

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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...

Location: **Public Safety Committee Room via BOS YouTube Channel** (<http://www.wyomingco.net/149/Board-of-Supervisors>) **Conference Call**

Date: Tuesday, March 31, 2020 @ 9:00 AM

Present in person: **Becker (Vice Chair)**

Present via conf. call: **King (Chair)**, Kehl, Grant, Brunner, Leuer, Roche, Granger, Jacoby

Absent:

Also Present in person: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; D. Nikiel/Budget Office

Also Present via conf. call: J. Davis/Board Chair (9:14 AM); D. Farberman/HR Dir.; B. Ryan, T/Warsaw; J. Brick, T/Perry; AD Berwanger, T/Arcade; L. Perez/Deputy Board Clerk

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
	~ <i>Nothing to Report</i> ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Historian w/C. Amrhein			
<p><i>Referred from February 25, 2020 Human Resource Committee Meeting for Update:</i> Pioneer Cabin Grounds w/E. Parker (9:15 AM)</p> <ul style="list-style-type: none"> • 6 trees marked to come out. <ul style="list-style-type: none"> ○ Done w/ Hwy. Supt. Gadd. Est. \$2,000 to remove <ul style="list-style-type: none"> ▪ Two of the trees came down ▪ Most of the \$2K spent • Cabin – Bottom logs rotted. Raise the cabin and replace with pressure treated - \$9,000 quote. Would be done in Aug after picnic. • Proposed meeting w/Hwy. Supt. Gadd, E. Parker, Historian Amrhein and J. Cook tomorrow @ 11am at Co. Hwy. • Don G. from Cornell Cooperative Extension provided a more cost effective solution to Pioneer Forestry's proposal. • BO Cook - \$3,510 in budget for 2020 <ul style="list-style-type: none"> ○ Earmarked for Driveways, parking areas, sidewalks, topsoil, seeding, etc. Roof on preserved tree trunk on the grounds... • Capital Plan – no • Fundraiser? Income goes to programs... <ul style="list-style-type: none"> ○ Rotary supports the Assoc. • Will make some decisions after meeting w/Hwy. Supt. Gadd and SHPO 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Perez/Deputy Board Clerk

Department Agenda Item	Discussion	Decision	Action
Updates: <ul style="list-style-type: none"> • Pioneer Grounds <ul style="list-style-type: none"> ○ Attachment 1 ○ Attachment 2 ○ Attachment 3 • Office closed to public. <ul style="list-style-type: none"> ○ Assistant County Historian declared non-essential as of 3/23/2020. ○ I will be working from home on <i>Historical Wyoming</i>, our new index for publication, writing letters to answer research questions we already have compiled and ready, do the inventory program training CD and work on collections website. Sally will stop at 2 pm and bring in mail. I'll come in on Friday noon-2 to check mail and get bank deposit ready (and do payroll). 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • <i>Pioneer Cabin Grounds land and buildings belong to Wyoming County. This was confirmed by research conducted by Budget Officer Cook and County Historian Amrhein. Landmark Society of WNY suggested getting a condition report on the building that needs foundation work. County Historian Amrhein named several local businesses capable of generating the report. \$3,500 grant available through Landmark Society of WNY. Supervisor Brunner, T/Java asked if we can find out who uses the grounds and how much it is used... There was a question on the amount of fundraising conducted by the Pioneer Cabin Association. Historian Amrhein confirmed fundraisers are done by several other Historical Societies. There seems to not be any type of formal agreement with Pioneer Cabin Grounds Assoc. for funding as an ongoing arrangement.</i> • <i>Last year, there was a discussion on 5 oil paintings of early county court judges. The Bar Association conducted a research project on the paintings including who the artist was. Working on funding to restore includes cleaning of the frames. Bar Association agreed to pay for so they can be hung back in the courthouse.</i> • <i>Supervisor Grant, T/Bennington mentioned an article in the last Wyo. Co. Historical about the creation of Wyoming County. Fabulous job!</i> 			
9:15 AM County Attorney w/J. Wujcik			
<i>At 9:14 AM Chairman Davis, T/Covington entered the meeting during the below agenda item.</i>			
1. Overnight Travel Authorization: J. Wujcik to attend County Attorneys' Association of the State of New York (CAASNY) Annual Meeting, The Otesaga Hotel, Cooperstown, New York, May 18-19, 2020 (or any rescheduled date). Personal car will be used. Hotel/rooming fee is being paid by CAASNY. Registration fee of \$150.00; (total registration is \$250.00 (CAASNY is paying \$100.00)).		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: APPROVED

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
<p>2. Position Fill: One (1) position of Secretary I to replace Amanda Strathearn who resigned effective March 19, 2020 (last day of work March 18, 2020).</p>	<p><i>Hope to fill this position soon. Salary low - \$31K</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to: Action taken below under HR Dept. Agenda</p>
<p>3. Professional Services Contract \$5,001 or greater: Authorize Chairman to sign contract with Thomson Reuters, 610 Opperman Drive, D2.N205, St. Paul, MN 55123 for the assured print pricing service of NY Consolidated Laws Annotated in the amount of amount annual \$4,639.20; effective date 8/1/2016 through 07/31/2020; 4 year contract with a 5% increase the second and third years, auto-renewal term after third year to be 7% annual increase for a total contract amount of \$20,100.00.</p>	<p><i>Committee approval was granted on 1st year only of \$4,639.20 during the 05/30/16 Human Resource Committee meeting.</i></p> <p><i>Should have previously been approved by a resolution, housekeeping item.</i></p>	<p>Motion: King Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>4. Professional Services Contract \$5,001 or greater: Authorize Chairman to sign a contract with Thomson Reuters, 610 Opperman Drive, D2.N205, St. Paul, MN 55123 for the renewal of the assured print pricing service of McKinney’s CPLR, NY Consolidated Laws Annotated and NY Court Rules: State, Federal, Federal Bankruptcy, Federal Key Rules, Local and Local Key Rules Consolidated Laws Annotated in the amount of \$460.63 per month; first year annual amount \$5,527.56; effective 09/1/2020; ten (10) year contract with a 1% increase in each successive year; ten year total amount \$57,830.64.</p>		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>5. General Update:</p> <ul style="list-style-type: none"> On a call every night w/ NYSAC on COVID-19 How do counties structure to move forward? 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
9:30 AM Board of Elections w/H. Bush			
1. 2020 Winter NYSAC Conf. Resolution: <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 		Motion: Roche Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
2. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> • Warsaw Penny Saver, 72 N. Main St, Warsaw NY 14569 for processing the 2020 Mail Check Cards in an amount not to exceed \$2,478.00 (23,263 cards); effective 03/31/2020 through completion of project. <ul style="list-style-type: none"> ○ Mail Check is conducted annually as required by the New York State Board of Elections. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Walk-in: AMEND FYI~ Contract from 02/25/20 HR Committee (\$3,000 and under): <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 an amount not to exceed \$300/hr. for a total amount not to exceed of \$1,614.00; effective February 25, 2020 until completion. This service is state bid contract #PC66393. There was one more hour of labor than initially expected, which is why the invoice is over the PO amount. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10:00 AM Human Resource w/D. Farberman			
1. 2020 Winter NYSAC Conf. Resolution: <ul style="list-style-type: none"> • Resolution Calling Upon the Governor and the New York State Legislature to Refrain from Enacting New Public Employee Benefits Mandates 		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
<p>2. Position Create/Fill: <i>District Attorney</i> One (1) position of Legal Intern (PT 0.5 FTE) on Schedule S at an hourly rate of \$22/hr., not to exceed \$3,000.00 for the year 2020; position available is May 11, 2020.</p>		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: <i>Public Safety Committee</i> FINANCE
<p>3. Position Fill: <i>Sheriff</i> One (1) position of Correction Sergeant (1.0 FTE) (position # 036.066) on WCSEA wage schedule at \$26.24/hr. – \$29.46/hr.; effective March 8, 2020. Position available date is April 8, 2020. Person vacating: C. Michael Horton</p>		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: <i>Public Safety Committee</i> FINANCE
<p>3. Amended Position Create/Fill: <i>Buildings and Grounds</i> One (1) position of Carpenter (Per Diem Variable Hours) following CSEA contract at a rate of \$20.00/hr.; position available: February 5, 2020.</p>	<p><i>Withdrawn</i></p> <p>Duplicate request from 02/25/20 Human Resource Committee (Res. #20-144)</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. Position Fill: <i>County Attorney</i> One (1) position of Secretary I to replace Amanda Strathearn who resigned effective March 19, 2020 (last day of work March 18, 2020).</p>		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: FINANCE

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Department Agenda Item	Discussion	Decision	Action
<p>Walk-in: Position Fill: Health Department - Environmental One (1) position of “Student Aide (Seasonal) – Temporary” on Schedule G for a period not to exceed fifteen weeks (May, 2020 – August, 2020), 35 hours per week @ \$11.50/hr. plus \$0.25 for each previous season worked with no other benefits except those mandated by law. Salary & fringe expenses associated with this position are reimbursed by State Aid & NYSDOH Drinking Water Enhancement Grant.</p>	<p>Attachments sent to BOS 3/27/2020:</p> <ul style="list-style-type: none"> • 3 Permission to Fill forms (yellow paper) • Position Justification form • Organizational Chart 	<p>Motion: King Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Health Committee FINANCE</p>
<p>5. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Employee Services, Inc., 55 Chamberlain Street, Wellsville NY 14895 for EAP services in an amount not to exceed \$21,102.12; effective April 1, 2020 through March 31, 2021.</p>	<p>Emergency approved to engage in this contract effective immediately due to dissolution of old provider and current likely need for EAP services in the short term due to COVID-19 pandemic.</p>	<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>6. 2020 Appropriation: To: XX.XX.XXXX 8.86001 EAP Services \$21,102.12 w/any funds available Reason: To pay for EAP Services for the balance of the year.</p>	<p><i>Attempts will be made via regular contact and via County Attorney's office to recover money paid to old EAP provider for services not rendered in the balance of 2020. Referred to Budget Office for further review.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>HR Dir. Farberman explained payment of town and county employees according to Governor Cuomo’s Executive Order 202.4, which has been extended to 04/15/2020. Requires all non-essential personnel to be sent home with pay. Leave intended to be paid leave – no use of benefit time. Committee V-Chair Becker, T/Sheldon stated that during a snowstorm, all are essential... Hauling stone, non-essential. Each town will need to decide. HR. Dir. Farberman working on guidance document that can be shared. Supervisor Kehl, T/Attica questioned if employee is asked to come back and are uncomfortable, can they use FMLA? Dir. Farberman said the answer is yes... Feds have expanded qualifications. Also addressed in memorandum. Paid Family Leave different from FMLA. Paid sick leave act new... Also addressed in memorandum If an employee is afraid and considered essential but does not want to come to work, the employee can use benefit time. Budget Officer Cook asked how many employees have been deemed non-essential. HR. Dir. Farberman does not have that answer as Dept. Heads have made those determinations. At the end of the day, HR will attempt to identify those numbers. Highway and DSS rotating their staff to meet the 50% staffing reductions.</p>			

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Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
6. <u>Civil Service Update for March 2020</u>	<i>Temporarily suspended and postponed exams to maintain social distancing....</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
7. <i>Civil Service Annual Update</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Clerk w/R. Pierce			
	<i>~Nothing to Report~</i>	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:

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

Next Human Resource Committee Meeting scheduled for **Tuesday, April 28, 2020 @ 9:00 AM.**

Committee Chair Initials: _____