

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, May 26, 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/UCcfZs0H1gcOl67v1R8g-Ow>)

Present: **King, Becker**, Grant, Brunner, Leuer, Roche, Granger, Jacoby

Absent: Kehl

Also Present in person: C. Ketchum/Board Clerk; S. Mantelli/IT Dept.; A. D. Berwanger, T/Arcade; D. Farberman/HR Director; B. Ryan, T/Warsaw;

Also Present via Zoom: J. Davis/Board Chair (9:14 AM); J. Brick, T/Perry; 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			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1. <i>Discussion on COVID-19 re-opening process.</i> <ul style="list-style-type: none"> • Back to full staff as of 05/18/20. • All transactions done by apt. and by mail. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Discussion on COVID-19 re-opening process.</i> <ul style="list-style-type: none"> • DMV, as of tomorrow, full staff 3 days per week. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
9:15 AM County Attorney w/J. Wujcik			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i> <ul style="list-style-type: none"> • <u>Organizational Chart</u> • Requesting permission to fill Secretary I position <ul style="list-style-type: none"> ○ Essential position • Supports County Atty. work at DSS • Courts are open but civil cases have been pushed off. <ul style="list-style-type: none"> ○ Criminal cases are being processed. 	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1. <i>General Update</i> <ul style="list-style-type: none"> • Questions about COVID-19 NYSAC calls? 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Historian w/C. Amrhein			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i> <ul style="list-style-type: none"> • Just her and Sally (Asst. Co. Historian is at \$12.00/hr.; Minimum Wage goes to \$12.50/hr. at the end of the year.) <ul style="list-style-type: none"> ○ Asst. Co. Historian is a higher than minimum wage type position. <i>County Historian Amrhein hopes the committee can find a way to increase hourly wage to \$13.00 - \$13.50/hr. for 2021.</i>	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1. <i>Update - Pioneer Grounds:</i> <ul style="list-style-type: none"> • The Pioneer Cabin is listed as eligible on the State Preservation Office database. Although difficult to maneuver, here is the link https://cris.parks.ny.gov/ • Attached is <u>Q&A on frequently asked questions</u> on what historic designation entails and the benefits. For more information visit https://parks.ny.gov/shpo/ (Supporting documentation on the County's ownership of the Pioneer Grounds was included with 3/31/2020 agenda.) <i>Committee members agreed that the Historian should move forward with the designation...</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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2. General Updates: <ul style="list-style-type: none"> • Contacted historians via email to share ideas on what to collect from our communities to document this historic time. • We are saving all of the Chairman's daily updates, newspaper articles, as well as complete issues of the <i>Batavia Daily News</i> and the <i>Warsaw & Perry Penny Savers</i> in order for future researchers to look at this as a whole on how it affected our communities. Also saved any mailings, flyers etc. • I'm working on an article for <i>Historical Wyoming</i> to compare/contrast our current COVID-19 reactions to that of the 1918 Spanish Flu. • Our office is now open by appointment only. Guidelines (see attached) are on our doors, our Google profile and Facebook page, and will be put on our page at the county website. We are still partly working from home as well as the office. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Records Retention w/G. Royce			
<i>At 9:28 AM Budget Officer Cook joined the meeting during the below agenda item via Zoom.</i>			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	See attached e-mail from HR Director Farberman	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
<i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i>	See attached e-mail from HR Director Farberman	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1. Position Create/Fill: <p style="text-align: center;"><i>Social Services</i></p> One (1) position of Caseworker Trainee (1.0 FTE) on CSEA Schedule A, Job Grade 12 at \$20.20/hr.-\$23.14hr. Position available June 10, 2020.	<i>To convert to Caseworker after one year upon satisfactory performance during the training period. Funded by current Caseworker (position #051.042).</i>	Motion: Brunner Ayes: 8 Noes: Absent: 1 Kehl	Carried: XXX Defeated: Referred to: <p style="text-align: right;"><i>Human Services Comm.</i> FINANCE</p>

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
<p>2. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Social Services</i></p> <p>One (1) position of <i>Support Investigator</i> (1.0 FTE) on CSEA Schedule A, Job Grade 10 at \$19.40/hr. – \$21.95/hr. Person Vacating: Brooklyn Bush, effective May 6, 2020. Position available June 3, 2020</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Human Services Comm.</i> FINANCE</p>
<p>3. <i>Amend Salary Schedule G:</i></p> <p style="text-align: center;"><i>Public Defender</i></p> <ul style="list-style-type: none"> • Restore the stipend of \$10,000.00 for the <i>Investigator</i> (position code 007.514) under the CAFA grant (Round 2); effective May 12, 2020. • Correct the stipend established by the Board of Supervisors on May 12, 2020 by Res. #20-231 for the <i>Assistant Public Defender (5th)</i> (position code 010.503) in the amount of \$10,000.00 under the CAFA grant (Round 2) to \$5,000.00; effective April 4, 2020 through the medical leave of absence of the Investigator (position code 007.514). 		<p>Motion: Roche Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>
<p>4. <i>Discussion Items:</i></p> <ul style="list-style-type: none"> • <i>Buildings and Grounds Reorganization</i> <ul style="list-style-type: none"> ○ End stipends at expiration ○ J. Ferris will revert back to CSEA only duties ○ Proposal to create a Schedule S position for M. Adamczak (Provisional Appt.) ○ No interest in filling Supt. of Bldgs. & Grounds ○ Savings to be realized est. \$20K ○ Permanent solution to structure ○ Bldgs. & Grounds employees unanimous in this decision 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
<ul style="list-style-type: none"> • Election Inspectors Issue <ul style="list-style-type: none"> ○ Due to a COW discussion M. Dadd researched IRS regulations and provided them to HR Director Farberman. <ul style="list-style-type: none"> ▪ Election Workers are employees ○ Three things employees have to do: <ul style="list-style-type: none"> ▪ I-9 Certification/Immigration <ul style="list-style-type: none"> • Supervisor Brunner, T/Java questioned why towns can’t hire their own employees • Comm. Schlick stated it’s state mandated ▪ Pre-employment physical and drug test ▪ Pre-employment background check ○ Board of Elections requesting a waiver of Pre-Employment testing ○ HR Dir. Farberman not in favor of any type of waiver ○ Two for each district. 40 districts (80). 17 Coordinators ○ June 2020 primary will continue to pay Inspectors by voucher. ○ Jul/Aug payroll 			
10:00 AM Board of Elections w/J. Schlick & H. Bush			
<p><i>Departmental Review of Staff and Services (per 04/28/20 HR Committee instruction)</i></p> <ul style="list-style-type: none"> • All in and all working – never stopped 	<u>See attached e-mail from HR Director Farberman</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>1. Grant Application and Acceptance: Authorize Chairman to sign a grant application and acceptance award with <i>New York State Board of Elections</i>, 40 N Pearl St Suite 5, Albany NY 12207 for the reimbursement of costs related to conducting Federal Elections amid COVID-19 pandemic such as mailing of absentee ballot applications and absentee ballots, additional/temporary staff, and voting equipment in a minimum amount of \$47,560.92; effective March 28, 2020 through December 31, 2020.</p>	<i>Was point of discussion at COW 5/12 – Commissioners were given approval to go forward.</i>	Motion: Becker Ayes: 8 Noes: Absent: 1 Kehl	Carried: XXX Defeated: Referred to: *RESOLUTION

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Department Agenda Item	Discussion	Decision	Action
<p>2. Appropriation: To: 01.34.1450.4.42481 CARES Act Grant \$25,560.92 01.34.1450.2.20201 Capital Equipment <u>22,000.00</u> w/01.12.1450.42481 Federal Aid Cares Grant \$47,560.92 Reason: Appropriate grant funds.</p>		Motion: Becker Ayes: 8 Noes: Absent: 1 Kehl	Carried: Defeated: Referred to: FINANCE
<p>3. Professional Services Contract: Authorize Chairman to sign a contract pursuant to General Municipal Law §104(b) with <i>Warsaw Penny Saver/Appearances</i>, 72 N Main St., Warsaw NY 14569 for the provision of processing and mailing absentee ballot applications to all registered voters in Wyoming County in an amount not to exceed \$8,251.03; effective May 3, 2020 until completion.</p>	<p><i>Funds from HAVA Cares Act Grant will be used to pay for this service. 23,263 post cards were mailed out to voters. The cost for processing was \$4,956 and the postage was \$3295.03 for the total amount of \$8,251.03.</i></p> <p><i>Was point of discussion at COW 5/12 – Commissioners were given approval to go forward.</i></p>	Motion: Brunner Ayes: 8 Noes: Absent: 1 Kehl	Carried: XXX Defeated: Referred to: *RESOLUTION
<p>4. State Bid Award: Authorize Chairman to approve bid and sign contract with Dominion Voting Systems Corp., 215 Spadina Avenue, Suite 200, Toronto ON M5T2C7 for the purchase of (2) <u>ICE Voting Machines</u> in an amount not to exceed \$21,800.00 (\$10,900.00 each); effective May 12, 2020 until delivery. This purchase is a state bid contract #PC66393. These machines will be important when it comes time to count absentee ballots for the election on June 23rd. As of 5/22 over 3,000 ballots have been mailed for the Special Election, this is not taking in to consideration ballots for the State/Local Primary or the Presidential Primary.</p>	<p><i>This is an allowable expense on the HAVA Cares Act Grant therefor those funds will be used for this purchase.</i></p> <p><i>Was point of discussion at COW 5/12 – Commissioners were given approval to go forward.</i></p>	Motion: Becker Ayes: 7 Noes: 1 Roche Absent: 1 Kehl	Carried: XXX Defeated: Referred to: Non-Consent RESOLUTION

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Human Resource w/D. Farberman continued			
<ul style="list-style-type: none"> • WCCHS Maintenance as Security in the Mental Health Unit <ul style="list-style-type: none"> ○ Objection to use as security in Mental Health restraint ○ Guidance NYS Dept. of Mental Health <ul style="list-style-type: none"> ▪ Anyone participating in this kind of activity needs training ○ Supervisor Ryan, T/Warsaw presented a proposal to WCCH to utilize Village PD. <ul style="list-style-type: none"> ▪ D. Eichenauer - but never went anywhere ○ More guidance came forward from the state recently • Posting Review <ul style="list-style-type: none"> ○ County Wage & Market Adjustment Policy and Procedure states requests for raises are to be submitted April – June 30th. ○ HR Director Farberman questioned if Dept. Heads should be notified the policy is being suspended for the balance of 2020? ○ Wage Freezes are only applicable to Salary Schedules S/D/I/F&G/C/X ○ Physicians, Sheriff and CSEA have pre-negotiated employment contracts in effect. ○ 65 million payroll annually. At 1%, \$650K annual raise or cost avoidance as of 01/01/2021 ○ \$55K/mo. savings 			
<p><i>10:50 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>S. Mantelli/IT Dept. was excused.</i></p> <p><i>Clerk Ketchum remained.</i></p> <p><i>At 11:20 AM Budget Officer Cook entered the meeting.</i></p> <p><i>At 11:35 there was a motion by Supervisor Roche, T/Eagle to end the executive session and continue the regular meeting. This was seconded by Supervisor Becker, T/Sheldon and all voted aye.</i></p> <p><i>S. Mantelli/IT Dept. returned and resumed the BOS YouTube and Zoom conference call.</i></p>			
<p><i>Suspension/Pause of Compensation Committee until 2021 and direct HR Dir. Farberman to send notification to Dept. Heads</i></p>		<p>Motion: Becker Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to: APPROVED</p>
<p><i>HR Dir. Farberman was instructed to send Committee Chairs a memo to discuss open and future positions fills with Dept. Heads</i></p>			

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Civil Service w/D. Farberman			
5. <u>Civil Service Update for May 2020</u>		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, June 30, 2020 @ 9:00 AM.**

Committee Chair Initials: _____