

FINANCE 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...

Date: Tuesday, August 04, 2020 @ 9:00 AM

Location: *Supervisors' Chambers, 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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Present: *Kehl, Grant*, Leuer (10:34 AM) (Zoom), Brick (9:02 AM), Berwanger (9:05 AM), King, Ryan (9:15 AM), May (Zoom), Brunner

Absent:

Also Present: C. Ketchum/Board Clerk; S. Mantelli/IT; J. Cook/Budget Officer; B. Becker, T/Sheldon; M. Roche, T/Eagle; D. Farberman/HR Director; J. Davis/Chairman, D. Granger, T/Gainesville; L. Roberts, T/Genesee Falls (Zoom); C. Mayer/Treasurer (10:09 AM) (Zoom); R. Jacoby (Zoom); during the height of attendance, 12 people were watching the meeting through the Board's YouTube channel.

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Information Technology w/T. MacConnell			
<i>At 9:02 AM Supervisor Brick, T/Perry entered the meeting during the below agenda item.</i>			
1. Professional Service Contract \$3,001-\$5,000: Authorize Chairman and IT Director to sign a contract, pursuant to General Municipal Law §104(b), Dox Electronics Inc. , 105 College Ave., Rochester NY 14607 to install and configuring exchange server 2016 at an hourly rate of \$140.55 per hour, estimated scope of project 35 hours not to exceed \$4,919.25; effective 08/04/2020 through 12/31/2020.		Motion: King Ayes: 6 Noes: Absent: 3 Berwanger, Leuer, Ryan	Carried: XXX Defeated: Referred to: APPROVED
<i>At 9:05 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
2. FYI: <ul style="list-style-type: none"> • Email Upgrade <ul style="list-style-type: none"> ○ One time charge of \$25,000.00 • DSS Computer Replacement <ul style="list-style-type: none"> ○ Replacing 83 PC's the county originally got from Monroe County 12 years ago with 80 desk top units and 3 laptops for \$53K. Replacements are what the state recommends. ○ Should be getting roughly 25% back through state aid reimbursement per R. Miles projections. • Remediation plan for Board of Elections has been submitted to the state for approval. The plan is to remediate risk assessment done by the state... <ul style="list-style-type: none"> ○ Short term \$35K ○ Disaster & Recovery 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
9:15 AM Treasurer w/C. Mayer			
1. Hand out <u>Financial Reports</u> for Prior Month	Reviewed and attached.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Lineage</i> , 150 Lawrence Bell Drive, Suite 100, Williamsville, NY 14221 for a Folding Machine service agreement for Central Storeroom in an amount of \$1,854.72/annually; effective August 24, 2017 renewable annually until written termination.	<i>The contract with Lineage came through committee as an FYI contract (under \$3,000) with an annual amount of \$1,854.72. However, the contract renews annually until written termination is received. The aggregate amount determines what approval is needed. This should have come through committee as a contract \$5,001.00 and over.</i>	Motion: Grant Ayes: 7 Noes: Absent: 2 Leuer, Ryan	Carried: XXX Defeated: Referred to: *RESOLUTION
Budget Office w/J. Cook			
<i>At 9:15 AM Supervisor Ryan, T/Warsaw entered the meeting during the below agenda item.</i>			
1. FYI: <ul style="list-style-type: none"> RPTS preliminary assessment figures indicate a calculated growth of 1.10%. This number impacts the tax RATE; not levy. This is the lowest growth rate since 2015 when it was only .56% <p><i>Supervisor Berwanger, T/Arcade questioned the correlation between the county's growth rate and Fire and Building Code permits. Curious as to why the growth rate isn't higher considering CEO Robert's comment about having record breaking years...</i></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Budgets are Due 8/7/20: <ul style="list-style-type: none"> No info yet 	<i>Expect to have a jumping off point for Committee of the Whole.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action																						
<i>Chairman Davis, T/Covington mentioned that Congressman T. Reed feels there will be a federal stimulus package by Friday, 08/07/20.</i>																									
<i>At 10:34 AM Supervisors Leuer, T/Middlebury and Roberts, T/Genesee Falls joined the meeting via Zoom.</i>																									
3. Grant Application: Authorize Chairman to sign a grant application with <i>Federal Emergency Management Agency (FEMA)</i> , 500 C Street S.W. Washington, D.C. 20472 for funding of COVID-19 response in a minimum amount of \$1.7M; effective March 13, 2020 through ongoing.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: APPROVED																						
<i>Budget Officer Cook talked about the funding WCCH received. CARES Act mostly for revenue loss. EOC update today at 2 PM as per Chairman Davis, T/Covington.</i>																									
4. 2020 Appropriation (on Behalf of OFA): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">To: 01.44.6772.4.41010 Office Supplies</td> <td style="text-align: right;">\$250.00</td> </tr> <tr> <td>01.44.6772.4.42306 Other</td> <td style="text-align: right;">6,000.00</td> </tr> <tr> <td>01.44.6772.4.40958 Med Alert Service</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>01.44.6772.4.42414 Respite Service</td> <td style="text-align: right;">4,500.00</td> </tr> <tr> <td>01.44.6772.4.40916 Food Service</td> <td style="text-align: right;">43,272.00</td> </tr> <tr> <td>01.44.6772.4.40406 Employee Mileage</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>01.44.6772.4.42402 OFA Grant Program</td> <td style="text-align: right;"><u>6,900.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$61,222.00</td> </tr> <tr> <td>w/01.12.6772.4772 CO OFA–COVID FFCRA Stim</td> <td style="text-align: right;">\$54,222.00</td> </tr> <tr> <td>01.11.6772.3615 Point of Entry</td> <td style="text-align: right;"><u>7,000.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$61,222.00</td> </tr> </table> Reason: To offset expense lines with federal/state stimulus funds	To: 01.44.6772.4.41010 Office Supplies	\$250.00	01.44.6772.4.42306 Other	6,000.00	01.44.6772.4.40958 Med Alert Service	200.00	01.44.6772.4.42414 Respite Service	4,500.00	01.44.6772.4.40916 Food Service	43,272.00	01.44.6772.4.40406 Employee Mileage	100.00	01.44.6772.4.42402 OFA Grant Program	<u>6,900.00</u>		\$61,222.00	w/01.12.6772.4772 CO OFA–COVID FFCRA Stim	\$54,222.00	01.11.6772.3615 Point of Entry	<u>7,000.00</u>		\$61,222.00		Motion: Berwanger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
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5. 2020 Appropriation (on Behalf of Hospital): To: 01.52.9950.9.9902 Interfund Transfer \$1,600,000.00 <i>w/any funds available</i> Reason: To fund WCCH due to shortfall.	<i>Budget Officer Cook suggested not paying this amount over to the hospital all in one lump payment. She suggested that the hospital request it in increments with supporting documentation showing the need. Committee Chair Kehl,</i>	Motion: Grant Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION																						

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Department Agenda Item	Discussion	Decision	Action
6. 2020 Appropriation (on Behalf of Hospital): To: 02.56.4510.1.10101 F/T CSEA Contract \$1,600,000.00 w/02.13.4510.5031 Interfund Transfer \$1,600,000.00 Reason: To fund WCCH due to shortfall.	<i>T/Attica offered that WCCH could be out of cash by November 2020.</i>	Motion: Grant Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
7. Misc. <ul style="list-style-type: none"> • Financial Software System Implementation <ul style="list-style-type: none"> ○ Still working on implementation ○ Taxing on staff time ○ Budget Officer Cook thanked her staff for staying late to work on the project. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Clerk to the Board w/C. Ketchum			
1. Sales Tax Extender Signed on 04/03/20; Chap. 58 of the laws of 2020; effective through November 30, 2023.	<u>DRAFT Resolution</u> as approved by NYS Taxation and Finance.	Motion: Ryan Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
2. Amend Resolution #20-303 passed by the Board of Supervisors on July 14, 2020, entitled <i>"Insurance Premiums for the 2020/2021 Policy Term through Tompkins Insurance Agencies, Inc. Approved"</i> to reflect the following addition to the AXIS Pro Privasure Cyber Liability policy: <ul style="list-style-type: none"> • Increase amount from \$23,975.00 to \$49,957.00 to include WCCH 		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
Board of Supervisors w/B. Kehl			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Real Property Tax Services			
<p><i>The committee started discussions relative to the Real Property Tax Services department agenda. Supervisor Brunner, T/Java made a motion to accept Director Kirsch's resignation but withdrew the motion in order to move on to the hospital agenda. Supervisor Berwanger, T/Arcade offered that he and Supervisor Granger, T/Gainesville spoke with Committee Chair Kehl, T/Attica about offering Director Kirsch a counter offer. Committee Chair Kehl, T/Attica is not in favor of making offers to employees who have given letters of resignation, regardless of performance. Supervisor Brunner, T/Java clarified that Director Kirsch expressed an interest in taking a demotion. HR Director Farberman explained that it is not unusual to make counter offers and stated that they have been aggressively searching for Director Kirsch's replacement, "slim pickings," only one real candidate that meets state minimum qualifications. Supervisor Ryan, T/Warsaw explained, to her understanding, Director Kirsch does not like being in a management position. Board Chair Davis, T/Covington clarified that it is the Board of Supervisors who are hard to deal with... Supervisor King, T/Pike agreed that the Board of Supervisors can be very intimidating. She also added that county programs cannot afford to be on a roller coaster of one day a town is in the next they are out. That model doesn't work!! Supervisor Brunner, T/Java pointed out that the current model has worked for several years. Committee Chair Davis wants to hear directly from Director Kirsch. Supervisor King, T/Pike added that Ms. Almeter wants to know she has the backing of the Board of Supervisors for training and support. Board Chair Davis added that she has two years to complete training and take the test to become certified.</i></p>			
<p>1. <i>Accept the Resignation of RPTS Director, Jim Kirsch</i> presented to the Chairman of the Board, J. Davis on July 7, 2020; effective August 7, 2020</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. Position Fill: <i>Real Property Tax Services</i> Fill one (1) position of <u><i>Director of Real Property Tax Services</i></u> (position code 001.102) on Salary Schedule D currently at \$70,107.00 annually and \$10,763.00 stipend for managing the Countywide Assessing Program. Position available August 8, 2020.</p>	<p><i>Any potential offer would also include a non-compete clause.</i></p> <p style="background-color: yellow;"><i>Set a salary range of \$_____ to \$_____ commensurate with education and experience.</i></p> <p><i>Residency waiver?</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><i>Discussions were set aside to review the hospital agenda with CEO McTernan.</i></p>			

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Department Agenda Item	Discussion	Decision	Action
Wyo. Co. Community Hospital w/J. McTernan			
<i>At 10:09 AM Treasurer Mayer joined the meeting during the below agenda item via Zoom.</i>			
<i>Supervisor Ryan, T/Warsaw started by expressing a heartfelt thank you to CEO McTernan and the health system staff for their quick response to controlling the spread of COVID-19 throughout the skilled nursing facility and the hospital over the last 4 ½ months...</i>			
1. <u>General Update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign an independent contractor agreement with General Physician, PC (GPPC) , 726 Exchange Street, Suite 710, Buffalo, NY 14210, to provide inpatient cardiology services, not to exceed \$150,000 per year; effective 11/01/2020 – 10/31/2022.		Motion: Brick Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
3. Amend Resolution #17-199 approved on 04/11/2017 with University Emergency Medical Services, Inc. d/b/a UBMD Emergency Medicine , 100 High Street, D-6, Buffalo, NY 14203 related to emergency department services as follows: <ul style="list-style-type: none"> • Change the contracting party address to 77 Goodell Street, Suite 340, Buffalo, NY 14203. • Extend the term of the existing contract from 07/01/2017 – 12/31/2020 through 07/01/2017 – 12/31/2022. • Same terms and conditions. 	Resolution #20-239 approved on 05/12/2020 Resolution #17-199 approved on 04/11/2017	Motion: Brick Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION

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<p>4. <i>Amend Resolution #20-208</i> approved on 04/14/2020 with <i>Carefusion Solutions, LLC</i>, 3750 Torrey View Court, San Diego, CA 92130 related to Pyxis drug dispensing equipment as follows:</p> <ul style="list-style-type: none"> • Increase the not to exceed amount from \$341,295.00 to \$341,299.00. • Increase the not to exceed amount of the 5-year service agreement from \$87,060.00 to \$107,040.00 due to an additional five machines. • All other terms and conditions remain the same. 	<p>Resolution #20-208 approved on 04/14/2020</p>	<p>Motion: Brick Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p>5. <i>Amend Salary Schedule X as follows:</i></p> <ul style="list-style-type: none"> • Abolish one (1) position of <i>Medical Receptionist</i> (1.00 FTE) (position code 12.192.153) under <u>WYOMING COUNTY FAMILY MEDICINE – O'DELL</u>; effective 07/25/2020. • Increase one (1) position of <i>Medical Office Assistant</i> (position code 12.182.480) under <u>WYOMING COUNTY FAMILY MEDICINE – ARCADE</u> from 0.70 FTE to 1.00 FTE; effective date 07/26/2020. • Increase one (1) position of <i>Medical Receptionist</i> (position code 12.189.153) under <u>WYOMING COUNTY FAMILY MEDICINE – ARCADE</u> from 0.80 FTE to 1.00 FTE; effective date 07/26/2020. 		<p>Motion: Brick Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>

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Off Track Betting w/S. May			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Co. Insurance Office w/D. Perkins			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Other/Referrals:			
HUMAN RESOURCES			
Human Resource			
<i>Committee Chair Kehl, T/Attica talked about his disapproval of promotions during the current financially challenging times. Board Chair Davis, T/Covington questioned the difference between the proposal for Buildings and Grounds and Real Property Tax Services? Committee Chair Kehl felt there is a need for the restructuring of Real Property Tax Services and argued the same need does not exist in Buildings and Grounds.</i>			
1. Position Fill: <i>Buildings and Grounds</i> Fill one (1) position of <u>Working Supervisor</u> (1.00 FTE) (position code 043.276) on CSEA Salary Schedule B, Job Grade 10/Step 1 at an hourly rate of \$19.58/hr. Person Vacating: J. Ferris; effective July 17, 2020. Position available August 5, 2020.	<i>Ryan Paddock to be promoted to Working Supervisor</i>	Motion: Berwanger Ayes: 8 Noes: 1 Kehl Absent:	Carried: XXX Defeated: Referred to: APPROVED

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Present: *Kehl, Grant*, Leuer (10:34 AM) (Zoom), Brick (9:02 AM), Berwanger (9:05 AM), King, Ryan (9:15 AM), May (Zoom), Brunner

Absent:

Also Present: C. Ketchum/Board Clerk; S. Mantelli/IT; J. Cook/Budget Officer; B. Becker, T/Sheldon; M. Roche, T/Eagle; D. Farberman/HR Director; J. Davis/Chairman, D. Granger, T/Gainesville; L. Roberts, T/Genesee Falls (Zoom); C. Mayer/Treasurer (10:09 AM) (Zoom); R. Jacoby (Zoom); during the height of attendance, 12 people were watching the meeting through the Board's YouTube channel.

Department Agenda Item	Discussion	Decision	Action
<p>2. Position Fill:</p> <p style="text-align: center;">Buildings and Grounds</p> <p>Fill one (1) position of <u>Building Maintenance Mechanic</u> (1.00 FTE) (position code 045.032) on CSEA Salary Schedule B, Job Grade 9/Step 6 at an hourly rate of \$21.03/hr. Person Vacating: Ryan Paddock; effective August 4, 2020. Position available T.B.D.</p>	<p><i>Jeff Ferris to be reinstated as a Building Maintenance Mechanic</i></p>	<p>Motion: Brick Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>
<p>3. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>Fill one (1) position of <u>Account Clerk</u> (1.00 FTE) (position code 170.002) on CSEA Salary Schedule A, Job Grade 4 at an hourly rate of \$17.10/hr. - \$18.82/hr. Person Vacating: Heather Sheehan; effective July 5, 2020. Position available: August 5, 2020.</p>	<p><i>An emergency fill was approved by Chairman Davis on 06/30/20</i></p>	<p>Motion: Berwanger Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>
<p>4. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>Fill one (1) position of <u>Senior Account Clerk</u> (1.00 FTE) (position code 159.216) on CSEA Salary Schedule A, Job Grade 6 at an hourly rate of \$17.92/hr. - \$19.98/hr. Person Vacating: Andrew Maurer; effective June 21, 2020. Position available: August 5, 2020.</p>	<p><i>An emergency fill was approved by Chairman Davis on 06/30/20</i></p>	<p>Motion: Berwanger Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>
<p>7. Position Fill:</p> <p style="text-align: center;">Health Department</p> <p>Fill one (1) position of <u>Environmental Health Aide</u> (per diem) (position code 144.117) on Schedule G, following CSEA Schedule A, Job Grade 9 (\$19.07-\$21.69/hr.) plus 10% with only those benefits mandated by law - Article 13.1(b). . Position available August 17, 2020 through December 31, 2020.</p>		<p>Motion: Berwanger Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
<p>8. Appropriation: To: 01.34.1431.4.41206 Operating Expense/Misc. \$10,000.00 <i>w/any funds available</i> \$10,000.00 Reason: To cover background checks for 150 Election Inspectors.</p>		<p>Motion: Brick Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>Walk-in: Amend Salary Schedule S: To set the salary of the Jail Administrator (1.0 FTE) (position code #063.497) at \$72,000.00 per year with an additional \$2,854.00 available after 6 mos. or passing the civil service exam (whichever comes first) and meeting pre-established goals resulting in a favorable performance evaluation.</p>		<p>Motion: May Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>Walk-in: Discussion:</p> <ul style="list-style-type: none"> • Meal Drivers and NYS minimum wage. <ul style="list-style-type: none"> ○ NYS minimum wage increases on 12-31-20 to \$12.50/hr. ○ As a municipal employer Wyoming County is NOT required to pay this. However, Sheriff Rudolph reports hearing grumblings from the drivers about being \$0.97/hr. below minimum wage. ○ Advising that the county has approx.. 13,500 hours associated with this work. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to: Public Safety Comm. Chair May instructed the discussion be referred to Public Safety for further discussion/action.</p>

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Department Agenda Item	Discussion	Decision	Action
PUBLIC WORKS			
Buildings & Grounds			
1. <i>Transfer:</i> From: 01.34.1620.2.23001 Motor Veh. Purchases \$5,050.39 To: 01.34.1620.4.40508 Private Auto Repair \$3,176.20 01.34.1620.4.40510 Parts and Supplies 1,874.19 Reason: To cover cost of necessary accessories for new truck.		Motion: Brick Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
PUBLIC SAFETY			
Public Defender			
1. <i>Amend Salary Schedule G:</i> To establish Council at First Appearance (CAFA) 3 stipends; effective July 26, 2020 through December 31, 2022: <ul style="list-style-type: none"> • <i>Public Defender</i> (position code 003.503) \$5,000.00 • <i>Assistant Public Defender (1st)</i> (position code 004.503) \$2,500.00 • <i>Assistant Public Defender (2nd)</i> (position code 001.503) \$16,000.00 • <i>Assistant Public Defender (3rd)</i> (position code 002.503) \$2,500.00 • <i>Secretary to the Public Defender, PT</i> (position code 005.503) \$2,000.00 • <i>Secretary I</i> (position code 006.350) \$1,500.00 • <i>Investigator</i> (position code 007.514) \$10,000.00 		Motion: May Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
<p><i>Board Chair Davis announced that there is to be an announcement by Governor Cuomo relative to the schools reopening. Be aware of problems with our workforce and the challenges of child care. Think about flexing hours and work from home solutions. Supervisor Ryan, T/Warsaw asked if there were a way for Human Resources to predict the number of employees potentially impacted. Human Resource Director Farberman thought he could make a prediction by tallying up the number of employees taking county health insurance with children on their policy...</i></p>			

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Department Agenda Item	Discussion	Decision	Action
Real Property Tax Services w/			
<p><i>Supervisor Leuer, T/Middlebury reminded the committee of the impending duties of generating school tax bills. He encouraged the committee to speak with Director Kirsch about staying on part time to provide interim services. Supervisor King, T/Pike shared that she had a conversation with the Assessment Account Specialist, D. Almeter. Ms. Almeter indicated that the RPTS staff has been working on generating the tax bills and felt they were ready to print. Supervisor King, T/Pike relayed a request from Ms. Almeter to be able to reach out to a Cattaraugus County Assessor, who has 14 towns, for guidance. Supervisor Roche, T/Eagle expressed a reluctance to approve siting it may be a premature request. Would rather wait until a Director was in place. Supervisor Brunner, T/Java felt it is was a good idea to talk to other Assessors regardless of timing... HR Director Farberman added that a component of any offer will be a non-compete clause. Board Chair Davis acknowledged other departments that should be considered for a non-compete clause with their employees. Supervisor Leuer, T/Middlebury added that the county has to pay people what they are worth, "If we're on board with the program then we have to pay people what they are worth." Supervisor Berwanger, T/Arcade wanted to make sure Ms. Almeter was aware of the proposed non-compete clause. It was confirmed that she did... Board Chair Davis, T/Covington added that the Town of Covington is willing to pay more for a competent Assessor and he believed that Towns participating in the program should weigh in!!</i></p> <p><i>Director Kirsch asked for permission to join the meeting.</i></p> <p><i>As the RPTS Coordinator he was responsible for creating the tax bill files for the separate taxing jurisdictions. He talked about relying on the expertise of County Department Heads instead of trying to figure things out themselves. Committee Chair Kehl questioned Director Kirsch on his proposal to move the department forward. Director Kirsch offered that he would be agreeable to a part time temporary role. Board Chair Davis asked the committee to consider two solutions, a short term and a long term plan for the department. Director Kirsch offered that other counties have their IT department printing tax bills. That function could be reassigned to IT... There was some discussion over the minimum obligation by the county and over how many parcels one Assessor can be responsible for before expanding the staffing within the program. Director Kirsch explained that the number of parcels is between 6,000 and 7,500 but it depends on the complexity of the parcels within the towns. He also explained the minimum obligation as a county Real Property Tax Services office is to provide Assessor support, produce tax bills, dispute resolution and tax mapping.</i></p> <p><i>Board Chair Davis proposed the following department structure to replace the Assessor and Director.</i></p> <ol style="list-style-type: none"> 1. <i>Create and fill</i> <ol style="list-style-type: none"> a. <i>One (1) RPTS Coordinator, PT (.4 FTE) (per diem) and place on salary schedule S at \$45/hr.; effective through December 31, 2020 and appoint Director Kirsch to that position.</i> 2. <i>Create and fill a</i> <ol style="list-style-type: none"> a. <i>One (1) RPTS Assessor, (Temp.) (per diem) and place on salary schedule S at \$30/hr. effective during the life of the Assessor Trainee position or until such</i> 			

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Department Agenda Item	Discussion	Decision	Action
<i>time a Director can provide the mandatory training program as outlined by NYS ORPTS.</i>			
<p>3. <i>Create and Fill a</i></p> <p style="padding-left: 20px;">a. <i>RPTS Assessor Trainee (1.00 FTE) and place on salary schedule S with an annual salary of \$45,000.00 with an additional \$7,000.00 available after 1 yr. of service, passing 3 to 4 of the 7 required NYS ORPTS certification courses and meeting pre-established goals resulting in a favorable performance evaluation. After two (2) years of service an additional \$8,000.00 will be available after passing the balance of the 7 required NYS ORPTS certification courses and meeting pre-established goals resulting in a favorable performance evaluation.</i></p>			
<p>Position Create/Fill: Create and fill one (1) position of <i>RPTS Coordinator</i> (4 FTE per diem) (per diem Temp.) and place on Salary Schedule S at \$45.00/hr.; effective through December 31, 2020.</p>	<p style="color: red;"><i>Corrections were made post board meeting as they were the intentions of the entire Board of Supervisors.</i></p>	<p>Motion: Grant Ayes: 8 Noes: 1 Kehl Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Non-Consent RESOLUTION</p>
<p>Position Create/Fill: Create and fill one (1) position of <i>RPTS Assessor, PT</i> (per diem) (Temp.) and place on Salary Schedule S at \$30/hr.; effective during the life of the Assessor Trainee position or until such time a Director can provide the mandatory training program as outlined by NYS ORPTS.</p>		<p>Motion: Grant Ayes: 8 Noes: 1 Kehl Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Non-Consent RESOLUTION</p>

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Department Agenda Item	Discussion	Decision	Action
<i>Supervisor Grant, T/Bennington pointed out that the Board should recognize an adjustment after the Assessor Trainee meets certain specific milestones.</i>			
<p>5. <i>Position Create/Fill:</i></p> <p style="text-align: center;"><i>Real Property Tax Services</i></p> <p>Create and fill one (1) position of <i>RPTS Assessor Trainee</i> (1.00 FTE) and place on Salary Schedule S at an annual salary of \$45,000.00 with an additional \$7,000.00 available after 1 yr. of service, passing 3 to 4 of the 7 required NYS ORPTS certification courses and meeting pre-established goals resulting in a favorable performance evaluation. After two (2) years of service an additional \$8,000.00 will be available after passing the balance of the 7 required NYS ORPTS certification courses and meeting pre-established goals resulting in a favorable performance evaluation and obtaining NYS Assessor certification, at which time the RPTS Assessor Trainee will be appointed RPTS Assessor.</p>	<p><i>NYS ORPTS requires that the RPTS Director have a 6 mos. training program prior to state approval to the position of RPTS Assessor for candidates not meeting state minimum qualifications. State approval of the appointment to the position of Assessor is also a pre-requisite. Once approved by NYS ORPTS, the candidate has two years to complete state certification courses to obtain certification and maintain the appointment of the position. This is in addition to the Civil Service exam.</i></p>	<p>Motion: Ryan Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p><i>There was a separate vote to amend the above motion to create/fill the RPTS Assessor position by adding Trainee to the end of the title.</i></p>		<p>Motion: Ryan Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">APPROVED</p>
<i>HR Director Farberman will meet with D. Almeter to explain the above proposal.</i>			
<p>1. <i>Accept the Resignation of RPTS Director, Jim Kirsch</i> presented to the Chairman of the Board, J. Davis on July 7, 2020; effective August 7, 2020</p>		<p>Motion: Brunner Ayes: 8 Noes: 1 Leuer Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">APPROVED</p>

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Department Agenda Item	Discussion	Decision	Action
2. <i>Position Fill:</i> <i>Real Property Tax Services</i> Fill one (1) position of <u>Director of Real Property Tax Services</u> (position code 001.102) on Salary Schedule D. Position available August 8, 2020.	<i>Any potential offer would also include a non-compete clause.</i> <i>Set a salary range of \$60,000.00 to \$80,000.00 commensurate with education and experience.</i> <i>Residency waiver? YES...</i>	Motion: King Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: APPROVED
<i>Committee Chair Kehl, T/Finance established the following Real Property Tax Services Director search committee of himself, Board Chair Davis, Supervisor King, Supervisor Roche and HR Director Farberman. Supervisor Ryan agreed to act as an alternate.</i>			

Signature of Committee Chairman: p/B. Kehl (minutes prepared by C. Ketchum).

Next Finance Committee Meeting scheduled for **Tuesday, September 01, 2020 @ 9:00 AM.**