

# HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, February 25, 2020 @ 9:00 AM

Present: **Becker**, Kehl (9:15 AM), Grant, Brunner, Leuer, Roche, Granger, Jacoby

Absent: **King**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Davis/Board Chair; D. Farberman/HR Dir.; R. Ryan, T/Warsaw; J. Brick, T/Perry (10:37 AM); A. D. Berwanger, T/Arcade

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 AM Historian w/C. Amrhein</b>			
1. <b>Invitation:</b> <ul style="list-style-type: none"> <li>Human Resource Committee to be held at the Historian's Building April 28<sup>th</sup>.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>Appropriation:</b> <b>To:</b> 01.46.7510.4.42301 Books & Publications      \$225.00 w/01.09.7510.2705 Gifts & donations                \$225.00 <b>Reason:</b> To appropriate funds donated for office use to be used for production of the <i>Historical Wyoming</i> Index.		Motion: Brunner Ayes: 7 Noes: Absent: 2 King; Kehl	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
3. <b>Updates:</b> <ul style="list-style-type: none"> <li>WWII Book Sales:               <ul style="list-style-type: none"> <li>Sales since Jan report ~ \$164.74</li> <li>Online sales as of (2/20) ~ \$141.28</li> </ul> </li> <li>WWII Book is now for sale at Sinclair's Pharmacy, Biblio-tech Café in Perry, and our office.</li> <li>Picked up another store to sell <i>Historical Wyoming</i>: Wyoming Gaslight Market for a total of 15 stores in the county.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>At 9:15 AM Supervisor Kehl, T/Attica entered the meeting during the below discussion.</b>			
4. <b>Discussion on the Budget for the Pioneer Grounds:</b> <ul style="list-style-type: none"> <li>Based on what they asked for last year for this year (\$17K+) – <a href="#">see attached</a></li> <li>I suggested a <a href="#">3 yr. plan</a> in their budget narrative.</li> <li>\$3,150 is in budget for this year and was approved. Building foundation should be looked at by SHPO to assess the building before any repairs are made as it may qualify for grant funding if added to the Historic Register.</li> <li><b>Supervisor Leuer, T/Middlebury cautioned moving towers historic status...</b></li> <li><b>Historian Amrhein explained more about preservation rather than restoration.</b></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<i>At 9:22 AM CO. Atty. Wujcik entered the meeting during the below agenda item.</i>			
<p><b>5. Pioneer Cabin Grounds w/E. Parker (9:15 AM)</b></p> <ul style="list-style-type: none"> <li>• 6 trees marked to come out.                             <ul style="list-style-type: none"> <li>○ Done w/ Hwy. Supt. Gadd. Est. \$2,000 to remove</li> </ul> </li> <li>• Cabin – Bottom logs rotted. Raise the cabin and replace with pressure treated - \$9,000 quote. Would be done in Aug after picnic.</li> <li>• Proposed meeting with Hwy. Supt. Gadd, E. Parker, Historian Amrhein and J. Cook tomorrow @ 11am at Co. Hwy.</li> <li>• Don G. from Cornell Cooperative Extension provided a more cost effective solution to Pioneer Forestry’s proposal.</li> <li>• BO Cook - \$3,510 in budget for 2020                             <ul style="list-style-type: none"> <li>○ Earmarked for Driveways, parking areas, sidewalks, topsoil, seeding, etc. Roof on preserved tree trunk on the grounds...</li> </ul> </li> <li>• Capital Plan – no</li> <li>• Fund raiser? Income goes to programs...                             <ul style="list-style-type: none"> <li>○ Rotary supports the Assoc.</li> </ul> </li> <li>• Will make some decisions after meeting w/ Hwy. Supt. Gadd and SHPO</li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p> <p style="background-color: yellow; text-align: center;"><b>Update will be provided next month...</b></p>
<b>County Attorney w/J. Wujcik</b>			
<p><b>1. General Update:</b></p> <ul style="list-style-type: none"> <li>• Notice of Claim – SAFE Act – revoke of pistol permit</li> <li>• J. Bensman – taking over Support Court (shared services)                             <ul style="list-style-type: none"> <li>○ Mtg. with Judge Kibler, WCCA and Allegany Co. working on helping parents get jobs</li> </ul> </li> <li>• Met w/ WCCH over borrowing</li> <li>• Potential Cazenovia a 501(c)3 organized agency                             <ul style="list-style-type: none"> <li>○ Located in Buffalo, 45 years in the business of providing drug and alcohol rehabilitation</li> <li>○ Already in Niagara and Erie Co.</li> <li>○ 30 beds.</li> <li>○ Judge Mohun met with potential for Wyoming Co. site. Supervisor Ryan, T/Warsaw, Mayor Robinson, V/Warsaw, Deputy Mayor Appleton, V/Warsaw, Co. Atty. Wujcik, Atty. DiMatteo, Judge Mohun, DA, PD, Cazenovia</li> <li>○ Identifying positive locations for a 30 yr. lease.</li> <li>○ Funded through OASAS. They made the comment that, “they always get this funding.”</li> <li>○ Supervisor Leuer, T/Middlebury – subcommittee needs to be very transparent about potential sites.</li> <li>○ HR Dir. Farberman – next time include WCCH CEO McTernan</li> <li>○ Providing these services through Jail and WCCH</li> <li>○ Supervisor Ryan – DSS was also not invited</li> <li>○ County perspective / numbers</li> </ul> </li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<ul style="list-style-type: none"> <li>○ 8 county people would qualify currently</li> <li>○ No holding beds open</li> <li>○ Beds need to be filled by anyone from anywhere in the state</li> <li>● Co. Atty. Wujcik – uptick in strange phone calls                             <ul style="list-style-type: none"> <li>○ Install buzzer for entry @ BOS Office</li> </ul> </li> <li>● Sheriff Rudolph is aware</li> </ul>			
<i>At 9:42 AM County Attorney Wujcik exited the meeting immediately following his update...</i>			
<b>9:30 AM County Clerk w/R. Pierce</b>			
<p>1. <b>FYI:</b> County Clerk's office has an additional fee due to a recent amendment to <a href="#"><u>NY Real Property Law Section 291</u></a> (please see attached) which is effective 3/11/2020. The clerk of the county is entitled to charge a reasonable fee to cover the cost of mailing the envelope to the owner of record. The conveyance fee notice will be \$10.00 for preparing the notice, supplies and postage.</p>	<p><i>County Clerks across the state helped set the \$10.00 fee. 60-70 residential deeds per month</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<b>DMV w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<b>9:45 AM Records Retention w/G. Royce</b>			
<p>1. <a href="#"><u>Annual Departmental Report</u></a></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. <b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Working with County Attorney regarding transfer of county records to center.</li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
<b>10:00 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<p>1. <b>FYI~ Contract (\$3,000 and under):</b></p> <ul style="list-style-type: none"> <li><b>Dominion Voting Systems Corp.</b>, 215 Spadina Ave., Suite 200, Toronto ON M5T2C7 for the repair of 7 voting machines in the amount of \$300/hr. not to exceed \$1,200; effective February 25, 2020 until completion. This service is state bid contract #PC66393. Having these machines repaired will be important in the event that they need to be used on April 28, 2020 for the Presidential Primary and 27<sup>th</sup> Congressional District Special Election.</li> </ul>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p><i>17 polling sites and 24 machines... Supervisor Roche, T/Eagle asked about finding out about life expectancy of the current voting machines. Livingston County is currently replacing all their machines. March 23 -30 mail check cards to be sent out to registered voters in Wyoming County. Meeting this afternoon with Warsaw Penny Saver.</i></p>			
<b>Human Resource w/D. Farberman</b>			
<p><i>At 10:37 AM Supervisor Brick, T/Perry entered the meeting during the below agenda item.</i></p>			
<p>1. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><i>District Attorney</i></p> <p>One (1) position of <u>Assistant District Attorney (3rd)</u> (1.0 FTE) on schedule S at an annual salary to be negotiated, up to \$91,000.00; position available: March 11, 2020.</p>	<p>w/ DA O'Geen and Asst. DA Hemming</p> <p><i>1 through 4 are due to Bail and Discovery laws impact</i></p>	<p>Motion: Leuer</p> <p>Ayes: 8</p> <p>Noes:</p> <p>Absent: 1 King</p>	<p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;"><i>Public Safety Comm.</i></p> <p style="text-align: center;"><b>FINANCE</b></p>
<p>2. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><i>District Attorney</i></p> <p>One (1) position of <u>Discovery Coordinator</u> (1.0 FTE) on schedule S at an annual salary of \$55,000.00 annually; position available: March 11, 2020.</p>	<p>w/ DA O'Geen and Asst. DA Hemming</p>	<p>Motion: Leuer</p> <p>Ayes: 8</p> <p>Noes:</p> <p>Absent: 1 King</p>	<p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;"><i>Public Safety Comm.</i></p> <p style="text-align: center;"><b>FINANCE</b></p>
<p>3. <b>Position Fill:</b></p> <p style="text-align: center;"><i>District Attorney</i></p> <p>One (1) position of <u>Domestic Violence Coordinator</u> (1.0 FTE) (position # 016.400) on Salary Schedule S at a rate of \$18.83/hr; Position Available: March 4, 2020.</p>	<p>w/ DA O'Geen and Asst. DA Hemming</p>	<p>Motion: Leuer</p> <p>Ayes: 8</p> <p>Noes:</p> <p>Absent: 1 King</p>	<p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;"><i>Public Safety Comm.</i></p> <p style="text-align: center;"><b>FINANCE</b></p>
<p>4. <b>Position Fill:</b></p> <p style="text-align: center;"><i>District Attorney</i></p> <p>One (1) position of <u>Secretary to the District Attorney</u> (1.0 FTE) (position # 001.503) on Salary Schedule S at a rate of \$20.52/hr.; Position Available: March 4, 2020.</p>	<p>w/ DA O'Geen and Asst. DA Hemming</p>	<p>Motion: Leuer</p> <p>Ayes: 8</p> <p>Noes:</p> <p>Absent: 1 King</p>	<p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;"><i>Public Safety Comm.</i></p> <p style="text-align: center;"><b>FINANCE</b></p>
<p><i>1998 was the last time the District Attorney asked for a County Funded position.</i></p>			

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Department Agenda Item	Discussion	Decision	Action
<p>5. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Highway</b></p> <p>Three (3) positions of <b><u>Motor Equipment Operator (FT - Seasonal)</u></b> (position # 086.163, 084.163, 091.163) at \$16.00/hr. (\$17.00/hr. with CDL), persons vacating is Natalie McHugh; on 11/2/19, Brandon Cousins on 11/23/19, Richard Lepkowski on 11/23/19. Positions Available: March 4, 2020.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>
<p>6. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><b>Highway</b></p> <p>Two (2) position of <b><u>Motor Equipment Operator (FT Seasonal)</u></b> at \$16.00/hr. (\$17.00/hr. with CDL); position available: March 11, 2020.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>
<p>7. <b>Position Abolish/Create/Fill:</b></p> <p style="text-align: center;"><b>Highway</b></p> <p>Abolish One (1) position of <b><u>Bridge Construction Mechanic</u></b> (position # 019.038), person vacating is Luke Jordan; effective January 3, 2020.</p> <p>Create and Fill One (1) position of <b><u>Heavy Equipment Operator</u></b> (1.0 FTE) on CSEA Schedule B, Job Grade 9, at \$19.04/hr. - \$21.03/hr. Position Available: March 11, 2020.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>
<p><b>Walk-in:</b></p> <p><b>Position Fill:</b></p> <p style="text-align: center;"><b>Highway</b></p> <p>One (1) position of <b><u>Heavy Equipment Operator</u></b> (1.0 FTE) (position # 001.163B) on CSEA schedule B at Job Grade 9 (\$19.04/hr. - \$21.03/hr.); person vacating is Jonathan Rice; effective March 3, 2020. Positions Available: March 4, 2020.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>
<p><b>Walk-in:</b></p> <p><b>Position Fill:</b></p> <p style="text-align: center;"><b>Highway</b></p> <p>One (1) position of <b><u>Highway Equipment Maintenance Operator</u></b> (1.0 FTE) (position # 002.420) on CSEA schedule B at Job Grade 9 (\$19.04/hr. - \$21.03/hr.); person vacating: William Safford, Jr.; effective February 17, 2020. Positions Available: March 4, 2020.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action
<p>8. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><i>Elections</i></p> <p>One position of <b>Elections Clerk (D)</b> (Per Diem) on Salary Schedule S, at \$20.00/hr. Position Available: March 11, 2020</p> <p>One position of <b>Elections Clerk (R)</b> (Per Diem) on Salary Schedule S, at \$20.00/hr. Position Available: March 11, 2020</p>		<p>Motion: Roche Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>FINANCE</b></p>
<p>9. <b>Position Fill:</b></p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <b>Dispatcher</b> (PT variable hours) (non-union) (position # 097.108) following WCSEA at \$19.02/hr. – \$23.19/hr., person vacating is Tara Windnagle; effective January 29, 2020. Position Available: March 4, 2020.</p>		<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> <b>FINANCE</b></p>
<p>10. <b>Position Fill:</b></p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <b>Jail Administrator</b> (1.0 FTE) (position # 063.497) on Salary Schedule S at an annual salary not to exceed \$74,854.00 per year; person vacating: Matthew Case on February 21, 2020. Position Available: March 4, 2020.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> <b>FINANCE</b></p>
<p>11. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><i>Buildings and Grounds</i></p> <p>One (1) position of <b>Carpenter</b> (Per Diem Variable Hours) on schedule S at a rate of \$20.00/hr.; position available: February 5, 2020.</p>	<p><i>Emergency Approval to create and hire received from chairman on February 5, 2020.</i></p>	<p>Motion: Roche Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Works Comm.</i> <b>FINANCE</b></p>
<p>12. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><i>Buildings and Grounds</i></p> <p>One (1) position of <b>Laborer</b> (1.0 FTE) on CSEA Schedule B at a rate of \$18.33/hr. – \$20.32/hr.; position available: February 3, 2020.</p>	<p><i>Emergency Approval to create and hire received from chairman on February 3, 2020.</i></p>	<p>Motion: Roche Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Works Comm.</i> <b>FINANCE</b></p>

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<p>13. <i>Amend Salary Schedule S:</i> To add a stipend for the <i>Secretary to the Superintendent of Buildings and Grounds</i> (position # 040.503) in the amount of \$1,500.00, to be paid in the year 2020 only.</p>	<p>2019 – 7-8 mos. - \$1,000 2020 – 12 mos. - \$1,500</p>	<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <i>Public Works Comm.</i> <b>FINANCE</b></p>
<p><i>There was some discussion over a proposal to move the department forward with a Dept. Head for Bldgs. &amp; Grounds. A proposal the staff seems to be in support of.</i></p>			
<p>14. <i>Discussion Items:</i></p> <ul style="list-style-type: none"> <li>• WCCHS Reduction Plan                             <ul style="list-style-type: none"> <li>○ <i>BOM this afternoon – will effect 17 positions/2 individuals</i></li> <li>○ <i>Still see a need for CNA’s</i> <ul style="list-style-type: none"> <li>▪ <i>Exist interviews say it is all wage related</i></li> </ul> </li> </ul> </li> <li>• Compensation Committee 2020 Reminder</li> <li>• Bayoumi Warsaw Clinic Outline</li> <li>• Dialysis Positions FYI                             <ul style="list-style-type: none"> <li>○ <i>Moving forward...</i></li> </ul> </li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><i>Walk-in:</i> <b>Professional Service Contract (\$5,000 or greater):</b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Indeed.com</b>, 6433 Champion Grandview Way, Building 1, Austin, TX 78750 for the provision of posting, workflow, and recruiting services in an amount not to exceed \$36,000.00 (\$3,000.00/month); effective January 1, 2020 through December 31, 2020.</p>	<p><i>Same as last year...</i></p>	<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b></p>
<b>Civil Service w/D. Farberman</b>			
<p>15. <u><a href="#">Civil Service Update for February 2020</a></u></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
16. <i>Civil Service Annual Report:</i> • Increase in provisional positions		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Supervisor Granger, T/Gainesville questioned indemnification policy. HR Dir. Farberman explained that the policy covers actions of elected and appointed officials acting in a formal capacity of the county. County stand behind employees. We do not indemnify individuals acting on their own Real answer...depends on situation. Livingston Co. policy is to turn over to NYMIR for a decision.</i>			

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

Next Human Resource Committee Meeting scheduled for **Tuesday, March 31, 2020 @ 9:00 AM.**

**Tuesday, April 28, 2020 @ 9:00 AM in the County  
Historian's office, 26 Linwood Ave., Warsaw.**