

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, August 25, 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**, Grant, Brunner, Leuer (9:44 AM), Roche, Granger, Jacoby (Zoom)

Absent: Kehl

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director; D. Farberman/HR Director; A. D. Berwanger, T/Arcade; B. Ryan, T/Warsaw (9:15 AM); L. Roberts, T/Genesee Falls (Zoom); J. Davis/Board Chair (9:44 AM); S. Mantelli/IT Dept.; 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 Historian w/C. Amrhein			
1. Appropriation: To: 01.46.7510.4.42306 Other \$235.00 w/01.09.7510.2705 Gifts & donations \$235.00 Reason: Funds donated for office use by Historian and Asst. Co. Historian from the yard sale we held. To be used for promotion of the office to our history program participants.		Motion: Brunner Ayes: 6 Noes: Absent: 2 Kehl; Leuer	Carried: XXX Defeated: Referred to: FINANCE
<i>At 9:15 AM Supervisor Ryan, T/Warsaw entered the meeting during the below agenda item.</i>			
2. Updates: <ul style="list-style-type: none"> <u>See attached report.</u> 	<i>Reviewed and attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Review Secretary of the Interior, David Bernhardt's <u>letter</u> regarding the Executive Order on Building and Rebuilding Monuments to American Heroes.	@ Chairman Davis	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Co. Historian Amrhein mentioned the Doughboy monument in Castile and the Soldier monument in Warsaw but didn't see either one going anywhere... Besides, the letter did state that, "The site should be proximate to at least one major population center and not cause significant disruption to the local community. My preference is that the site be on lands already in Federal ownership."</i>			
9:15 AM Board of Elections w/J. Schlick & H. Bush			
1. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> Tenex Software Solutions Inc., 5021 W Laurel St, Tampa, FL 33607 for support and maintenance of 7 electronic poll books in an amount not to exceed \$875.00 (\$125 each); effective September 1, 2020 through October 1, 2021. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Present: **King, Becker**, Grant, Brunner, Leuer (9:44 AM), Roche, Granger, Jacoby (Zoom)

Absent: Kehl

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director; D. Farberman/HR Director; A. D. Berwanger, T/Arcade; B. Ryan, T/Warsaw (9:15 AM); L. Roberts, T/Genesee Falls (Zoom); J. Davis/Board Chair (9:44 AM); S. Mantelli/IT Dept.; L. Perez/Deputy Board Clerk (BOS YouTube channel).

Department Agenda Item	Discussion	Decision	Action
2. Transfer: From: 01.34.1450.4.40305 Machine Custodians \$27,000.00 To: 01.34.1450.1.10001 Salaries S/D/I \$25,087.50 01.34.1450.8.83001 FICA \$1,550.00 01.34.1450.8.85001 Medicare \$362.50 Reason: Need adequate funds to cover the cost of inspectors for General Election 2020.		Motion: Brunner Ayes: 6 Noes: Absent: 2 Kehl; Leuer	Carried: XXX Defeated: Referred to: FINANCE
<i>Training for Election Inspectors is coming up in Sept. Supervisor Brunner, T/Java questioned Elections Inspectors being exempt from Social Security withholdings. HR Dir. Farberman will check with his Payroll Specialist. Background checks cost \$68.00 each.</i>			
3. Appropriation: To: 01.34.1450.4.42482 Cybersecurity Grant \$33,000.00 01.34.1450.2.20201 Capital Equipment \$ 2,100.00 w/ 01.12.1450.4089 Federal Aid \$35,100.00 Reason: Appropriate grant funds.	NYS BOE Cybersecurity Grant funds.	Motion: Roche Ayes: 6 Noes: Absent: 2 Kehl; Leuer	Carried: XXX Defeated: Referred to: FINANCE
<i>Supervisor Brunner, T/Java questions \$10K transfer from last month to accommodate the background checks. BO Cook recognized the transfer and pledged to not let HR use for anything other than to cover background checks.</i>			
4. What if they run short on Election Day of Election Inspectors? <ul style="list-style-type: none"> • Can they hire someone off the street? <ul style="list-style-type: none"> ○ HR Dir. Farberman instructed Board of Elections not to do that... ○ No way to train and get background checks done. ○ Plan for contingencies in advance • No need to send out mailers this year. • Supervisor Ryan, T/Warsaw provided a Schedule of Wyoming County Polling Sites and Early Voting Hours for the General Election 2020 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Records Retention w/G. Royce			
<i>At 9:44 AM Supervisor Leuer, T/Middlebury join the meeting via Zoom during the below agenda item</i>			
1. Resolution adopting updated retention and disposition schedule for New York Local Government Records (LGS-1), pursuant to Article 57-A of the Arts and Cultural Affairs Law... <ul style="list-style-type: none"> • <i>Eff. 09/08/2020</i> 	Requested 60 copies of 411 pg. Retention Schedule Towns will want to adopt some version of this resolution.... Old schedule is CO2	Motion: Becker Ayes: 7 Noes: Absent: 1 Kehl	Carried: XXX Defeated: Referred to: *RESOLUTION

Committee Chair Initials: _____

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Present: **King, Becker**, Grant, Brunner, Leuer (9:44 AM), Roche, Granger, Jacoby (Zoom)

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Department Agenda Item	Discussion	Decision	Action
Human Resource w/D. Farberman			
<i>At 9:44 AM Chairman Davis, T/Covington entered the meeting during the below agenda item.</i>			
<p>1. Position Create/Fill: Social Services Create and fill one (1) position of Social Services Program Specialist Trainee (FT - 1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr.-\$21.69/hr. Position Available: September 14, 2020. Person vacating a Social Services Program Specialist position: Colleen Holmes (retiring). Social Services Program Specialists all start out as trainees. After twelve months of training and upon satisfactory performance during the training period, trainees are then upgraded to a regular Program Specialist.</p>	<p><i>To convert to Social Services Program Specialist after twelve months and upon satisfactory performance during the training period. Funded by current Caseworker Social Services Program Specialist position (position code 128.359).</i></p>	<p>Motion: Brunner Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Human Services Comm. FINANCE</p>
<p>2. Position Fill: Sheriff Fill one (1) position of Meal Deliverer (position # 085.598) (PT – Variable FTE) on Salary Schedule S at an hourly rate of \$11.53/hr. Person Vacating: William Shader; effective July 22, 2020. Position Available: September 2, 2020.</p>		<p>Motion: Roche Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Public Safety Comm. FINANCE</p>
<p>3. Position Fill: Sheriff Fill one (1) position of Correction Officer (position # 073.065) (PT – Variable FTE) on WCSEA Schedule, Job Grade 3 at an hourly rate of \$22.01/hr. - \$24.06/hr. Person Vacating: Zackary Fleiss, effective July 14, 2020. Position Available: September 2, 2020.</p>		<p>Motion: Roche Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Public Safety Comm. FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
<p>4. Position Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>Fill one (1) position of Correction Officer (position # 001.065) (<i>PT – Variable FTE</i>) on WCSEA Schedule, Job Grade 3 at an hourly rate of \$22.01/hr. - \$24.06/hr. Person Vacating: William Goulet, effective May 14, 2020. Position Available: September 2, 2020.</p>		<p>Motion: Roche Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Public Safety Comm. FINANCE</p>
<p>5. Discussion Items:</p> <ul style="list-style-type: none"> <u>EAP Utilization Report</u> 	<i>Reviewed and attached.</i>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. Authorize Chairman and Human Resource Director to sign MOU by and between the County of Wyoming and the Civil Service Employees Association Local 1000, AFSCME, AFL-CIO to include the following positions:</p> <ul style="list-style-type: none"> Dialysis RN Dialysis RN Team Leader <p>Effective upon signing and required approvals by the Wyoming County Community Hospital Board of Managers, the Wyoming County Board of Supervisors and the Wyoming County Civil Service Commission (signatures dated 08/12/20).</p>		<p>Motion: Grant Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>
<p>7. Authorize Chairman and Human Resource Director to sign MOU by and between the County of Wyoming and the Civil Service Employees Association Local 1000, AFSCME, AFL-CIO to upgrade the following positions:</p> <ul style="list-style-type: none"> Public Health Sanitarian Public Health Technician <p>Effective January 01, 2020</p>		<p>Motion: Grant Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>

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Civil Service w/D. Farberman			
8. <u>Civil Service update for August 2020</u>	<i>Reviewed and attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Treasurer Mayer shared an Unemployment Invoice:</i></p> <ul style="list-style-type: none"> • \$3K – 5K usual...maybe even \$7K • \$57K is current bill <ul style="list-style-type: none"> ○ D. Goulet contesting a great deal of the cases ○ \$41K – WCCH ○ \$9,300 – Highway 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Supervisor Brunner, T/Java questions filing for 50% federal reimbursement. Treasurer Mayer will work with HR Dir. Farberman but were not very confident they would be eligible to do so...</i>			
<p>9. Misc.:</p> <ul style="list-style-type: none"> • RPTS Director Search <ul style="list-style-type: none"> ○ Original candidate declined an interview ○ Two other candidates have been identified ○ Meeting with Livingston Co. went okay but didn't discuss RPTS Dir. in great deal because Chairman Davis thought we had a viable candidate. • Child Care – School Start Up <ul style="list-style-type: none"> ○ Question – 80 days of pay @2/3 pay for COVID related stay at home time. (Lifetime amount) ○ Each situation is different <p><i>Supervisor Brunner, T/Java questioned use of NYS Paid FMLA. Wyo. Co. does not participate. HR Dir. Farberman talked about several options, including work from home. Working w/ Union on solutions. Potential pool of impacted employees is about 100 people.</i></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:15 AM there was a motion by Supervisor Becker, T/Sheldon to enter an executive session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law) and the employment and performance history of a particular employee. This was seconded by Supervisor Roche, T/Eagle and all voted aye. HR Director Farberman and Clerk Ketchum remained. S. Mantelli/IT was excused.</i></p> <p><i>At 10:30 AM there was a motion by Supervisor Becker, T/Sheldon to end the executive session and continue the regular meeting. This was seconded by Supervisor Granger, T/Gainesville and all voted aye.</i></p>			

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Department Agenda Item	Discussion	Decision	Action
County Clerk w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	<i>~Nothing to Report~</i>	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:

Signature of Committee Chairman: p/S. King (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, September 29, 2020 @ 9:00 AM.**