

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, July 28, 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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Present: *King, Becker (Zoom)*, Kehl, Grant, Brunner, Leuer (Zoom), Roche, Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director (9:05 AM); J. Davis/Board Chair (9:06 AM); J. Wujcik/Co. Attorney; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:14 AM); B. Ryan, T/Warsaw (9:05 AM); L. Roberts, T/Genesee Falls; D. Farberman/HR Director 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>At 9:05 AM Budget Officer Cook and Supervisor Ryan, T/Warsaw entered the meeting during the below agenda item.</i>			
<i>At 9:06 AM Chairman Davis, T/Covington entered the meeting during the below agenda item.</i>			
1. COVID Update/Discussion <ul style="list-style-type: none"> • Running smoothly... • Pistol Permit applications are being processed. • When there is a line, taking names and asking them to wait outside 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
2. COVID Update/Discussion <ul style="list-style-type: none"> • Appointments going okay • Checked with DMV Deputy Co. Clerk yesterday • Working with IT to change voice message 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Supervisor Leuer, T/Middlebury thanked the County Clerk for the appointments last week to renew his and his wife's driver's licenses. Supervisor Becker, T/Sheldon spoke about a few of the complaints he had heard and thanked Co. Clerk Pierce for her assistance with Sheldon residents' DMV needs. Supervisor Kehl, T/Attica questioned in-office transactions, for in-county residents only. Limited out of county business through drop boxes. Exceptions are made for people who own property and pay taxes in the county.</i></p>			

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, July 28, 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/UCcfZs0H1gcOlb67vIR8g-Ow>)

Present: *King, Becker (Zoom)*, Kehl, Grant, Brunner, Leuer (Zoom), Roche, Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director (9:05 AM); J. Davis/Board Chair (9:06 AM); J. Wujcik/Co. Attorney; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:14 AM); B. Ryan, T/Warsaw (9:05 AM); L. Roberts, T/Genesee Falls; D. Farberman/HR Director L. Perez/Deputy Board Clerk (BOS YouTube channel).

Department Agenda Item	Discussion	Decision	Action
Human Resource w/D. Farberman			
<i>At 9:14 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
<p>1. Position Fill: Buildings and Grounds Fill one (1) position of Working Supervisor (1.00 FTE) (position code 043.276) on CSEA Salary Schedule B, Job Grade 10/Step 1 at an hourly rate of \$19.58/hr. Person Vacating: J. Ferris; effective July 17, 2020. Position available August 5, 2020.</p>	<p><i>Ryan Paddock to be promoted to working supervisor.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE</p>
<i>HR Dir. Farberman explained the day promotion implications...</i>			
<p>2. Position Fill: Buildings and Grounds Fill one (1) position of Building Maintenance Mechanic (1.00 FTE) (position code 045.032) on CSEA Salary Schedule B, Job Grade 9/Step 6 at an hourly rate of \$21.03/hr. Person Vacating: Ryan Paddock; effective August 4, 2020. Position available T.B.D.</p>	<p><i>Jeff Ferris to be reinstated as a Building Maintenance Mechanic.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE</p>
<p>3. Position Fill: Social Services Fill one (1) position of Account Clerk (1.00 FTE) (position code 170.002) on CSEA Salary Schedule A, Job Grade 4 at an hourly rate of \$17.10/hr. - \$18.82/hr. Person Vacating: Heather Sheehan; effective July 5, 2020. Position available: August 5, 2020.</p>	<p><i>An emergency fill was approved by Chairman Davis on 06/30/20.</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE</p>
<p>4. Position Fill: Social Services Fill one (1) position of Senior Account Clerk (1.00 FTE) (position code 159.216) on CSEA Salary Schedule A, Job Grade 6 at an hourly rate of \$17.92/hr. - \$19.98/hr. Person Vacating: Andrew Maurer; effective June 21, 2020. Position available: August 5, 2020.</p>	<p><i>An emergency fill was approved by Chairman Davis on 06/30/20.</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE</p>

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, July 28, 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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Present: *King, Becker (Zoom)*, Kehl, Grant, Brunner, Leuer (Zoom), Roche, Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director (9:05 AM); J. Davis/Board Chair (9:06 AM); J. Wujcik/Co. Attorney; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:14 AM); B. Ryan, T/Warsaw (9:05 AM); L. Roberts, T/Genesee Falls; D. Farberman/HR Director L. Perez/Deputy Board Clerk (BOS YouTube channel).

Department Agenda Item	Discussion	Decision	Action
<p><i>Supervisor Brunner, T/Java questioned priority of starting position fills with the Director position. Supervisor Ryan, T/Warsaw provided the history of the creation of the Countywide Assessing program. She offered that it was set up for failure from the beginning. She added, we have to ask ourselves, "Do we really want countywide assessing?" Supervisor Grant, T/Bennington said Bennington's former Assessor states Wyo. Co. provides more services than other county. Wyoming County is currently in a software PILOT program with NYS ORPTS. Chairman Davis, T/Covington offered that he will be meeting with Livingston County next week to see if they would be interested in a shared Director. In order for the program to remain levy neutral Wyoming County would have to keep a contract at \$100K or under. Supervisor Kehl, T/Attica questioned Supervisor Berwanger, T/Arcade on why he pulled out of the countywide assessing program after only 6 mos. Supervisor Berwanger, T/Arcade responded by saying that Mary Kern did a really good job with Java's revaluation project. Appointed assessor terms expired in Sept. 2019. Once Arcade went to the county program they discovered that millions of dollars in property improvements never made assessment roles. Supervisor Granger, T/Gainesville gave notice that he would be pulling out. Supervisor Granger, T/Gainesville added that there were Supervisors in the room that knew about Mary leaving. We have to be loyal to the programs we create. Supervisor Leuer, T/Middlebury spoke to difficulties Director Kirsch has gone through with the county program and that the Board of Supervisors is partially to blame. Supervisor Becker, T/Sheldon added that countywide assessing was working but the missing piece was the no compete clause. Sheldon has trained professional in Mary Kern. County has a Certified Assessor in N. Grover and he is willing to stay on and help train Donna Almeter. Chairman Davis, T/Covington trying to duplicate the knowledge part of the program and he pointed out similar issues with Countywide Zoning. HR Director Farberman talked about the three candidates and that they are all qualified. Employee non-compete agreement has been prepared. The other half to that equation is a non-compete clause in the town agreements. Supervisor Ryan, T/Warsaw commented on D. Almeter beginning the training process. The county currently has 5 towns to service; Gainesville, Warsaw, Pike Wethersfield, Eagle and Covington. Supervisor King, T/Pike stated that the county needs an Assessor. The Director position could be a shared position. BO Cook spoke about structure/finance. What you really need to look at is job duties and salaries. Supervisor Leuer, T/Middlebury – sense of urgency because of school tax bills needing to be printed soon. Supervisor Roche, T/Eagle expressed real concern over the time it's taken the board to come to this point. Chairman Davis said Dr. Kirsch expressed a willingness to stay on part-time through the end of the year. Supervisor Roche asked if we need a director...answer is yes. He asked if we can get an interim director? Answer is yes. Supervisor Roche, T/Eagle then encouraged the other Supervisors to do so. Supervisor Berwanger talked about towns being able to reverse their decisions and he suggested dealing with Director Kirsch.</i></p> <p><i>T/Bennington committed to going with J. Kirsch. Arcade didn't want to be left without an assessor. If Bennington was closer to Warsaw they would go with County Assessing. BO Cook reaffirmed importance of structure and redundancy.</i></p> <p><i>RPTS Director, J. Kirsch requested entry to the meeting... He reviewed some of the duties of the Director include tax mapping, tax roll processing, valuation support, guidance on legislation, clearing house of information for Town Sole Assessors. Assessing are option as the law is written. Towns can only get assessing through a sole assessor or countywide programs. The Director also works with the IDA on calculation of PILOTS. Can a Director also be a working assessor...answer is not in the same county. Chairman Davis asked can you stay on PT? J. Kirsch said can go back to coordinator but can't hold dual role of Dir. and Assessor. Supervisor Grant, T/Bennington suggested hiring on as a consultant. J. Kirsch wouldn't be able to consult on valuation advice to the other Assessors J. Kirsch talked about the day to day and annual duties of the position.</i></p>			

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, July 28, 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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Present: *King, Becker (Zoom)*, Kehl, Grant, Brunner, Leuer (Zoom), Roche, Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director (9:05 AM); J. Davis/Board Chair (9:06 AM); J. Wujcik/Co. Attorney; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:14 AM); B. Ryan, T/Warsaw (9:05 AM); L. Roberts, T/Genesee Falls; D. Farberman/HR Director L. Perez/Deputy Board Clerk (BOS YouTube channel).

Department Agenda Item	Discussion	Decision	Action
<p>5. <i>Position Fill:</i> Real Property Tax Services Fill one (1) position of <u>RPTS Assessor</u> (1.00 FTE) (position code 013.002) on Salary Schedule S currently at \$69,000.00 annually. Person Vacating: Mary Kern; effective March 27, 2020. Position available August 512, 2020.</p> <p style="text-align: center;"><i>#5 & #7 go together</i></p>	<p><i>NYS ORPTS requires that the RPTS Director have a 6 mos. training program prior to state approval to the position of RPTS Assessor for candidates not meeting state minimum qualifications. State approval of the appointment to the position of Assessor is also a pre-requisite. Once approved by NYS ORPTS, the candidate has two years to complete state certification courses to obtain certification and maintain the appointment of the position. This in addition to the Civil Service Exam.</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>
<p>6. The <i>Assessment Account Specialist</i> (Donna Almeter) will be left to sunset and unfunded for the 2021 budget year. The <i>RPTS Assessor</i> position is competitive and will need to be appointed provisionally.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>7. <i>Amend Salary Schedule S:</i> Real Property Tax Services To set the annual salary of the <i>RPTS Assessor</i> to \$45,000.00 annually, effective August 512, 2020.</p>	<p><i>Only if #5 is approved.</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>
<p>8. <i>Position Fill:</i> Real Property Tax Services Fill one (1) position of <u>Director of Real Property Tax Services</u> (position code 001.102) on Salary Schedule D currently at \$70,107.00 annually and \$10,763 stipend for managing the Countywide Assessing Program. Position available August 8, 2020.</p>	<p><i>Any potential offer would also include a non-compete clause.</i></p> <p><i>Set a salary range of \$ _____ to \$ _____ commensurate with education and experience.</i></p> <p><i>Residency Waiver? ✓</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>

Committee Chair Initials: _____

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, July 28, 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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Present: *King, Becker (Zoom)*, Kehl, Grant, Brunner, Leuer (Zoom), Roche, Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director (9:05 AM); J. Davis/Board Chair (9:06 AM); J. Wujcik/Co. Attorney; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:14 AM); B. Ryan, T/Warsaw (9:05 AM); L. Roberts, T/Genesee Falls; D. Farberman/HR Director L. Perez/Deputy Board Clerk (BOS YouTube channel).

Department Agenda Item	Discussion	Decision	Action
<i>Chairman Davis reported that Liv. Co. Manager Ian Coyle looking into the legality of being able to assist Wyo. Co. w/ RPTS administration functions.</i>			
9. <u>Position Fill:</u> <p style="text-align: center;"><i>Health Department</i></p> Fill one (1) position of <u>Environmental Health Aide</u> (per diem) (position code 144.117) on Schedule G, following CSEA Schedule A, Job Grade 9 (\$19.07-\$21.69/hr.), plus 10% with only those benefits mandated by law - Article 13.1(b). To provide coverage during an employee LOA. Position available August 17, 2020.	✓	Motion: Roche Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE
10. <u>Appropriation:</u> To: 01.34.1431.4.41206 Operating Expense/Misc. \$10,000.00 <i>w/any funds available</i> \$10,000.00 Reason: To cover background checks for 150 Election Inspectors.		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: FINANCE
11. <u>Discussion Items:</u> <ul style="list-style-type: none"> • <u>EAP Utilization Report</u> <ul style="list-style-type: none"> ○ Reviewed and attached. • Working on refund from former service provider <ul style="list-style-type: none"> ○ Wyo. Co. is in line with other creditors in settlement of estate. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
12. <u>Civil Service update for July 2020</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
1. <u>General Update:</u> <ul style="list-style-type: none"> • Purdue Pharma – bankruptcy • DSS up and running aging; getting into court • NYSAC webinar tomorrow; lack of federal funding 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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, July 28, 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 (Zoom)*, Kehl, Grant, Brunner, Leuer (Zoom), Roche, Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director (9:05 AM); J. Davis/Board Chair (9:06 AM); J. Wujcik/Co. Attorney; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:14 AM); B. Ryan, T/Warsaw (9:05 AM); L. Roberts, T/Genesee Falls; D. Farberman/HR Director L. Perez/Deputy Board Clerk (BOS YouTube channel).

Department Agenda Item	Discussion	Decision	Action
Historian w/C. Amrhein			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
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/S. King (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, August 25, 2020 @ 9:00 AM.**