

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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

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

Absent: **Tallman**

Also Present: C. Ketchum/Board Clerk; A. D. Berwanger/Board Chair; K. Granger, T/Castile; J. Brick, T/Perry (9:02 AM); B. Ryan, T/Warsaw (9:19 AM); M. Vasile, T/Genesee Falls (9:32 AM)

Department Agenda Item	Discussion	Decision	Action
9:00 AM County Clerk w/R. Pierce			
<i>At 9:02 AM Supervisor Brick, T/Perry entered the meeting during the below agenda item.</i>			
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: Grant Ayes: 8 Noes: Absent: 1 Tallman	Carried: XXX Defeated: Referred to: FINANCE
2. <i>Transfer:</i> From: 01.34.1410.8.89001 Medical/Hosp. \$4,950.00 To: 01.34.1410.4.41010 Office Supplies \$4,950.00 Reason: Transfer funds to cover the cost of Acid Free Record Storage Cartons(Boxes)		Motion: Kehl Ayes: 8 Noes: Absent: 1 Tallman	Carried: XXX Defeated: Referred to: FINANCE
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.	<i>Has checked with Towns and Records Retention as well as Historian's Office. Middlebury Historian has shown some interest...</i>	Motion: Hastings Ayes: 8 Noes: Absent: 1 Tallman	Carried: XXX Defeated: Referred to: APPROVED
DMV w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM Records Retention w/G. Royce			
1. <i>FYI:</i> Building damage that has occurred not knowing how it happened. Possible snowplow. (I will bring photo)	<i>See attached photo... Bldgs. & Grounds was notified on 04/04/18 The Chairman will look into...</i>	Motion: Leuer Ayes: 8 Noes: Absent: 1 Tallman	Carried: XXX Defeated: Referred to: XXX 04/26/18 Public Works Comm.
<i>At 9:19 AM Supervisor Ryan entered the meeting during the below agenda item.</i>			
2. <i>Discussion:</i> <ul style="list-style-type: none"> 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. 	<i>Quotes: U-line \$10,500; University \$6,055 Gaylord \$4,950 w/ free shipping Permanent Retention – Court Records</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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

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

Absent: **Tallman**

Also Present: C. Ketchum/Board Clerk; A. D. Berwanger/Board Chair; K. Granger, T/Castile; J. Brick, T/Perry (9:02 AM); B. Ryan, T/Warsaw (9:19 AM); M. Vasile, T/Genesee Falls (9:32 AM)

Department Agenda Item	Discussion	Decision	Action
<p>3. Position Fill: <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: Becker Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE</p>
<p>4. Position Fill: <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: Becker Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE</p>
<p><i>Supervisor Hasting, T/Eagle questioned if there is some tracking of reasons to leave county employment. HR Director Farberman offered that WCCH provides the lion's share of movement...most always public to private. HR Dir. Farberman will put something together because he is also interested.</i></p>			
<p>5. Position Fill: <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: Brunner Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE</p>
<p>6. Position Create/Fill: <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: Hastings Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE</p>
<p>7. Position Abolish/Creation/Fill: Treasurer <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. <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>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to: NO ACTION Supervisor Leuer recommended no action pending Lumsden & McCormick study</p>

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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

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

Absent: **Tallman**

Also Present: C. Ketchum/Board Clerk; A. D. Berwanger/Board Chair; K. Granger, T/Castile; J. Brick, T/Perry (9:02 AM); B. Ryan, T/Warsaw (9:19 AM); M. Vasile, T/Genesee Falls (9:32 AM)

Department Agenda Item	Discussion	Decision	Action
<p>8. Amend Resolution No. 18-170: 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"> o Move the Lead Chief Med Tech Classification from Grade 18A 18B to 18 C o Move the Med Tech classification from 15B to 18C 18A <p><i>Effective date March 25, 2018.</i></p>	<p><i>Nationwide shortage Less than \$1,000 for the year. Aligns w/competition</i></p>	<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p>9. Overnight Travel Authorization: D. Farberman to attend the New York State Association of Personnel & 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 & tolls for a total not to exceed \$800.00. Budgeted.</p>		<p>Motion: Hastings Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">APPROVED</p>
<p>10. Donation of Benefit Time: ██████████, 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>	<p><i>Going forward, the name will be provided during committee and not on the agenda...</i></p>	<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">APPROVED</p>
<p>11. Amend Position and Salary Schedule "S": 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>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Tallman</p>	<p>Carried: XXX Defeated: Referred to: Agriculture Comm. FINANCE</p>
<p>10. Position Fill and Amend Res. #18-034: Social Services Dept. One position of Caseworker (Per Diem) (Temp.) (position code # 072.042), CSEA Agreement, Sch. A. Grade 14 step 3 plus 10% no benefits (\$23.66/hr.) to cover for two Caseworkers that have resigned effective 4/27/18. This position will be filled with Gordon Lew (retired Case Supervisor that previously came back per diem 1/2/18 to 2/23/18), effective May 2, 2018 until June 29, 2018.</p>		<p>Motion: Leuer Ayes: 6 Noes: Absent: 3 Grant; Tallman; Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Human Services Comm. FINANCE</p>

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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

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

Absent: **Tallman**

Also Present: C. Ketchum/Board Clerk; A. D. Berwanger/Board Chair; K. Granger, T/Castile; J. Brick, T/Perry (9:02 AM); B. Ryan, T/Warsaw (9:19 AM); M. Vasile, T/Genesee Falls (9:32 AM)

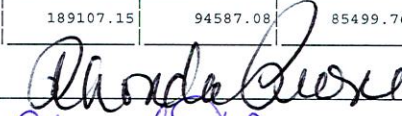
Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
12. <i>Civil Service Update for April 2018</i>	<i>Reviewed and attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Weights and Measures w/J. Marley (will not be attending)			
1. <i>Monthly Activity 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>Regarding March Discussion about Tentative Retirement</i>	No change at this time.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Attorney w/J. Wujcik			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Historian w/C. Amrhein			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by C. Ketchum).

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

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:

-

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

DATE: April 24, 2018

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

RE: MONTHLY ACTIVITY REPORT

PERIOD: March, 2018

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

COMMENTS:

2016 TOTAL to date **\$710.00**