in an amount not to exceed \$3,500.00. All installation and training to be done remotely. Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 2 and appropriated on 9/29/2020.	<b>Supporting Documentation outstanding</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. <b>FYI:</b> <ul style="list-style-type: none"> <li>J. Wujcik to attend Virtual 2020 County Attorneys' Association of the State of New York -Winter Meeting, December 7, 2020. County to pay for registration/course tuition (\$100.00).</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
6. <i>General Update</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Human Resource w/D. Farberman</b>			
1. <i>Position Create/Fill:</i>  <i>Jail</i> Create and fill four (4) positions of <u>Corrections Officer</u> ( <i>PT – Variable FTE</i> ) <i>Non-Union</i> following WCSEA, Appendix A, at an hourly rate of \$22.01/hr – \$24.06/hr. Positions Available: December 9, 2020.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Position Fill:</i>  <i>Social Services</i> Fill one (1) position of <u>Clerk</u> (position # 015.053)( <i>FT – 1.0 FTE</i> )) on CSEA Schedule A, Grade 2, at an hourly rate of \$16.29/hr – \$17.78/hr. Person Vacating: Maureen Fisher, effective December 30, 2020. Position Available: December 31, 2020.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>Position Fill:</i>  <i>Social Services</i> Fill one (1) position of <u>Clerk</u> (position # 074.053)( <i>FT – 1.0 FTE</i> ) on CSEA Schedule A, Grade 2, at an hourly rate of \$16.29/hr – \$17.78/hr. Person Vacating: Taylor Connelly, effective November 8, 2020. Position Available: December 2, 2020.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>4. <i>Position Fill:</i> <i>Social Services</i> Fill one (1) position of <u>Account Clerk</u> (position # 140.002) (FT – 1.0 FTE) on CSEA Schedule A, Grade 4, at an hourly rate of \$17.10/hr – \$18.82/hr. Person Vacating: Denise McMaster, effective December 4, 2020. Position Available: December 5, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. <i>Position Fill/Schedule S amended:</i> <i>Human Resource</i> Fill one (1) position of <u>Payroll Specialist</u> (position # 021.535) (FT – 1.0 FTE) and amend Salary Schedule “S” to set the salary at \$43,000.00 per year. Upon successful completion of six (6) months and satisfactory performance (on or about May 30, 2021) eligible for \$1,500.00 increase. Upon successful completion of one (1) year of satisfactory performance, (on or about November 30, 2021) eligible for \$1,500.00 increase. Person Vacating: Tracy Vacinek, effective November 28, 2020. Position Available: November 29, 2020.</p>	<p><i>Current annual salary \$44,957.00</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. <i>Position Fill/Schedule S amended:</i> <i>Human Resource</i> Fill one (1) position of <u>Human Resource Assistant II</u> (position #028.579) (FT – 1.0 FTE) and amend Salary Schedule “S” to set the hourly wage at \$21.00 per hour (annual salary equivalent of \$38,514). Person Vacating: Jennifer Robertson, effective November 28, 2020. Position Available: November 29, 2020.</p>	<p><i>Current hourly rate \$22.36 (annual salary equivalent \$41,000.)</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>7. Position Fill:</b></p> <p style="text-align: center;"><i>Human Resource</i></p> <p>Fill one (1) position of <u>Human Resource Assistant</u> (position # 001.434) (FT – 1.0 FTE) and amend Salary Schedule “S” to set the hourly wage at \$16.48 - \$19.23 per hour. Person Vacating: Tammy Stachowiak, effective November 28, 2020. Position Available: November 29, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>8. Position Fill:</b></p> <p style="text-align: center;"><i>Public Defender</i></p> <p>One (1) position of <u>Assistant Public Defender 6th</u> (position # 012.503) (FT – 1.0 FTE) currently on Salary Schedule G at an annual salary of \$70,000/yr. Person Vacating: Maggie Lindstrom, effective November 20, 2020. Position Available: November 23, 2020.</p>	<b>Supporting Documentation outstanding</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>9. Position Fill:</b></p> <p style="text-align: center;"><i>Public Defender</i></p> <p>One (1) position of <u>Assistant Public Defender 5th</u> (position # 010.503) (PT) currently on Salary Schedule S, at an annual salary of \$19,500/yr. Person Vacating: Michael Manusia, effective December 31, 2020. Position Available: January 4, 2021.</p>	<b>Supporting Documentation outstanding</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>10. Amend Salary Schedule S:</b></p> <p>To reduce the <i>RPTS Assessor Trainee</i> (position # 022.624) FTE’s from 1.0 to a 0.8, and revise the hourly wage to a corresponding \$24.54 per hour (annual salary equivalent of \$36,005). Additionally, to amend the amount to be awarded after 1 year to a corresponding amount to \$3.83/hr. (increases annual salary equivalent by \$5,600.00), and the amount to be awarded after 2 years to a corresponding \$4.41/hr. (increases annual salary equivalent by \$6,400.00)</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
11. <b>Adopt Policy:</b> Adopt the attached, <a href="#">Service Animal Public Accommodation Policy</a> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
12. <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>• <a href="#">Schedule G Handbook</a> Progress Update</li> <li>• Robb Arbitration Update</li> <li>• Telecommunications policy communicated</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
13. <b>FYI ~ Contract (\$3,000 and under):</b> <ul style="list-style-type: none"> <li>• <b>Forbes Court Reporting</b>, 31 Woodcrest Drive, Batavia NY 14020 for stenographer services for Robb hearings in an amount not to exceed \$1,296.00; effective 11/05/20.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
14. <a href="#">Civil Service update for November 2020</a>		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, December 29, 2020 @ 9:00 AM.**

Committee Chair Initials: \_\_\_\_\_