

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: Tuesday, May 26, 2020 @ 9:00 AM

Location: *Supervisors' Committee Room, 2nd 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
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1. <i>Discussion on COVID-19 re-opening process.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Discussion on COVID-19 re-opening process.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
• <u>Organizational Chart</u>			
1. <i>General Update</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
9:30 AM Historian w/C. Amrhein			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1. Update- Pioneer Grounds <ul style="list-style-type: none"> The Pioneer Cabin is listed as eligible on the State Preservation Office database. Although difficult to maneuver, here is the link https://cris.parks.ny.gov/ Attached is <u>Q&A on frequently asked questions</u> on what historic designation entails and the benefits. For more information visit https://parks.ny.gov/shpo/ (Supporting documentation on the County's ownership of the Pioneer Grounds was included with 3/31/2020 agenda.) 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. General Updates: <ul style="list-style-type: none"> Contacted historians via email to share ideas on what to collect from our communities to document this historic time. We are saving all of the Chairman's daily updates, newspaper articles, as well as complete issues of the <i>Batavia Daily News</i> and the <i>Warsaw & Perry Penny Savers</i> in order for future researchers to look at this as a whole on how it affected our communities. Also saved any mailings, flyers etc. I'm working on an article for <i>Historical Wyoming</i> to compare/contrast our current COVID-19 reactions to that of the 1918 Spanish Flu. Our office is now open by appointment only. Guidelines (<u>see attached</u>) are on our doors, our Google profile and Facebook page, and will be put on our page at the county website. We are still partly working from home as well as the office. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Records Retention w/G. Royce			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	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
10:00 AM Board of Elections w/J. Schlick & H. Bush			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>1. Grant Application and Acceptance: Authorize Chairman to sign a grant application and acceptance award with <i>New York State Board of Elections</i>, 40 N Pearl St Suite 5, Albany NY 12207 for the reimbursement of costs related to conducting Federal Elections amid COVID-19 pandemic such as mailing of absentee ballot applications and absentee ballots, additional/temporary staff, and voting equipment in a minimum amount of \$47,560.92; effective March 28, 2020 through December 31, 2020.</p>	<i>Was point of discussion at COW 5/12 – Commissioners were given approval to go forward.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Appropriation: To: 01.34.1450.4.42481 CARES Act Grant 25,560.92 01.34.1450.2.20201 Capital Equipment <u>22,000.00</u> w/01.12.1450.42481 Federal Aid Cares Grant 47,560.92 Reason: Appropriate grant funds.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. Professional Services Contract: Authorize Chairman to sign a contract pursuant to General Municipal Law §104(b) with <i>Warsaw Penny Saver/Appearances</i>, 72 N Main St, Warsaw NY 14569, for the provision of processing and mailing absentee ballot applications to all registered voters in Wyoming County in an amount not to exceed \$8,251.03; effective May 3, 2020 until completion.</p>	<p><i>Funds from HAVA Cares Act Grant will be used to pay for this service. 23,263 post cards were mailed out to voters. The cost for processing was \$4,956 and the postage was \$3295.03 for the total amount of \$8,251.03.</i></p> <p><i>Was point of discussion at COW 5/12 – Commissioners were given approval to go forward.</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>4. State Bid Award: Authorize Chairman to approve bid and sign contract with Dominion Voting Systems Corp., 215 Spadina Ave Suite 200, Toronto ON M5T2C7 the purchase of (2) ICE Voting Machines in an amount not to exceed \$21,800 (\$10,900 each); effective May 12, 2020 until delivery. This purchase is a state bid contract #PC66393. These machines will be important when it comes time to count absentee ballots for the election on June 23rd. As of 5/22 over 3,000 ballots have been mailed for the Special Election, this is not taking in to consideration ballots for the State/Local Primary or the Presidential Primary.</p>	<p><i>This is an allowable expense on the HAVA Cares Act Grant therefor those funds will be used for this purchase.</i></p> <p><i>Was point of discussion at COW 5/12 – Commissioners were given approval to go forward.</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
<p><i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i></p>	<p><u>See attached e-mail from HR Director Farberman</u></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>1. Position Create/Fill: <i>Social Services</i> One (1) position of Caseworker Trainee (1.0 FTE) on CSEA Schedule A, Job Grade 12 at \$20.20/hr-\$23.14hr. Position Available: June 10, 2020.</p>	<p><i>To convert to Caseworker after six months one year upon satisfactory performance during the training period. Funded by current Caseworker (position #051.042).</i></p> <p style="text-align: center;">Supporting documentation outstanding.</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Position Fill: <i>Social Services</i> One (1) position of Support Investigator (1.0 FTE) on CSEA Schedule A, Job Grade 10 at \$19.40/hr – \$21.95/hr. Person Vacating: Brooklyn Bush, effective May 6, 2020. Position Available: June 3, 2020</p>	<p style="text-align: center;">Supporting documentation outstanding.</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
3. <i>Discussion Items:</i> <ul style="list-style-type: none"> • Buildings and Grounds Reorganization • Election Inspectors Issue • WCCHS Maintenance as Security in Mental Health • Posting Review 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. <i>Amend Salary Schedule G:</i> <i>Public Defender</i> <ul style="list-style-type: none"> • Restore the stipend of \$10,000.00 for the <i>Investigator</i> (position code 007.514) under the CAFA grant (Round 2); effective May 12, 2020. • Correct the stipend established by the Board of Supervisors on May 12, 2020 by Res. #20-231 for the <i>Assistant Public Defender (5th)</i> (position code 010.503) in the amount of \$10,000.00 under the CAFA grant (Round 2) to \$5,000.00; effective April 4, 2020 through the medical leave of absence of the Investigator (position code 007.514). 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
5. <i>Civil Service update for May 2020</i>		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, June 30, 2020 @ 9:00 AM**.

Committee Chair Initials: _____