

HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, January 21, 2020 @ 9:00 AM

Present: **King, Becker**, Kehl, Grant, Brunner, Leuer (9:13 AM), Roche, D. Granger

Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Davis/Board Chair; D. Farberman/HR Dir.; R. Jacoby, T/Wethersfield; R. Ryan, T/Warsaw; A. D. Berwanger, T/Arcade (9:13 AM)

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Attorney w/J. Wujcik			
1. General Update: 2019 - NYS Unified Court System - Attorney Registration in the amount of \$375.00 for years 2019-2020. Next registration June, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Human Resource w/D. Farberman			
<i>Supervisor Brunner, T/Java questioned the need to create three (3) new Dispatcher positions if there are several sitting vacant.</i>			
1. Position Create ?/Fill: <i>Sheriff</i> Three (3) positions of <u>Dispatcher</u> (PT – Variable FTE) (non-union) following WCSEA Schedule, at \$19.02 – 23.19/hr.; Positions Available: February 12, 2020.	<u>Position #2</u> <u>Position #3</u>	Motion: Grant Ayes: 7 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: Public Safety for further action
2. Position Fill: <i>Sheriff</i> One (1) position of <u>Deputy Sheriff</u> (PT – Variable FTE) (non-union) (position # 094.083) following WCDSA Schedule, at \$24.23 – 26.12/hr.; person vacating: Nicholas Wright, effective December 5, 2019; position available: February 5, 2020.		Motion: Brunner Ayes: 7 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
9:15 AM Historian w/C. Amrhein			
1. 2020 Appropriation: To/01.46.7510.4.41010 Office Supplies \$480.00 w/ 01.09.7510.2705 Gifts & donations \$480.00 Reason: To appropriate funds donated for office use to be used for archival supplies.	Funds raised selling WWII Book	Motion: Kehl Ayes: 7 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE

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<i>At 9:13 AM Supervisor Berwanger, T/Arcade and Supervisor Leuer, T/Middlebury entered the meeting during the below agenda item.</i>			
2. Updates: <ul style="list-style-type: none"> • We did not receive an Arts Council Grant for 2020; however, we do have gnome kits from last year for different participants (see attached letter). • Attached is an email from a reader of our WWII book who feels by publishing it we have raised the importance of our office. • A financial snapshot of what is spent to produce <i>Historical Wyoming</i> and the funds we recoup. Also the buying and selling of the WWII book. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Human Resource w/D. Farberman			
3. Position Fill: <p style="text-align: center;"><i>Health Department</i></p> One (1) position of Public Health Nurse (1 FTE) (position # 023.197) on CSEA Schedule A, Job Grade 18, at \$26.25 – 30.16/hr. to a part time capacity of .6 FTE (24 hours/week); person vacating: R. Demuth, effective November 2, 2019; position available: February 5, 2020.		Motion: Brunner Ayes: 8 Noes: Absent:	Carried: XXX Defeated: Referred to: <p style="text-align: center;"><i>Public Health Comm.</i> FINANCE</p>
4. Amend Salary Schedule S: To correct hourly rate of the <i>Staff Social Worker</i> (position # 008.594) in the Public Defender’s Office on Salary Schedule S to \$27.59/hr., effective January 1, 2020 to include 2020 COLA.		Motion: Brunner Ayes: 8 Noes: Absent:	Carried: XXX Defeated: Referred to: <p style="text-align: center;"><i>Public Safety Comm.</i> FINANCE</p>
5. Discussion Items: <ul style="list-style-type: none"> • NYS Civil Service Policy Advisory Report dated 12/09/2019 • NYMIR Recommendations for Wyoming County from October 2019 facilities visit. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
6. Miscellaneous: <ul style="list-style-type: none"> • Move hourly employee on Schedule X to CSEA <ul style="list-style-type: none"> ○ Subset of Collective Bargaining Unit ○ Negotiating voluntary recognitions • Dr. Bayoumi’s employees into County workforce <ul style="list-style-type: none"> ○ Attica/Warsaw facilities 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
7. Civil Service update for January 2020		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<p><i>At 9:36 AM there was a motion by Supervisor Brunner, T/Java to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Becker, T/Sheldon and all voted aye.</i></p> <p><i>Clerk Ketchum and BO Cook were excused. HR Dir. Farberman and County Attorney Wujcik remained.</i></p> <p><i>At 10:25 AM there was a motion by Supervisor Becker, T/Sheldon to end the executive session and continue the regular meeting. This was seconded by Supervisor Granger, T/Gainesville and all voted aye.</i></p>			
10:15 AM Board of Elections w/J. Schlick & H. Bush			
<p>1. State Bid Award: Authorize Chairman to approve bid and sign contract with Tenex Software Solutions, 5021 W Laurel St, Tampa FL, 33607 for the purchase of 35 electronic pollbooks and associated hardware/software in an amount not to exceed \$37,090.00 (cost approx. \$1,175.00 each); effective 2/11/20 through the completion of the purchase.</p>	<p>PO was sent to Tenex on 1/6/20 to begin the process of ordering the pollbooks.</p> <p>Using funds from grants provided by the New York State Board of Elections to purchase the pollbooks and hardware/software. \$27,211.18 coming from Capital Projects Grant Program and \$9,878.82 coming from Aid to Localities Grant.</p> <p>Expect to discuss maintenance contract later in the year with the vendor, Tenex.</p>	<p>Motion: Becker Ayes: 7 Noes: 1 Leuer Absent:</p> <p><i>Leuer, "Opposed to purchase of something we don't necessarily need."</i></p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Non Consent RESOLUTION</p>
<p><i>The Committee questioned whether or not e-poll books were mandatory. Supervisor Leuer, T/Middlebury requested a 10-15 minute demonstration of the e-poll books during the next Committee of the Whole meeting.</i></p>			
<p>2. FYI – Update/Report</p> <ul style="list-style-type: none"> • Commissioner Bush would like to discuss the following: <ul style="list-style-type: none"> ○ <u>27th Congressional District Special Election</u> ○ <u>Bringing Jeanne Williams back to assist with busy election year</u> <ul style="list-style-type: none"> ▪ J. Williams "Trainer" position ▪ Supervisor Grant, T/Bennington reminded committee of the political push back last time and suggested they offer to both Jeanne and Wendy just for this year... ○ <u>Working with Warsaw Penny Saver on Mail check cards</u> <ul style="list-style-type: none"> ▪ Supervisor Becker, T/Sheldon mentioned wrong location for Sheldon, wrong term for clerk and the clerk's last name was misspelled last round of mailers... Send proofs to towns going forward??? ▪ 700 Warsaw voters...500 over 55 yrs. of age ○ <u>Update on Early Voting – 2019 & Future</u> ○ <u>Security at Board of Elections Office</u> 	<p><i>Refer to PW Comm. for Buildings and Grounds to design</i></p>	<p>Motion: Kehl Ayes: 8 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Works Committee to discuss with Buildings and Grounds APPROVED</p>

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Department Agenda Item	Discussion	Decision	Action
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:
Records Retention w/G. Royce			
	<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, February 25, 2020 @ 9:00 AM.**