

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, December 18, 2018 @ 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 the date of the January 29, 2019 Committee Meeting to Tuesday, January 22, 2019 at 9:00 a.m. due to the 2019 Winter NYSAC Conf. (January 27-30, 2019) in Albany.	Date change is the privilege of the Committee Chair ~ no action required.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
1. Approve Resolution allowing County Clerk to accept Mortgage Tax Retention in the sum of \$181,500.00 from the State Tax Commission to cover the expenses incurred in connection with Article 11 of NYS Law, collecting of mortgage taxes, for the period April 2019 to March 2020.		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 Records Retention w/G. Royce			
1. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> • Wyoming County Department of Social Services regarding worksite experience. There is no dollar amount owing on this contract 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Historian w/C. Amrhein			
1. Grant Acceptance: Authorize Chairman to sign a grant acceptance award with Arts Council of Wyoming County, 31 S. Main St., Perry, NY 14530, for the provision of funding for a county wide "Where in Wyoming are the History Gnomes?" summer history program in the amount of \$1500.00; effective January 1, 2019 through December 31, 2019.	Permission to apply was granted by Human Resource Committee on September 20, 2018. (Sent to County Attorney for approval.)	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Update: <ul style="list-style-type: none"> • Sally rang the bell for Salvation army at Tops 4 days • Attended Dec 1st Christmas dinner at Middlebury • Participated in Moonlight Magic and had new visitors in office • Picked up two more stores to sell <i>Historical Wyoming</i> putting us at 14 stores. • Finalizing Treasure Hunt and awarding participation prizes. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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9:45 AM Board of Elections w/J. Schlick & H. Bush											
<p>1. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign a contract with Election Systems And Software, 11128 John Galt Blvd., Suite 200, Omaha, NE 68137 for the provision of annual maintenance of software in an amount not to exceed \$5,344.42 effective December 1, 2018 through November 30, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
<p>2. Position Fill and Amend Salary Schedule "S": Board of Elections One (1) position of Deputy Commissioner (D) (position code 002.502). 2018 salary is \$40,243.00 annually. Person vacating: Jeanne Williams, effective December 13, 2018. Position available: January 3, 2019. And amend Salary Schedule S to reflect probationary terms and salary rates for this position as follows:</p> <ul style="list-style-type: none"> • \$35,048.00 – Starting salary • \$38,048.00 – Upon completion of 4 mos. and satisfactory performance and meeting pre-establish goals... • \$41,048.00 (consistent with the 2019 salary for Deputy Commissioner (R)) – Upon completion of 8 mos. and satisfactory performance and meeting pre-establish goals... 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: <div style="background-color: yellow; padding: 2px;">Action taken under Human Resource below.</div>								
10:00 AM County Attorney w/J. Wujcik											
<p>1. Position Fill: County Attorney One (1) position of Assistant County Attorney (2nd), FT to be placed on Salary Schedule S at a salary to be determined based on qualifications, position available January 1, 2019 to replace Wendy Sisson who will be resigning. Her last day of work will be December 31, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: <div style="background-color: yellow; padding: 2px;">Action taken under Human Resource below.</div>								
<p>2. 2018 Appropriation:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">To: 01.34.1421.4.42314 Family Court</td> <td style="text-align: right;">\$10,000.00</td> </tr> <tr> <td> 01.34.1421.4.42315 Criminal Court</td> <td style="text-align: right;"><u>10,000.00</u></td> </tr> <tr> <td> w/01.11.1421.308905 - State Aid Sec. 606</td> <td style="text-align: right;">9,324.00</td> </tr> <tr> <td> any funds available</td> <td style="text-align: right;">10,676.00</td> </tr> </table> <p>Reason: To cover the cost of Assigned Counsel as mandated by NYS.</p>	To: 01.34.1421.4.42314 Family Court	\$10,000.00	01.34.1421.4.42315 Criminal Court	<u>10,000.00</u>	w/01.11.1421.308905 - State Aid Sec. 606	9,324.00	any funds available	10,676.00		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
To: 01.34.1421.4.42314 Family Court	\$10,000.00										
01.34.1421.4.42315 Criminal Court	<u>10,000.00</u>										
w/01.11.1421.308905 - State Aid Sec. 606	9,324.00										
any funds available	10,676.00										

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Department Agenda Item	Discussion	Decision	Action
3. <i>General Update</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10:30 AM Human Resource w/D. Farberman			
<p>1. <i>Salary Schedules S and D were amended immediately following the 12/04/18 Finance Committee to reflect the following:</i></p> <ul style="list-style-type: none"> • Salary Schedule “D” <ul style="list-style-type: none"> ○ Public Health <ul style="list-style-type: none"> ▪ Include the 2% COLA increase on the <i>Medical Director, PT</i> salary of \$568 for a total annual salary of \$28,945; effective 01/01/19 (pre-approved by Finance Committee Brick on 12/10/18) ○ Real Property Tax Services <ul style="list-style-type: none"> ▪ Reduce the stipend for the <i>Director of Real Property Tax Services</i> by \$453 for a total annual stipend of \$9,820 due to the loss of the Town of Genesee Falls Assessing Services contract; effective 01/1/19 (pre-approved by Finance Committee Chair Brick & HR Director Farberman on 12/04/18 immediately following the Finance Committee mtg.) • Salary Schedule “S” <ul style="list-style-type: none"> ○ Real Property Tax Services <ul style="list-style-type: none"> ▪ Reduce the salary for the <i>Real Property Tax Services Assessor</i> by \$5,500 for a total annual salary of \$59,500 due to the loss of the Town of Genesee Falls Assessing Services contract; effective 01/1/19 (pre-approved by Finance Committee Chair Brick & HR Director Farberman on 12/04/18 immediately following the Finance Committee mtg.) <p><i>*Salary Schedules were adopted 12/11/18 reflecting the above revisions.</i></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. <i>Position Fill:</i></p> <p style="text-align: center;">Highway</p> <p>One (1) position of <i>Heavy Equipment Operator</i> (position code 076.163); on CSEA Schedule B Grade 9 (\$18.57-\$20.52/hr. Person vacating: James Scott, effective November 19, 2018. Position available: January 3, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. <i>Position Fill:</i></p> <p style="text-align: center;">County Attorney</p> <p>One (1) position of <i>Asst. County Attorney (2nd)</i> (position code 004.503); on Schedule S at \$57,222.00. Person vacating: Wendy Sisson, effective December 31, 2018. Position available: January 3, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

***RESOLUTION
12/11/18 Res. #18-575**

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>4. <i>Position Fill and Amend Salary Schedule "S":</i> <i>Board of Elections</i> One (1) position of <i>Deputy Commissioner (D)</i> (position code 002.502). 2018 salary is \$40,243.00 annually. Person vacating: Jeanne Williams, effective December 13, 2018. Position available: January 3, 2019.</p> <p><i>And</i> amend Salary Schedule S to reflect probationary terms and salary rates for this position as follows:</p> <ul style="list-style-type: none"> • \$35,048.00 – Starting salary • \$38,048.00 – Upon completion of 4 mos. and satisfactory performance and meeting pre-establish goals... • \$41,048.00 (consistent with the 2019 salary for Deputy Commissioner (R)) – Upon completion of 8 mos. and satisfactory performance and meeting pre-establish goals... 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. <i>2019 Appropriation:</i> To: 01.34.1431.4.40401 Training \$1,895.00 w/Any Funds Available Reason: To pay for in-depth remedial leadership skills training.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. <i>Professional Service Contract</i> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Educational Resource Associates</i>, 216 E Main Street Batavia, NY 14020, for the provision of EAP services in an amount not to exceed \$13,117.00; effective January 1, 2019 through December 31, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>7. <i>Professional Service Contract</i> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Indeed.com</i>, 6433 Champion Grandview Way, Building 1, Austin, TX 78750, for the provision of posting, workflow, and recruiting services in an amount not to exceed \$36,000.00 (\$3,000.00/month); effective January 1, 2019 through December 31, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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8. Discussion Item: <ul style="list-style-type: none"> • Administration of Longevity Pay • Proflex FSA 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
Civil Service w/D. Farberman											
9. Civil Service update for December 2018.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
Weights and Measures w/J. Marley											
1. Monthly Activity Report for Fall 2018	My surgery on October 27 was more involved than originally planned, as there was more damage than the first MRI's showed. After two and one-half months, my recovery seems slow, and it seems that is to be expected. I am in physical therapy and am not driving due to meds I am taking. I have two Doctor's appointments upcoming in January and I am planning to be able to work by mid-January, at least office time, working on annual reports for 2018, which is the primary work in January and February.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
2. Monthly Financial Report for September & October 2018	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>YTD balance through August, 31.</td> <td style="text-align: right;">\$3,620.00</td> </tr> <tr> <td>Sept. fees (Crabb Oil trucks, tested by Wyoming County W & M)</td> <td style="text-align: right;">\$700.00</td> </tr> <tr> <td>October fees (tested by Steuben-Livingston W & M)</td> <td style="text-align: right;">\$4,400.00</td> </tr> <tr> <td>YTD total fees collected for 2018</td> <td style="text-align: right;">\$8,720.00</td> </tr> </table>	YTD balance through August, 31.	\$3,620.00	Sept. fees (Crabb Oil trucks, tested by Wyoming County W & M)	\$700.00	October fees (tested by Steuben-Livingston W & M)	\$4,400.00	YTD total fees collected for 2018	\$8,720.00	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
YTD balance through August, 31.	\$3,620.00										
Sept. fees (Crabb Oil trucks, tested by Wyoming County W & M)	\$700.00										
October fees (tested by Steuben-Livingston W & M)	\$4,400.00										
YTD total fees collected for 2018	\$8,720.00										
3. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> • County of Steuben, 3 East Pulteney Square, Bath, NY 14810 for Weights and Measures coverage (during a leave of absence) in Wyoming County subject to Agriculture and Markets Law in an amount not to exceed \$1,000.00 in mileage reimbursement; effective January 1, 2019 through January 31, 2019 with an option to extend weekly upon mutual agreement through March 1, 2019, cancellable by either party with 7 days written notice. 		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, January 22, 2018 @ 9:00 AM.**

Committee Chair Initials: _____

Civil Service Monthly Update

December 2018

Canvass Positions:

- Clerk

Certificates Issued

- Account Clerk
- Police Officer
- Biomedical Supervisor

Payrolls Certified:

- County – 12/14/2018
- County – 12/28/2018
- Highway – 12/14/2018
- Highway – 12/21/2018
- WCCH – 12/7/2018
- WCCH – 12/21/2018
- Warsaw Central School
- Letchworth Central School (2)

Exams Announced:

- Correction Officer

Exams Held:

- Community Services Aide
- Community Services Worker
- Social Work Assistant

Exam Results:

- Biomedical Supervisor
- Clinical Admissions Coordinator
- Emergency Department Patient Care Technician
- Head Custodian
- Account Clerk
- Probation Officer Trainer
- Orthopaedic Patient Care Coordinator

Duty Statements (creations): (County)

-

Duty Statements (creations): (WCCH)

- Financial Analyst
- Scheduler
- Network Administrator I

Duty Statements (creations): (Villages, Towns & Schools)

- Keyboard Specialist I
- School Monitor
- Water Treatment Plant Operator

Job Specifications:

- Network Administrator
- Revenue Cycle/Business Office Manager
- Director of Social Work
- Medical Records Specialist II

Job Opportunities: County

- Zoning Enforcement Officer Assistant – PT (1)
- Clerk – FT (1)
- Community Services Aide – FT (1)

Job Opportunities: WCCH

- Registered Professional Nurse – FT (1)
- Hospital Aide – PT (1)
- Revenue Cycle/Business Officer Manager – FT (1)
- Scheduler – FT Temporary (1)
- Network Administrator I – FT (1)
- Director of Social Work – FT (1)
- Mental Health Therapy Aide Per Diem – (1)
- Mental Health Therapy Aide – FT (1)
- Social Work Assistant – FT (1)