

HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, June 26, 2018 @ 9:00 AM

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

Absent: Grant

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; A. D. Berwanger/Board Chair; K. Granger, T/Castile; J. Brick, T/Perry

Department Agenda Item	Discussion	Decision	Action						
Human Resource w/D. Farberman									
<p>1. Position Create/Fill:</p> <p style="text-align: center;">Highway</p> <p>One (1) position of Deputy County Highway Superintendent (Temp.) and placed on Salary Schedule S with full benefits at \$73,035.00/annually; position available: July 10, 2018 through January 03, 2019.</p>	<p><i>Christopher Olivieri is retiring on January 3, 2019. Need replacement to shadow him and learn the job. Position will be deleted in January 2019.</i></p>	<p>Motion: Hastings Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Public Works Comm. FINANCE</p>						
<p>2. Permission Fill:</p> <p style="text-align: center;">Highway</p> <p>One (1) position of Deputy County Highway Superintendent (position code 005.503) with a salary range of \$50,000.00 - \$65,000.00; position available: July 10, 2018.</p>	<p><i>The new Dep. Co. Highway Supt. will go directly in this position...</i></p> <p><i>After salary is negotiated, salary schedule "S" will be amended to reflect that amount.</i></p>	<p>Motion: Hastings Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Public Works Comm. FINANCE</p>						
<p>3. Position Fill:</p> <p style="text-align: center;">Highway</p> <p>One (1) position of Bridge Construction Supervisor (position code # 036.126) on CSEA Schedule B Grade 11 (\$19.36 - \$21.76/hr.); position available date: July 3, 2018, P. George Jordan retiring June 30, 2018.</p>		<p>Motion: Becker Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Public Works Comm. FINANCE</p>						
<p>4. Position Create/Fill:</p> <p style="text-align: center;">Real Property Tax Services</p> <p>One (1) position of Real Property Appraiser (Per Diem) and place on Schedule S at an annual salary of \$10,625.00 with only those benefits mandated by law; position available date: September 1, 2018.</p>		<p>Motion: King Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>						
<p>5. Position Create/Fill:</p> <p style="text-align: center;">Real Property Tax Services</p> <p>One (1) position of Assessment Account Specialist, PT on Schedule S at an annual salary of \$11,830.00 with only those benefits mandated by law; position available date: September 1, 2018.</p>		<p>Motion: King Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>						
<p>6. Appropriation:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">To: 01.34.1431.1.10001 Salaries Fixed S/D/I</td> <td style="text-align: right;"><u>\$118,000.00</u></td> </tr> <tr> <td>w/01.10.1431.2801 Interfund Rev HR:</td> <td style="text-align: right;">\$80,000.00</td> </tr> <tr> <td style="text-align: center;">w/any funds available</td> <td style="text-align: right;">\$38,000.00</td> </tr> </table> <p>Reason: To amend the 2018 budget to include two (2) new positions (Deputy HR Director and HR Clerk).</p>	To: 01.34.1431.1.10001 Salaries Fixed S/D/I	<u>\$118,000.00</u>	w/01.10.1431.2801 Interfund Rev HR:	\$80,000.00	w/any funds available	\$38,000.00		<p>Motion: Leuer Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>
To: 01.34.1431.1.10001 Salaries Fixed S/D/I	<u>\$118,000.00</u>								
w/01.10.1431.2801 Interfund Rev HR:	\$80,000.00								
w/any funds available	\$38,000.00								

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Department Agenda Item	Discussion	Decision	Action
<p>7. CSEA Vision Plan Contract: Authorize Chairman to sign a 1-year contract renewal for the CSEA Vision Plan with CSEA Employee Benefit Fund, one Lear Jet Lane, Suite one, Latham NY 12110-2395 to administer the CSEA Vision Plan benefit to all Wyoming County employees, no cost to the county, effective July 1, 2018 through December 31, 2020 in amounts as follows: Solstice Vision Plan ~ Single Coverage:</p> <ul style="list-style-type: none"> July 1, 2018 through December 31, 2020 - \$10.20 per month/per covered employee <p>Solstice Vision Plan ~ Two Person Coverage:</p> <ul style="list-style-type: none"> July 1, 2018 through December 31, 2020 - \$20.40 per month/per covered employee <p>Solstice Vision Plan ~ Family Coverage:</p> <ul style="list-style-type: none"> July 1, 2018 through December 31, 2020 - \$31.62 per month/per covered employee 		Motion: Brunner Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to:
<p>8. Amend Salary Schedule "C":</p> <ul style="list-style-type: none"> To set the salary of Healthcare Information Specialist under HOSPITAL INFORMATICS at \$56,238.00 annually; effective date: June 17, 2018. 		Motion: Brunner Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to:
<p>At 9:45 AM Chairman Berwanger entered the meeting during the below agenda item.</p>			
<p>9. Discussion Item:</p> <ul style="list-style-type: none"> Establish a Health Flexible Spending Account (FSA) for Schedule S, D & I employees in 2019; Confidential discussion on future Labor/Employment Representation 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>10. Overnight Travel Authorization AMENDED: 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>@ 05/30/18 D. Farberman e-mail to the Chairman.</p> <p>Original permission was granted by the Human Resource Committee on April 24, 2018. Director Farberman choose not to attend...</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>11. Amend Salary Schedule "S": To set the salary of the Assistant Director of Veteran Services at \$35,000.00 annually; effective July 3, 2018.</p> <p>Salary is currently set at \$35K per Res. #18-202</p>	<p>@ C. Ketchum & D. Farberman 06/25/18</p> <p>Permission to fill was granted by Finance Committee on 06-05-18 with a salary range of \$33,000 - \$38,000.</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
			NO ACTION NEEDED

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Department Agenda Item	Discussion	Decision	Action
<p>12. <u>Interdepartmental Contract \$3,001 or greater:</u> Contract with Wyoming County Community Health System, 400 North Main Warsaw NY 14569, for the provision of Human Resource Services in an amount not to exceed \$325,000.00; effective January 1, 2018 through December 31, 2018.</p>		Motion: Kehl Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to: APPROVED
Civil Service w/D. Farberman			
<p>13. Civil Service Update for June 2018</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>14. New York State Department of Civil Service June 8, 2018 Memorandums:</p> <ul style="list-style-type: none"> • Update on Minimum Training Standards for Building Safety Inspector and Code Enforcement Officials; • Minimum Qualifications for County Directors of Real Property Tax Services and Appointed Assessors – Changes to Contact Information. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>15. Miscellaneous:</p> <ul style="list-style-type: none"> • Shared Services to towns & villages <ul style="list-style-type: none"> ○ Labor/relations (grievances, etc.) ○ Talk about skill development ○ Trainings, etc. 	<i>Share at 7/3/18 meeting...</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Historian w/C. Amrhein			
<p>1. Appropriation: To: 01.46.7510.4.42404 Grant Expense \$602.00 w/01.03.7510.128901 Other Dept Income Grant \$602.00 Reason: For the <i>Treasurer Hunt Through History</i> Tour</p>		Motion: Brunner Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to: FINANCE
<p>2. General Update:</p> <ul style="list-style-type: none"> • “Treasure Hunt Through History” summer program <ul style="list-style-type: none"> ○ <i>Going well... 50 participants signed up</i> • World War II Book <ul style="list-style-type: none"> ○ <i>Done with adding and editing</i> ○ <i>Will self-publish finished book</i> • Keeping a piece of the 1875 Portageville Bridge in our county 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
County Clerk w/R. Pierce			
1. <i>Home Rule Request</i> to extend Local Mortgage Recording Tax – additional one quarter percent (1/4%). This will be effective through 11/30/2018. <i>The Senate and the Assembly have each passed their bills. Waiting for the Governor to sign into law...</i>	<ul style="list-style-type: none"> • Current Local Law expires on 11/30/18 (The new local law should expire through 11/30/2021 (three (3) years) to run concurrently with the Home Rule Request) • Current Home Rule Request expires 11/30/18 • The Local Law should be introduced end of Aug. 2018 at the very latest. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Introductory Local Law “E” and Set Public Hearing “A Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on Real Property”	We can’t ask for this until we get #1.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Weights and Measures w/J. Marley			
1. <i>Monthly Activity Report for May 2018</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Monthly Financial Report for May 2018</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:28 AM there was a motion by Chairman Berwanger, T/Arcade to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Hastings, T/Eagle and all voted aye. Clerk Ketchum and Budget Officer Cook remained.</i></p> <p><i>At 10:32 AM there was a motion by Chairman Berwanger to end the executive session and continue the regular meeting. This was seconded by Supervisor Copeland, T/Wethersfield and all voted aye.</i></p>			
County Attorney w/J. Wujcik			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Elections w/J. Schlick & H. Bush			
	<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, July 31, 2018 @ 9:00 AM.**

Civil Service Monthly Update

June 2018

Canvass Positions:



Certificates Issued

- Keyboard Specialist I
- Activities Leader

Payrolls Certified:

- County – 6/1/2018
- County – 6/15/2018
- County – 6/29/2018
- Highway – 6/1/2018
- Highway – 6/15/2018
- Highway – 6/29/18
- WCCH – 6/8/2018
- WCCH – 6/22/2018
- Village of Wyoming
- Perry Central School
- Village of Arcade
- Letchworth Central School
- Town of Perry
- Soil and Water Conservation District
- Town of Arcade

Exams Announced:



Exams Held:

- Head Custodian
- Orthopaedic Patient Care Coordinator
- Emergency Patient Care Technician
- Clinical Admissions Coordinator
- Fiscal Officer I
- Fiscal Administrator
- Caseworker Trainee
- Probation Officer Trainee
- Keyboard Specialist I

Exam Results:

- Activities Leader

Duty Statements (creations): (County)

- Probation Officer Trainee
- Zoning Officer Assistant

Duty Statements (creations): (WCCH)

- Cleaner
- Medical Office Assistant

Duty Statements (creations): (Villages, Towns & Schools)

- Keyboard Specialist I

Job Specifications:

- Zoning Officer Assistant
- Community Health Nurse

Job Opportunities: County

- Highway Maintenance Supervisor

Job Opportunities: WCCH

- Speech Pathologist – FT (1)
- Medical Office Assistant – FT (1)
- Phlebotomist Per Diem (1)
- Food Service Helper – PT (2)
- RPN Per Diem – (1)



IM-08-18

INFORMATION MEMORANDUM

TO: All Municipal Civil Service Agencies

FROM: Municipal Service Division

SUBJECT: Update on Minimum Training Standards for Building Safety Inspector and Code Enforcement Officials

DATE: June 8, 2018

Section 381 of the Executive Law directs the Secretary of State to prescribe minimum training standards for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code). These standards are found in the Codes, Rules and Regulations of the State of New York (19 NYCRR Part 1203) and originally took effect in January 1, 1984 and are periodically updated.

Section 376-a of the Executive Law was amended by Chapter 468 of the Laws of 2017. A new Subpart 1208-6 implements the amendments to section 376-a of the Executive Law made by Chapter 468 of the Laws of 2017 by adding provisions relating to the revocation or suspension of certifications of code enforcement personnel who are found to have materially failed to uphold their code enforcement duties. This rule has been adopted as an emergency rule and became effective on April 25, 2018.

A Building Safety Inspector (BSI) means a person who performs fire safety and property maintenance inspections on existing buildings. A Code Enforcement Official (CEO) means a person who performs any enforcement activity. Code enforcement official enforcement activities include: building safety inspector enforcement activities; review and/or approval of plans incidental to the issuance of a permit for the construction or alteration of buildings and structures; construction inspections performed during and/or upon completion of the construction or alteration of buildings and structures; and any other enforcement activity that is not also a building safety inspector enforcement activity.

To obtain certification as a Building Safety Inspector or as a Code Enforcement Official, an individual must successfully complete the New York State Department of State Code Enforcement Basic Training Program within a specified time frame (19 NYCRR Part 1208-3.2). If the Basic Training Program is not completed within the specified time frame, all course credit accrued from previous training would be forfeited by the individual. The prescribed training is required for performance of code enforcement duties and responsibilities. The regulations provide for an extension to the completion of training by the Secretary of State for good cause shown.

If your agency's probationary term is shorter than the time provided in the regulations for completion of the training, it is possible that an employee may have gained permanent civil service status in the position prior to completing the required training. Appointing authorities and civil service agencies should discuss any remedial actions for employees who fail to meet statutory training requirements on a case-by-case basis with legal Counsel to ensure that appropriate due process is provided.

The following links provide a comprehensive overview of the New York State Uniform Fire Prevention and Building Code Enforcement Training, which include requisite course descriptions and a current schedule indicating time and location of each basic training course offered. In-service training required to maintain certification as a Code Enforcement Official may also be referenced as well.

<https://www.dos.ny.gov/DCEA/>

https://www.dos.ny.gov/DCEA/edu_course_descript.html

It is suggested that you share this information with the appropriate appointing authorities. We also recommend that you review and update your class specifications to ensure that information regarding the completion of statutory training requirements is referenced. You should also plan on incorporating training requirement information in future examination announcements and letters of appointment for the subject positions. If you have any questions regarding this information, please contact the Municipal Service Division at: assistance.request@cs.ny.gov.



Joe Cavazos, Deputy Commissioner
Municipal Service Division



**Department of
Civil Service**

ANDREW M. CUOMO
Governor
LOLA W. BRABHAM
Acting Commissioner

IM-06-18

INFORMATION MEMORANDUM

TO: All Municipal Civil Service Agencies
FROM: Municipal Service Division
SUBJECT: Minimum Qualifications for County Directors of Real Property Tax Services and Appointed Assessors - **Changes to Contact Information**
DATE: June 8, 2018

This Information Memorandum updates the contact information contained in PAR-04-13 issued on November 19, 2013.

PAR-04-13 - Minimum Qualifications for County Directors of Real Property Tax Services and Appointed Assessors

Section 8188-4 County Director Minimum Qualifications
Section 8188-2 Assessor Minimum Qualifications

Please contact **David Ange**, Educational Services, Office of Real Property Tax Services (ORPTS), at (518) 474-1764 with questions that pertain to the information provided in PAR-04-13.

If you have any questions regarding the updated information, please contact the Municipal Assistance Section at: assistance.request@cs.state.ny.us.

Joe Cavazos, Deputy Commissioner
Municipal Service Division

TO: COUNTY HUMAN RESOURCES COMMITTEE

DATE: June 26, 2018

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

RE: MONTHLY ACTIVITY REPORT

PERIOD: May, 2018

WORKLOAD

Work Category	Hours Worked	% of Total
Weighing Devices Inspected and Tested	25	16%
Gasoline Pumps Inspected and Tested	0	0%
Bulk Milk Tanks Calibrated	26	16%
All Other Commercial Device Inspections (Fuel truck tests)	0	0%
Non-Mandated Tests and Requests	0	0%
Petroleum Quality Program	16	10%
Package Control / Pricing Accuracy	0	0%
Complaints / Investigations	4	2%
Civil Penalty and Court Hearings	0	0%
Administration (records, reports, scheduling)	22	14%
Public Relations	0	0%
Training	0	0%
Equipment Maintenance	0	0%
Other: Travel, Mtg.-HR, In-serv. (MOVE)	19	12%
Paid Time Off (Holidays, Vacation, etc.)	49	30%
	161	100%

23 days @7=161 hrs

COMMENTS:

The office move went as well as could be expected, everything was moved in though I haven't located everything yet! Daryl and his crew did an excellent job constructing the storage room and office space. More parking space and room to manuver the van when loading or unloading my "toys" for various projects is helpful.

TO: COUNTY HUMAN RESOURCES COMMITTEE

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

DATE: June 26, 2018

RE: MONTHLY FINANCIAL REPORT

PERIOD: May, 2018

WORKLOAD			
DEVICES TESTED	No. tested	Rate per Device	Total
SCALES;			
Computing capacity to 33 lbs. First 5 in establishment	10	\$20	\$200
" " " " 6 and over tested at same time	1	\$10	10
Medium capacity to 1000 lbs. (platform)	1	40	40
" " " (livestock)	0	40	0
PETROLEUM PUMPS;			
Single dispensing pumps		20	
Dual dispensing pumps	0	40	0
Blend dispensing pumps			
FUEL TRUCK METERS (VTM)	0	100	0
MILK TANK CALIBRATIONS			
w/ County equipment 1000 gal at Harkins Dairy in Wyoming	1	80	80
w/ County equipment 1000 and 1600 gal in Erie County	2	240	480
	17		\$810

total to date: 1590
2018 TOTAL to date \$2,400.00

COMMENTS:

I charged Upstate Niagara the max fee allowed by our State office, \$240 each for the two tanks completed with Erie County. I took the equipment to Akron, set it up, and ran slicker cans with Rick Locke from Upstate. Randy and Maureen from Erie Co. did the calibration, taking readings and entering data on the computer. The slicker can system works well for tanks in this size range, with sufficient help.