

HUMAN RESOURCE 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, April 28, 2020 @ 9:00 AM

Location: *Public Safety Bldg., 2nd Floor Conference Room via BOS YouTube Channel* (<https://www.youtube.com/channel/UCcfZs0H1gcOl67vIR8g-Ow>) & *Zoom Conference Call*

Present in person: *King (Committee Chair)*

Present via Zoom: *Becker (Committee Vice Chair)*, Kehl, Grant, Brunner (9:02 AM), Leuer, Roche, Granger, Jacoby

Also Present in person: C. Ketchum/Board Clerk; S. Mantelli/IT Dept.; B. Ryan, T/Warsaw (9:07 AM)

Also Present via Zoom: J. Cook/Budget Officer; J. Davis/Board Chair (9:14 AM); J. Brick, T/Perry; AD Berwanger, T/Arcade; L. Perez/Deputy Board Clerk (BOS YouTube channel)

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			
	1. <i>Refer to Finance Committee acceptance of the Semi-Annual Mortgage Tax Report for the period October 2019 – March 2020.</i>	Motion: Jacoby Ayes: 7 Noes: Absent: 2 Brunner; Leuer	Carried: XXX Defeated: Referred to: FINANCE
	2. <i>The Wyoming County Clerk's Office continues to be closed to the public until further notice. The Clerk's Office is processing essential court filings, daily mail, and real estate transactions are being done by appointment only. However, the County Clerk's Office is still not allowing in-office real estate closings. Assistance by phone is available, please call 585-786-8810, Mon – Fri, 9:00 AM – 5:00 PM or email county.clerk@wyomingco.net with any questions regarding services provided by the Wyoming County Clerk's Office and they will assist you with finding the answers to your questions.</i>		
DMV w/R. Pierce			
<i>At 9:02 AM Supervisor Brunner, T/Java joined the meeting via Zoom.</i>			
	<i>The Wyoming County Department of Motor Vehicles also continues to be closed to the public until further notice. The DMV is still processing mail, handling drop box transactions, license plate surrenders, as well as assisting with dealer needs. Assistance by phone is available, please call 585-786-8811, Weds - Fri, 9 AM – 1:00 PM or email dmv@wyomingco.net (Please leave a callback number in the email) for any questions regarding your DMV transaction and they will assist you as much as possible.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
<i>At 9:07 AM Supervisor Ryan, T/Warsaw joined the meeting in person.</i>			
	1. <i>Discussion:</i> • Tax Exempt Agreement for Attica Communications Tower.	Motion: Roche Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: FINANCE (RPTS)

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2. General Update:			
<ul style="list-style-type: none"> County Attorney Wujcik reported on being in constant contact with HR Director Farberman, PH Admin. Paolucci, WCCCH CEO McTernan and BOS Chairman J. Davis on a coordinated effort to move forward with reopening of the county and calling employees back to work. New York State serious about counties coming up with a plan to re-open. Private campgrounds can be open as long as they practice social distancing and are working with local health departments. This directive is in place until May 15, 2020. Messaging should be positive. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Historian w/C. Amrhein			
1. General Update:			
<ul style="list-style-type: none"> Sally is doing some work at home hours on our database of burials in the county from obituaries and typing up items that will go into <i>Historical Wyoming</i>. I've been working at home on genealogy requests we get by mail and email, proof reading our <i>Historical Wyoming</i> Index one last time before self-publishing, and laying out the next issue of <i>Historical Wyoming</i>. Finished a report on some interesting research for Genesee Falls to prove their ownership of their park. It covered research in 4 counties. (<i>Attached.</i>) I come into the office on Wednesday and Friday for a few hours to get mail, check phone messages, do deposits or any billing, and gather and copy documents to answer the letters I write from home. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Discussion:			
Any questions on my 2019 year-end report? I used the form that is submitted to the state historian's office. (<i>Attached.</i>)	<i>County Historian Amrhein will talk to the new Town Historians on the importance of submitting their annual reports to the State Historian.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Human Resource w/D. Farberman			
<i>Differences between Salary Schedule "S" and "G" were explained by Budget Officer Cook. Supervisor Grant, T/Bennington pointed out a lack of administrative oversight.</i>			
1. Position Create/Fill:			
<p style="text-align: center;"><i>Public Defender</i></p> <ul style="list-style-type: none"> One (1) position of <i>Assistant Public Defender (6th)</i> (1.0 FTE) on Schedule S Schedule G at an annual salary of \$70,000.00 per year; position available: May 13, 2020. 	<i>Budget Officer Cook offered that in her opinion the Harrell v. Herring (year 2) funding should be good for 1-2 years.</i>	Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: <i>Public Safety Committee for further discussion and official action</i>

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<p>2. Position Create/Fill: Public Defender</p> <ul style="list-style-type: none"> One (1) position of Investigator (Temp.) (1.0 FTE) on Schedule S at an hourly rate of \$19.71/hr.; position available: April 21, 2020 through medical leave of absence. 	<p><i>Temporary replacement for employee on leave. Emergency request approved by Chairman on April 24, 2020. Corrected effective dates: 04/21/20 – 05/12/20.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Committee FINANCE</p>
<p>3. Amend Salary Schedule G: Public Defender</p> <ul style="list-style-type: none"> Reduce the stipend of \$10,000.00 for the Investigator (position code 007.514) under the CAFA grant (Round 2); effective immediately. Establish a stipend by the same amount for the Assistant Public Defender (5th) (position code 010.503) under the CAFA grant (Round 2); effective April 4, 2020. 		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Committee FINANCE</p>
<p>4. Position Abolish/Create/Fill: Department of Social Services</p> <ul style="list-style-type: none"> Abolish One (1) position of Homemaker (1.0 FTE) (position # 036.128) on CSEA Schedule A, Job Grade 3, at an hourly rate of \$18.16/hr.; Person Vacating: Pat Keller, effective May 29, 2020. Create/Fill One (1) position of Community Services Aide (1.0 FTE), on CSEA Schedule A, Job Grade 3, at an hourly rate of \$16.59-\$18.16/hr.; Position Available: May 30, 2020. 		<p>Motion: Granger Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE</p>
<p>4. Reappointment: Wyoming County Civil Service Commission Commissioner</p> <p><i>Six (6) year term effective June 1, 2020 through May 31, 2026</i></p> <ul style="list-style-type: none"> Timothy Moran, 19 Lincoln Avenue, Attica, NY 14011 		<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>

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<p>6. <i>Amend Salary Schedule G:</i> <i>Public Health</i></p> <ul style="list-style-type: none"> To increase the hourly pay rate of <i>Student Aide (Seasonal)</i> – Temporary (position # 075.319) to \$12.00/hr.; effective May 13, 2020. Salary and fringe expenses associated with this position are reimbursed by Article 6 State Aid & NYSDOH Drinking Water Enhancement Grant. 		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: <i>Public Health Committee</i> FINANCE
<p>7. <i>Position Abolish/Create/Fill:</i> <i>Department of Public Health</i></p> <ul style="list-style-type: none"> Abolish one (1) position of <i>Public Health Tech (Per Diem Non-Union)</i> (position # 135.199) following CSEA Schedule A, Job Grade 14, at an hourly rate of \$20.20-23.14hr.; Effective: May 13, 2020 Create/Fill one (1) position of <i>Environmental Health Aide (Per Diem Non-Union)</i>, and place on salary Schedule G; wages to be consistent with current CSEA agreement Schedule A, Grade 9, (\$19.07-\$21.69/hr.) plus 10% with only those benefits mandated by law. Position available May 13, 2020. 	<p style="text-align: center;"><i>Fully funded by the New York State Department of Health Drinking Water Enhancement Grant.</i></p>	Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: <i>Public Health Committee</i> FINANCE
<p>8. <i>Amend Salary Schedule S:</i> <i>District Attorney</i></p> <ul style="list-style-type: none"> To set the negotiated salary of the <i>Assistant District Attorney (3rd)</i> (position code 031.503) to \$71,000.00 annually. 		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: FINANCE

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<p>9. Discussion Items:</p> <ul style="list-style-type: none"> • Assessor Search <ul style="list-style-type: none"> ○ Director Kirsch made an offer to a candidate but the offer was declined for another opportunity. ○ There are currently no other applicants. ○ The search continues. ○ Supervisor Grant, T/Bennington offered Director Kirsch a review of Bennington Assessor applications. Would have to see if one of them would be interested in a full time opportunity with the county. Supervisor Brunner, T/Java asked if Supervisor Grant would be willing to send a copy of all of the applications to Director Kirsch for review... • Genesee County Furloughs <ul style="list-style-type: none"> ○ Announced the other day furloughs would last 3 months. <p><i>Following the news coverage in the Batavia Daily, HR committee members requested an explanation and analysis of the employee furlough program in Genesee County.</i></p> <p><i>Genesee County and the CSEA announced an agreement beginning on Monday April 27, 2020 to furlough county employee for a period not to exceed July 31, 2020.</i></p> <p><i>This voluntary furlough would allow non-essential County employees to go on a temporary lay-off with benefits and collect NYS unemployment in addition to the additional (up to) \$600/per week additional unemployment payments under the Unemployment Pandemic Assistance (PUA) program funded by the Federal Government. This would be in addition to the Federally funded Pandemic Unemployment Compensation (PUC) credits received by employee for half of their COVID unemployment costs through December 31, 2020.</i></p> <p><i>Director Farberman advised the HR Committee that he had obtained a copy of the Genesee County/ CSEA Agreement, and have modeled a similar furlough program for Wyoming County.</i></p> <p><i>Using the \$55k annual targeted salary utilized by Genesee County, the best case savings Wyoming County might experience would be approximately \$600.00 per week for the 12 week period that</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>	

Committee Chair Initials: _____

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<p><i>began yesterday.</i></p> <p><i>It was discussed that in order to have such a furlough program in place and operating will require negotiations with the CSEA and potentially Sheriff's Unions and well as coordination with all Department Heads to identify non-essential employees who might be furloughed. This activity would reduce the 12 week window for the \$600 extra unemployment benefits.</i></p> <ul style="list-style-type: none"> ○ Supervisor Brunner, T/Java expressed concern over paying employees for staying home ○ Director Farberman offered that the county is following the Governor's Executive Orders that employees of local governments are not to be charged their accrued time if on furlough. He further explained that there are two camps of employees. Those who are working from home and those who are home and not working. For example 50% of the employees at County Highway are working and will rotate one week on and one week off with the other 50% of the employees. Social Services has a similar arrangement with their employees. ○ Further explanation of the Genesee County agreement recognizes that the furlough is completely voluntary with a guarantee to return to work. ○ Director Farberman asked for the opinion of the Committee Members and offered that his suggested next step would be to engage department heads to identify non-essential employees for the purpose of a potential lay off. 			
<p>10. Dept. Heads to review staff and operations including prioritizing of services for budgeting purposes. To be reviewed during next round of standing committees.</p>	<p>Dept. Heads to provide their Prioritizing of Services document to their respective Committee Chairs with their agenda for May committee... HR to send out memo to Dept. Head</p>	<p>Motion: Brunner Ayes: 8 Noes: 1 Leuer Absent:</p>	<p>Carried: XXX Defeated: Referred to: APPROVED</p>
<p><i>Supervisor Leuer, T/Middlebury offered that he's having a hard time incentivizing employees to sit home. Asked how would this impact the county? Suggested that the outcomes really need to be analyzed. Potential reopening May 15, 2020.</i></p> <p><i>Supervisor Kehl, T/Attica offered that he supports concerns expressed by Supervisor Roche, T/Eagle and Supervisor Brunner, T/Java and added that the Board needs to be Proactive v. Reactive. Send a letter to the department heads.</i></p> <p><i>Director Farberman suggested starting by cancelling all open position requisitions and implement a hiring "chill" vs. a freeze as there are still critical positions that need to be filled and eliminate vacant positions. And lastly, provide greater scrutiny on position requests.</i></p>			

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<p><i>Supervisor Brick, T/Perry also suggested furloughing the Compensation Committee and freeze all wages. CSEA contract due to expire the end of 2020.</i></p> <p><i>Supervisor Roche, T/Eagle liked the two prong approach of implementing a hiring freeze and eliminating vacant positions. \$600 COVID-19 Unemployment Benefit expires July 31, 2020.</i></p> <p><i>Supervisor Leuer, T/Middlebury suggested that the Budget Officer issue the Budget message earlier than the usual timeframe of July. Budget Officer Cook stated that they're still working on identifying stated and federal COVID-19 stimulus revenues. Projecting \$2M in sales tax deficit and the \$4M deficit we already knew about from WCCH for this year. It will be impossible to not raise taxes. Working on securing stimulus money from state and federal sources. 100% of the tax levy goes to mandated services. Will the state reduce the 25% match? Without guidance from the state and feds., we just don't know yet. WCCH did receive \$500K but that barely covers 3 wks worth of elective surgeries. Department Heads have been asked to reduce budgets in the past. That includes contract agencies... Can highway put off road work for a year without putting us farther behind? Only the Highway Superintendent can answer that question.</i></p> <p><i>Supervisor Grant, T/Bennington stated that department heads need to provide their committee chairs feedback on essential services. Are there impacts in the Governor's budget that we didn't count on?</i></p> <p><i>Supervisor Ryan, T/Warsaw stated that throughout the state and country municipalities are creating task forces with a focus on how to move forward. She suggested 5 Supervisors to be formed as soon as possible. The creation of a special ad-hoc committee would come out of the Finance Committee.</i></p> <p><i>County Attorney Wujcik asked committee members to consider advice from the health department, WCCH and school districts.</i></p>			
11. <i>Human Resource Committee to exercise greater scrutiny on position fills and creations</i>		Motion: Jacoby Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: APPROVED
<p><i>The Batavia Daily reported that the City of Batavia would not be furloughing employees.</i></p>			
12. <i>Review of COVID-19 – The ADA & EEOC – Questions & Answers</i>	@ Supervisor Leuer, T/Middlebury	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Director Farberman stated that he has started working with the EOC on a check list for return to work procedures for departments.</i></p>			
Civil Service w/D. Farberman			
10. <i>Civil Service Update for April 2020</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Records Retention w/G. Royce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Elections w/J. Schlick & H. Bush			
	~Nothing to Report~	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, May 26, 2020 @ 9:00 AM.**