

# HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, April 24, 2018 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Hastings, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>9:00 AM County Clerk w/R. Pierce</b>			
1. <i>Resolution to forward to Finance Committee acceptance of the Semi-Annual Mortgage Tax Report for the period October 2017 – March 2018.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Transfer:</i> <b>From:</b> 01.34.1410.8.89001 Medical/Hosp. \$4,950.00 <b>To:</b> 01.34.1410.4.41010 Office Supplies \$4,950.00 <b>Reason:</b> Transfer funds to cover the cost of Acid Free Record Storage Cartons(Boxes)		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>Disposition of Fixed Assets: (Permanent disposal only)</i> Declare surplus and dispose of one microfilm reader from the records room storage room, original cost in 1953 was \$ 710.50 & microfilm file steel cabinet, original cost in 1953 was \$ 204.12.		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 Records Retention w/G. Royce</b>			
1. <i>FYI:</i> Building damage that has occurred not knowing how it happened. Possible snowplow. (I will bring photo)		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Discussion:</i> <ul style="list-style-type: none"> <li>• Working on project at the County Clerk’s office helping her with removal and inventory Criminal, Correction, and Civil Files. I expect we will be taking out 1000+ cubic feet of records. I feel this will take us into late May. We will be doing this as time lets us.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Board of Elections w/J. Schlick &amp; H. Bush</b>			
1. <b>Amend Resolution No. 12-157 as amended by 14-233 &amp;16-329;</b> To extend the effective date of the HAVA funds contract (#C003253) with the New York State Board of Elections, 40 North Pearl St. Suite 5 Albany, NY 12207. HAVA operations expenses by Board of Elections (SHOEBOX); from April 1, 2018 through March 31, 2019. All else remains the same.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<b>Human Resource w/D. Farberman</b>			
<p>1. <b>Position Fill:</b> <i>Social Services</i> One (1) position of <i>Community Services Aide</i> (position code # 106.333) on CSEA Schedule A Grade 3 (\$15.87 - \$17.37/hr.); position available date: May 1, 2018, Karen Duboy promoted April 20, 2018.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. <b>Position Fill:</b> <i>Social Services</i> One (1) position of <i>Caseworker Trainee</i> (position code # 038.042) on CSEA Schedule A Grade 12 (\$19.33 - \$22.14/hr.); position available date: May 1, 2018, Taylor Smith resigned April 27, 2018.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>3. <b>Position Fill:</b> <i>Social Services</i> One (1) position of <i>Caseworker</i> (position code # 054.042) on CSEA Schedule A Grade 14 (\$20.26 - \$23.38/hr.); position available date: May 1, 2018, Holly Mager resigned April 27, 2018.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>4. <b>Position Fill:</b> <i>Social Services</i> One (1) position of <i>Account Clerk</i> (position code # 140.002) on CSEA Schedule A Grade 4 (\$16.36 - \$18.00/hr.); position available date: May 2, 2018, Kimberly Robb resigned May 1, 2018.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. <b>Position Fill:</b> <i>Health Department</i> One (1) position of <i>Fiscal Officer I</i> (position code # 129.282) on Salary Schedule S; Lydia Kaluzny-Welnicki resigned April 6, 2018, position available: May 1, 2018.</p>	<p><i>Annual salary not to exceed \$37,740.00; to be negotiated upon hire and brought back to committee for Resolution.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. <b>Position Create/Fill:</b> <i>Health Department - Environmental</i> One (1) position of <i>Public Health Technician (per diem)</i> on CSEA Schedule A Grade 12 plus 10% with no other benefits except those mandated by law (\$21.26 - \$24.35/hr.); position available: May 8, 2018.</p>	<p><i>To provide technical assistance during the higher volume summer season.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<p><b>7. <i>Position Abolish/Creation/Fill:</i></b>  <b>Treasurer</b>  <i>Abolish</i> (1) <i>Senior Clerk (Temp)</i> (position code #020.222) on CSEA Schedule A Grade 4. Gayle Grandits-Offhaus resigned April 16, 2018. Effective date: April 17, 2018.</p> <p><i>Create/Fill:</i> One (1) position of <i>Senior Account Clerk (double entry bookkeeping)</i> on CSEA Schedule A Grade 6 (\$17.14 - \$19.11/hr.); position available date: May 8, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>8. <i>Amend Resolution No. 18-170:</i></b>                      Authorize Chairman to sign an Amended Memorandum of Understanding between the County of Wyoming and CSEA, to upgrade the Laboratory Technician positions in the WCCHS Schedule for the current 2016-2020 Collective Bargaining Agreement to reflect the following revision:</p> <ul style="list-style-type: none"> <li>o Move the <del>Lead</del> <b>Chief Med Tech</b> Classification from Grade <del>18A</del> 18B to 18 C</li> <li>o Move the <b>Med Tech</b> classification from 15B to <del>18C</del> 18A</li> </ul> <p><i>Effective date March 25, 2018.</i></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>9. <i>Overnight Travel Authorization:</i></b>                      D. Farberman to attend the New York State Association of Personnel &amp; Civil Service Officers Annual Training Conference at the Sheridan/Syracuse University Hotel and Conference Center in Syracuse, NY, June 10 – 13, 2018. Hotel/Meal Package \$530.00, registration \$50.00, Mileage &amp; tolls for a total not to exceed \$800.00. Budgeted.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>10. <i>Donation of Benefit Time:</i></b>                      Peggy Dehr, Scanner, for the Wyoming County Department of Social Services, is experiencing a serious health condition. The request is for 109.5 hours of donated vacation time to add to her available sick leave.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>11. <i>Amend Position and Salary Schedule "S":</i></b>                      Increase the position of Animal Control Assistant, PT (.60 FTE) at 20 hrs. per week (position code #002.082) to full time (1.00 FTE) at 35 hrs. per week and set the salary at \$30,212.00 annually; effective date: May 9, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<b>Civil Service w/D. Farberman</b>			
12. <i>Civil Service update for April 2018.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Weights and Measures w/J. Marley (will not be attending)</b>			
1. <i>Monthly Activity Report for March 2018</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Monthly Financial Report for March 2018</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>Re. March discussion about tentative retirement.</i>	No change at this time.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Attorney w/J. Wujcik</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Historian w/C. Amrhein</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

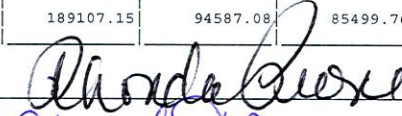

Signature of Committee Chairman: p/D. Tallman (minutes prepared by \_\_\_\_\_).

Next Human Resource Committee Meeting scheduled for **Tuesday, May 29, 2018@ 9:00 AM.**

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

NEW YORK STATE MORTGAGE TAX SEMI - ANNUAL REPORT  
 COUNTY OF WYOMING COUNTY CLERK FOR THE PERIOD 10/01/2017 THROUGH 3/31/2018  
 CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

Months	BASIC TAX DISTRIBUTED					TREASURER			ALL OTHER TAXES DISTRIBUTED				
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1+Col 2- Col 3-Col 4)	6 Interest Received by Treasurer	7 Treasurer's Expense	8 Tax Districts Share (Col 5+Col 6- Col 7)	9 Local Tax	10 Additional Tax	11 Special Assistance Fund	12 Special Additional Tax	13 County Tax
20__ Oct	49229.89	.42	6337.20		42893.11	20.64		42913.75	21449.87	19494.02		18535.95	
Nov	40873.96	.60	6380.62		34493.94	17.54		34511.48	17323.21	15593.43		14355.83	
Dec	37272.04	.52	6386.38		30886.18	9.31		30895.49	15443.09	13806.37		13012.72	
20__ Jan	35154.70	.49	6252.98		28902.21	11.58		28913.79	14451.10	13270.45		13286.24	
Feb	29703.50	.47	6322.76		23381.21	13.06		23394.27	11690.60	10642.03		10217.56	
Mar	34871.89	.50	6413.96		28458.43	19.94		28478.37	14229.21	12693.46		11727.82	
Apr													
May													
Jun													
Jul													
Aug													
Sep													
Totals	227105.98	3.00	38093.90		189015.08	92.07		189107.15	94587.08	85499.70		81136.12	

  
 \_\_\_\_\_ Recording Officer  
  
 \_\_\_\_\_ Treasurer



# *Civil Service Monthly Update*

## *April 2018*

### **Canvass Positions:**

- Custodian
- Account Clerk

### **Certificates Issued**

- Custodian
- Aging Services Specialist

### **Payrolls Certified:**

- County – 4/6/2018
- County – 4/20/2018
- Highway – 4/6/2018
- Highway – 4/20/2018
- WCCH – 4/13/2018
- WCCH – 4/27/2018

### **Exams Announced:**

- Case Supervisor – Grade B
- Clinical Admissions Coordinator
- Emergency Patient Care Technician
- Fiscal Administrator
- Fiscal Officer I
- Head Custodian
- Orthopaedic Patient Care Coordinator
- Probation Officer Trainee
- Caseworker Trainee
- 

### **Exams Held:**

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### **Exam Results:**

- Correction Officer
- Public Health Technician

### **Duty Statements (creations): (County)**

- Deputy Human Resource Director
- Human Resource Clerk

### **Duty Statements (creations): (WCCH)**

- Neurology Physician

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

-

**Job Specifications:**

- Deputy Human Resource Director
- Human Resource Clerk
- Neurology Physician

**Job Opportunities: County**

- Deputy Human Resource Director – FT (1)
- Human Resource Clerk – FT (1)
- Student Aide (Seasonal) – (1)

**Job Opportunities: WCCH**

- Medical Receptionist – FT (2)
- LPN - .80 FTE (1)
- LPN – FT (1)
- Nursing Assistant – FT (2)
- Student Aide – PT (1)
- Food Service Helper – FT (1)
- Food Service Helper - .50 FTE (1)
- Patient Information Specialist - .50 FTE (1)
- Cleaner Per Diem – (1)
- Respiratory Therapist – FT (1)
- Marketing Intern (Temp) – PT (1)



TO: COUNTY HUMAN RESOURCES COMMITTEE

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DATE: April 24, 2018

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FROM: Dept. of Weights and Measures  
James Marley, Director

RE: MONTHLY ACTIVITY REPORT

PERIOD: March, 2018

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WORKLOAD

Work Category	Hours Worked	% of Total
Weighing Devices Inspected and Tested	48	31%
Gasoline Pumps Inspected and Tested	8	5%
Bulk Milk Tanks Calibrated	0	0%
All Other Commercial Device Inspections	0	0%
Non-Mandated Tests and Requests	0	0%
Petroleum Quality Program	0	0%
Package Control / Pricing Accuracy	0	0%
Complaints / Investigations	0	0%
Civil Penalty and Court Hearings	0	0%
Administration (records, reports, scheduling)	40	26%
Public Relations	0	0%
Training	7	5%
Equipment Maintenance	7	5%
Other: Mtg.-HR, (State and Co. Annual Reports)	23	15%
Paid Time Off (Holidays, Vacation, etc. )	21	14%
	154	100%

22 days x 7 = 154 hrs

COMMENTS:

Scales were tested at Wolcott Maple Equipment and Supplies, Whispering Brook Farm, Bray Farms Maple and East Hill Creamery.

TO: COUNTY HUMAN RESOURCES COMMITTEE

FROM; Dept. of Weights and Measures  
James Marley, Director

DATE: APRIL 24, 2018

RE: MONTHLY FINANCIAL REPORT

PERIOD: MARCH, 2018

WORKLOAD			
DEVICES TESTED	No. tested	Rate per Device	Total
SCALES;			
Computing capacity to 33 lbs. First 5 in establishment	4	\$20	\$80
" " " " 6 and over tested at same time	2	\$10	20
Medium capacity to 1000 lbs. (platform)	4	40	160
" " " (livestock)	0	40	0
PETROLEUM PUMPS;			
Single dispensing pumps	0	20	0
Dual dispensing pumps		40	0
Blend dispensing pumps			
FUEL TRUCK METERS (VTM)	0	100	0
MILK TANK CALIBRATIONS			
w/ County equipment 3000 gal. for Monroe Co.	0	240	0
	17		\$260

total to date: 450  
2016 TOTAL to date \$710.00

COMMENTS: