

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, February 25, 2020 @ 9:00 AM

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Historian w/C. Amrhein			
1. Invitation: <ul style="list-style-type: none"> Human Resource Committee to be held at the Historian's building April 28th. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Appropriation: To: 01.46.7510.4.42301 Books & Publications \$225.00 w/01.09.7510.2705 Gifts & donations \$225.00 Reason: To appropriate funds donated for office use to be used for production of the <i>Historical Wyoming</i> Index.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Discussion on the Budget for the Pioneer Grounds <ul style="list-style-type: none"> Based on what they asked for last year for this year (\$17K+) – see attached I suggested a 3 yr. plan in their budget narrative. \$3,150 is in budget for this year and was approved. Building foundation should be looked at by SHPO to assess the building before any repairs are made as it may qualify for grant funding if added to the Historic Register. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. Updates: <ul style="list-style-type: none"> WWII Book Sales: <ul style="list-style-type: none"> Sales since Jan report ~ \$164.74 Online sales as of (2/20) ~ \$141.28 WWII book is now for sale at Sinclair's Pharmacy, Biblio-tech Café in Perry, and our office. Picked up another store to sell <i>Historical Wyoming</i>: Wyoming Gaslight Market for a total of 15 stores in the county. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. Pioneer Cabin Grounds w/E. Parker (9:15 AM)		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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9:30 AM County Clerk w/R. Pierce			
1. <i>FYI</i> – County Clerk’s office has an additional fee due to a recent amendment to NY Real Property Law Section 291 (please see attached)– which is effective 3/11/2020. The clerk of the county is entitled to charge a reasonable fee to cover the cost of mailing the envelope to the owner of record. The conveyance fee notice will be \$ 10.00 for preparing the notice, supplies and postage.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Records Retention w/G. Royce			
1. Annual Departmental Report		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Discussion: <ul style="list-style-type: none"> • Working with County Attorney regarding transfer of county records to center. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10:00 AM Board of Elections w/J. Schlick & H. Bush			
1. <i>FYI~ Contract (\$3,000 and under):</i> <ul style="list-style-type: none"> • Dominion Voting Systems Corp, 215 Spadina Ave Suite 200, Toronto ON M5T2C7 for the repair of 7 voting machines in the amount of \$300/hr not to exceed \$1,200; effective February 25, 2020 until completion. This service is state bid contract #PC66393. Having these machines repaired will be important in the event that they need to be used on April 28, 2020 for the Presidential Primary and 27th Congressional District Special Election. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Attorney w/J. Wujcik			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Human Resource w/D. Farberman			
<p>1. <i>Position Create/Fill:</i> <i>District Attorney</i> One (1) position of <u>Assistant District Attorney (3rd)</u> (1.0 FTE) on schedule S at an annual salary to be negotiated, up to \$91,000.00; position available: March 11, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. <i>Position Create/Fill:</i> <i>District Attorney</i> One (1) position of <u>Discovery Coordinator</u> (1.0 FTE) on schedule S at an annual salary of \$55,000.00 annually; position available: March 11, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. <i>Position Fill:</i> <i>District Attorney</i> One (1) position of <u>Domestic Violence Coordinator</u> (FTE) (position # 016.400) on Salary Schedule S at a rate of \$18.83/hr; Position Available: March 4, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. <i>Position Fill:</i> <i>District Attorney</i> One (1) position of <u>Secretary to the District Attorney</u> (FTE) (position # 001.503) on Salary Schedule S at a rate of \$20.52/hr; Position Available: March 4, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. <i>Position Fill:</i> <i>Highway</i> Three (3) positions of <u>Motor Equipment Operator (FT - Seasonal)</u> (position # 086.163, 084.163, 091.163) at \$16.00/hr (\$17.00/hr with CDL); persons vacating: Natalie McHugh on 11/2/19, Brandon Cousins on 11/23/19, Richard Lepkowski on 11/23/19. Positions Available: March 4, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. <i>Position Create/Fill:</i> <i>Highway</i> Two (2) position of <u>Motor Equipment Operator (FT Seasonal)</u> at \$16.00/hr (\$17.00/hr with CDL); position available: March 11, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>7. Position Abolish/Create/Fill: Highway Abolish One (1) position of <u>Bridge Construction Mechanic</u> (position # 019.038); person vacating: Luke Jordan, effective January 3, 2020.</p> <p>Create and Fill One (1) position of <u>Heavy Equipment Operator</u> (1.0 FTE) on CSEA Schedule B, Job Grade 9, at \$19.04/hr - \$21.03/hr. Position Available: March 11, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>8. Position Create/Fill: Elections One position of <u>Elections Clerk (D)</u> (Per Diem) on Salary Schedule S, at \$20.00/hr. Position Available: March 11, 2020</p> <p>One position of <u>Elections Clerk (R)</u> (Per Diem) on Salary Schedule S, at \$20.00/hr. Position Available: March 11, 2020</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>9. Position Fill: Sheriff One (1) position of <u>Dispatcher</u> (PT variable hours) (non-union) (position # 097.108) following WCSEA at \$19.02/hr – \$23.19/hr; person vacating: Tara Windnagle, effective January 29, 2020. Position Available: March 4, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>10. Position Fill: Jail One (1) position of <u>Jail Administrator</u> (1.0 FTE) (position # 063.497) on Salary Schedule S at an annual salary of \$74,854.00 per year; person vacating: Matthew Case on February 21, 2020. Position Available: March 4, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>11. Position Create/Fill: Buildings and Grounds One (1) position of <u>Carpenter</u> (Per Diem Variable Hours) on schedule S at a rate of \$20.00/hr; position available: February 5, 2020.</p>	Emergency Approval to create and hire received from chairman on February 5, 2020.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>12. Position Create/Fill: Buildings and Grounds One (1) position of <u>Laborer</u> (1.0 FTE) on CSEA Schedule B at a rate of \$18.33/hr – \$20.32/hr; position available: February 3, 2020.</p>	Emergency Approval to create and hire received from chairman on February 3, 2020.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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13. Amend Salary Schedule S: To add a stipend for the <i>Secretary to the Superintendent of Buildings and Grounds</i> (position # 040.503) in the amount of \$1,500.00, to be paid in the year 2020 only.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
14. Discussion Items: <ul style="list-style-type: none"> • WCCHS Reduction Plan • Compensation Committee 2020 Reminder • Bayoumi Warsaw Clinic Outline • Dialysis Positions FYI 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
15. <u>Civil Service update for February 2020</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
16. Civil Service Annual Report <ul style="list-style-type: none"> • Increase in provisional positions 			

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

Next Human Resource Committee Meeting scheduled for **Tuesday, March 31, 2020 @ 9:00 AM.**