

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, September 29, 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/UCcfZs0H1gcOl67vIR8g-Ow>)

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

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director; D. Farberman/HR Director; A. D. Berwanger, T/Arcade; B. Ryan/Board Chair; L. Roberts, T/Genesee Falls (Zoom); J. Davis, T/Covington; J. Wujcik/Co. Atty. (9:31 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 Board of Elections w/J. Schlick & H. Bush			
<p>1. Professional Services Contract \$3,001-\$5,000: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Warsaw Penny Saver</i>, 72 N. Main St., Warsaw NY 14569 for the provision of processing and postage for General Election Deadline Mailer in an amount not to exceed \$3,906.35; effective September 1, 2020 through completion.</p>	<p><i>Mailer required to comply with Executive Order 202.58, informs voters of deadlines for absentee ballots and Early Voting information.</i></p>	Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: <p style="text-align: center;">APPROVED</p>
<p>2. Discussion:</p> <ul style="list-style-type: none"> • Election Inspectors <ul style="list-style-type: none"> ○ Talked about utilizing county employees as Election Inspectors. ○ Background check done twice on a current meal driver only working 9 hrs./week. ○ HR Dir. Farberman offered a correction to the facts of conversation relative to hiring current county employees with Commissioner Schlick. He instructed the Commissioners to choose Election Inspectors carefully as county employees working over 40 hrs. are entitled to time and a half. ○ 10-15 Election Inspectors currently County employees ○ Supervisor King, T/Pike asked if HR/Board of Elections are reviewing employment applications? <ul style="list-style-type: none"> ▪ Commissioner Schlick responded with, "...how do you spell application?" ○ HR Dir. Farberman offered a blanket rule to not hire current county employees ○ Commissioner Bush stated that they have enough Election Inspectors currently without hiring county employees and Supervisor King suggested utilizing current county employees in an emergency situation ○ Estimated 1,700 in absentee ballots. Typically see 1,300 in absentee ballots... 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

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Department Agenda Item	Discussion	Decision	Action
9:15 AM County Clerk w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
1. Discussion on DMV Appointments <ul style="list-style-type: none"> • Current Exec. Order extended through 10/13/20 • NYS DMV PILOT's • Offer class D & M permit tests online • Defer vision test 1 yr. for license renewals • Will add some messaging to Friday Press Release that people can make appointments online through the County website. • Committee Chair King asked if temp help was needed. CO. Clerk Pierce reviewed with staff and determined that it's hard to train new people when busy. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
At 9:31 AM Co. Atty. Wujcik entered the meeting during the below agenda item.			
2. Discussion regarding DMV Break/Lunch Room Appliances <ul style="list-style-type: none"> • Supervisor Brunner, T/Java suggested that if it's \$500 or less and in the budget to go ahead... 	<i>Microwave/college fridge, est. \$300 both</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action																				
9:30 AM County Attorney w/J. Wujcik																							
<p>1. <i>Appropriation:</i></p> <p style="padding-left: 40px;"><u>Assigned Counsel</u></p> <p>To:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">01.34.1421.2.20201 Comp Equip:</td> <td style="text-align: right;">\$1,475.00</td> </tr> <tr> <td>01.34.1421.1.10201 PT All Contracts</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>01.34.1421.8.82002 CSEA Disability</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>01.34.1421.8.83001 FICA</td> <td style="text-align: right;">310.00</td> </tr> <tr> <td>01.34.1421.8.85001 FICA-Medicare</td> <td style="text-align: right;">72.50</td> </tr> <tr> <td>01.34.1421.8.89001 Health Insurance</td> <td style="text-align: right;">1,700.00</td> </tr> <tr> <td>01.34.1421.8.89002 HRA - Employee</td> <td style="text-align: right;">2,500.00</td> </tr> <tr> <td>01.34.1421.8.89003 HRA - Admin. Exp.</td> <td style="text-align: right;">18.00</td> </tr> <tr> <td>01.34.1421.4.42494 HH Grant Expenses</td> <td style="text-align: right;"><u>13,175.00</u></td> </tr> <tr> <td>w/01.11.1421.302510 Hurrell Haring Grant</td> <td style="text-align: right;">\$24,300.50</td> </tr> </table> <p>Reason: To cover computer equipment and software, salaries and fringes, CLE training and transcription services.</p>	01.34.1421.2.20201 Comp Equip:	\$1,475.00	01.34.1421.1.10201 PT All Contracts	5,000.00	01.34.1421.8.82002 CSEA Disability	50.00	01.34.1421.8.83001 FICA	310.00	01.34.1421.8.85001 FICA-Medicare	72.50	01.34.1421.8.89001 Health Insurance	1,700.00	01.34.1421.8.89002 HRA - Employee	2,500.00	01.34.1421.8.89003 HRA - Admin. Exp.	18.00	01.34.1421.4.42494 HH Grant Expenses	<u>13,175.00</u>	w/01.11.1421.302510 Hurrell Haring Grant	\$24,300.50	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 2.</i></p>	<p>Motion: Becker Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p>
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<p>2. <i>General Update</i></p>	<p><i>School taxes @ Ag. Center Lease agreement stipulations To be discussed in Planning tomorrow, 9/30.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>																				
9:45 AM Human Resource w/D. Farberman																							
<p><i>Community Services Director, K. Dryja offered the following argument for increasing the starting salary of the Fiscal Officer I within the Mental Health Dept.</i></p> <ol style="list-style-type: none"> 1. <i>The current Fiscal Officer I started @ \$35K and took on many of K. Thompson's duties when she retired 5 yrs. ago.</i> 2. <i>This position manages 730 and all other state aid funding</i> 3. <i>Talked about anticipated reductions in state aid and challenges with services agencies</i> 4. <i>Access to a stipend of \$1,500 once a SAMSA grant is accessible.</i> <p><i>All about recruitment and retainage of the best possible candidates for any of these fiscal positions. Chairwoman Ryan, T/Warsaw spoke to importance of this position and the importance of its proactive approach to managing the state aid funding. HR Dir. Farberman clarified for the committee that there are 2 questions to answer relative to the Fiscal Officer I vacancy in Mental Health; 1. The permission to fill and 2. If the Committee is ok with setting a salary range without input of the Compensation Committee.</i></p>																							

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Department Agenda Item	Discussion	Decision	Action
<p>1. Position Fill: Mental Health Department One (1) position of Fiscal Officer I (position # 010.282) (FT - 1.0 FTE) currently on Salary Schedule S at \$42,833.00. Person Vacating: Lynnell Schreiber: October 12, 2020. Position Available: October 13, 2020. Approve a salary range not to exceed \$40,348.00.</p>	<p><i>Salary level discussion with Director Kelly Dryja of the Mental Health Department</i></p> <p><i>CSD Dryja will have to come back to committee to amend Salary Schedule S to set the negotiated salary.</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p><i>Public Health Comm.</i> FINANCE</p>
<p>2. Position Fill: Department of Social Services One (1) position of Community Services Worker (position # 085.598)(FT - 1.0 FTE) on CSEA Schedule A, Job Grade 6 at an hourly rate of \$17.92/hr - \$19.98/hr. Person Vacating: Darlene Broughton, effective August 5, 2020. Position Available: October 7, 2020.</p>		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p><i>Human Services Comm.</i> FINANCE</p>
<p>3. Position Create/Fill: Veterans' Services One (1) position of Keyboard Specialist (Temporary) (FT – 1.0 FTE) consistent with CSEA Schedule A, Grade II Step 1(\$16.29/hr.) Temporary position to extent to end for duration of employee Leave of Absence, not to exceed October 14, 2021, the maximum duration allowed under civil service law. Position Available: October 14, 2020.</p>	<p><i>Position Justification document is missing...</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p><i>Human Services Comm.</i> FINANCE</p>
<p>4. Position Fill: Buildings and Grounds One (1) position of Laborer (position # 006.144)(FT - 1.0 FTE) on CSEA Schedule B, Job Grade 8 at an hourly rate of \$18.33/hr - \$20.32/hr. Person Vacating: David Paddock, effective September 2, 2020. Position Available: October 7, 2020.</p>	<p><i>Emergency fill executed by Chairwoman Ryan on 9/21/2020.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p><i>Public Works Comm.</i> FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
<p>5. <i>Position Create/Fill:</i></p> <p style="text-align: center;"><i>Jail</i></p> <p>Three (3) positions of <u>Meal Deliverer, PT</u> (Variable FTE) on Salary Schedule S at an hourly rate of \$11.80/hr. \$12.50/hr. effective 12/31/20, to remain consistent with NYS minimum wage indefinitely per Res. #20-385. Position Available: October 14, 2020.</p>	<p><i>Volume to cover when another driver is out... Supervisor Leuer, T/Middlebury asked can't we do a better job scheduling?</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>
<p>6. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <u>Meal Deliverer, PT</u> (position # 082.598) (Variable FTE) on Salary Schedule S at an hourly rate of \$11.80/hr. \$12.50/hr. effective 12/31/20, to remain consistent with NYS minimum wage indefinitely per Res. #20-385. Person Vacating: Julie Hare, effective August 27, 2020. Position Available: October 7, 2020.</p>		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>
<p>7. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Sheriff's Office</i></p> <p>One (1) position of <u>Dispatcher</u> (position # 095.108) (PT - Variable FTE) Non-Union following WCSEA wage schedule at an hourly rate of \$19.02 – \$23.19/hr . Person Vacating: Patricia Wagner, effective August 27, 2020. Position Available: October 7, 2020.</p>		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>
<p>8. <i>Amend Position:</i></p> <p style="text-align: center;"><i>Jail</i></p> <p>Extend <u>Food Service Helper, PT (Temporary)</u> (position # 095.119) (.80 FTE) from September 25, 2020 (per Res. #20-311) for duration of employee Leave of Absence, not to exceed July 15, 2021, the maximum duration allowed under civil service law.</p>	<p><i>Assistant Cook's (position code 094.016) leave of absence, which this temporary position is covering for, was extended.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
<p>9. <i>Position Create/Fill:</i> Health Department One (1) position of <u>COVID-19 Response Specialist</u>, (FT – 1.0 FTE) on Salary Schedule G at an hourly rate of \$29.50/hour (40 hrs./wk.). Position Available: October 14, 2020 through June 30, 2022. Benefit pkg: Consistent with current CSEA Bargaining Agreement.</p>	<p><i>Positions fully funded by grant “Wyoming County, ELC COVID-19, HRI Contract #6444-01” as approved by Wyoming County Board of Supervisors Resolution #20-355 on August 26, 2020.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE</p>
<p>10. <i>Position Create/Fill:</i> Health Department One (1) position of <u>COVID-19 Response Assistant</u>, (FT – 1.0 FTE) on Salary Schedule G at an hourly rate of \$16.00/hour (35 hrs./wk.). Position Available: October 14, 2020 through June 30, 2022. Benefit pkg: Consistent with current CSEA Bargaining Agreement.</p>	<p><i>Positions fully funded by grant “Wyoming County, ELC COVID-19, HRI Contract #6444-01” as approved by Wyoming County Board of Supervisors Resolution #20-355 on August 26, 2020.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE</p>
<p>11. <i>Amend Salary Schedule G:</i></p> <ul style="list-style-type: none"> Set a stipend in the amount of \$5,000.00 annually for the <i>Assistant Public Defender (5th)</i> (position code 010.503) under PUBLIC DEFENDER / <i>Council at First Appearance (CAFA) 3</i>; effective July 26, 2020 through medical leave of absence. 	<p>Housekeeping: This position should have been included on Res. #20-340; dated August 11, 2020 but was omitted. The resolution establishes CAFA 3 and rolls stipends from the expired CAFA 2 for continued payment under CAFA 3</p>	<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>
<p>12. <i>Amend Salary Schedule G:</i></p> <ul style="list-style-type: none"> Delete the <i>Investigator – stipend</i> (position code 007.514) under the PUBLIC DEFENDER / <i>Upstate Quality Improvement and Caseload Reduction Grant (Round 2)</i> - \$35,000.00; effective July 14, 2020. Delete the <i>Assistant Public Defender (5th) – stipend</i> (position code 010.503) under the PUBLIC DEFENDER / <i>Upstate Quality Improvement and Caseload Reduction Grant (Round 2)</i> - \$12,000.00; effective July 14, 2020. 	<p>Housekeeping: These positions are not receiving the amounts listed on Salary Schedule “G” and the amounts listed on Salary Schedule “S”. Only the amounts listed on salary schedule “S” are being paid. However the QICR grant does cover this portion of those salaries listed on “S”.</p>	<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
<p>13. <i>Amend Salary Schedule S & G:</i></p> <ul style="list-style-type: none"> Delete the <i>Investigator (PD)</i> (position code 007.514) position under PUBLIC DEFENDER from Salary Schedule "S" at \$35,269.00 annually; effective October 17, 2020. Place the <i>Investigator (PD)</i> (position code 007.514) position on Salary Schedule "G" under PUBLIC DEFENDER / <i>Upstate Quality Improvement and Caseload Reduction Grant (Round 2)</i> at \$35,000.00 annually with full benefits; effective October 17, 2020. <i>Benefits Pkg:</i> Cost of Health Insurance under Family Plan, and deductible, fully funded by the County during the duration of the grant funding this position. Holidays when the Public Defender's office is closed. 		<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>
<p>14. <i>Position Abolish:</i></p> <p>Abolish the <i>Investigator (Temp.)</i> (position code 011.514) under PUBLIC DEFENDER from Salary Schedule "S"; effective October 17, 2020.</p>		<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>
<p>15. <i>Amend Resolution #20-340:</i></p> <ul style="list-style-type: none"> To replace the <i>Investigator – stipend</i> (position code 007.514) under PUBLIC DEFENDER / <i>Council at First Appearance (CAFA) 3</i> of \$10,000.00 with <i>Assistant Public Defender (5th) – stipend</i> (position code 010.503) in the amount of \$10,000.00 	<p><i>Housekeeping:</i></p> <p>The <i>Assistant Public Defender (5th)</i> has been getting this stipend instead of the <i>Investigator...</i></p>	<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> FINANCE</p>

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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, September 29, 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**, Kehl, Grant, Brunner, Leuer (Zoom), Roche (Zoom), Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk J. Cook/Budget Director; D. Farberman/HR Director; A. D. Berwanger, T/Arcade; B. Ryan/Board Chair; L. Roberts, T/Genesee Falls (Zoom); J. Davis, T/Covington; J. Wujcik/Co. Atty. (9:31 AM); S. Mantelli/IT Dept.; L. Perez/Deputy Board Clerk (BOS YouTube channel).

Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
19. <u>Civil Service Update for September 2020</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:523 AM there was a motion by Supervisor Granger, T/Gainesville to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Jacoby, T/Wethersfield and all voted aye.</i></p> <p><i>Clerk Ketchum, HR Dir. Farberman and Co. Atty Wujcik remained.</i></p> <p><i>S. Mantelli/IT Dept. was asked to discontinue the live stream video and was asked to exit the meeting.</i></p> <p><i>At 11:22 AM there was a motion by Supervisor Kehl, T/Attica to end the executive session and continue the regular meeting. This was seconded by Supervisor Jacoby, T/Wethersfield and all voted aye.</i></p>			
20. Appropriation: To: 01.34.1431.4.40301 Professional Services \$5,000.00 w/any funds available \$5,000.00 Reason: To cover legal representation contract for remainder of 2020.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: FINANCE
Historian w/C. Amrhein			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	~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, October 27, 2020 @ 9:00 AM.**

Committee Chair Initials: _____