

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, October 27, 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**, Kehl, Grant, Brunner, Roche (Zoom), Granger, Jacoby (Zoom)

Absent: **Becker**, Leuer

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; K. Seewaldt/IT; A. D. Berwanger, T/Arcade (9:08 AM); B. Ryan/Board Chair (9:27 AM)

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. FYI: Change date of the November 24, 2020 Committee Meeting to Monday, November 23, 2020 at 9:00 a.m. due to the Thanksgiving holiday.	<i>Changes to date, time and location are the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
1. Forward to the Finance Committee acceptance of the Semi-Annual Mortgage Tax Report for the period April 2020 - September 2020		Motion: Grant Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: XXX Defeated: Referred to: FINANCE
DMV w/R. Pierce			
2. Discussion on DMV Appointments		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • All driver licenses and permits that expired March 1, 2020 or after continue to be extended by Executive Order at least through November 3, 2020. • Expired vehicle inspections, non-driver IDs and vehicle registrations extension ends November 3, 2020. • On line appts. are about a week out... 			
3. Transfer: From: 01.34.1411.1.10101 FT CSEA Contract \$1,200.00 To: 01.34.1411.2.20401 Misc Equipment \$1,200.00 Reason: Transfer funds to replace copier		Motion: Granger Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: XXX Defeated: Referred to: FINANCE

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, October 27, 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**, Kehl, Grant, Brunner, Roche (Zoom), Granger, Jacoby (Zoom)

Absent: **Becker**, Leuer

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; K. Seewaldt/IT; A. D. Berwanger, T/Arcade (9:08 AM); B. Ryan/Board Chair (9:27 AM)

Department Agenda Item	Discussion	Decision	Action
9:15 AM Historian w/C. Amrhein			
<i>At 9:08 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
1. Appropriation: To: 01.46.7510.4.41010 Supplies \$330.00 w/01.09.7510.2705 Gifts & donations \$330.00 Reason: Donated funds for office use to be used for supplies.		Motion: Kehl Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: XXX Defeated: Referred to: FINANCE
2. Grant Application: Authorize Chairman to sign a grant application with the Pomeroy Foundation , 492 E. Brighton Ave., Syracuse, NY 13201 for the manufacture of <u>roadside markers</u> to honor women's suffrage to be included in the "National Vote for Women Trail," in a minimum amount of \$1,100.00; effective June 30, 2020 through December 31, 2020.	<i>For the Castile Library Cordelia Greene</i>	Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: XXX Defeated: Referred to: APPROVED
1. Grant Application: Authorize Chairman to sign a grant application with the Pomeroy Foundation , 492 E. Brighton Ave., Syracuse, NY 13201 for the manufacture of <u>roadside markers</u> to honor women's suffrage to be included in the "National Vote for Women Trail," in a minimum amount of \$1,100.00; effective June 30, 2020 through December 31, 2020.	<i>For Wyoming Village Hall Susan Look Avery</i>	Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: XXX Defeated: Referred to: APPROVED
Updates: <ul style="list-style-type: none"> • We now have a 3-foot display case in the office we will be using for a rotating display to highlight our towns and their museums. • Our flag drop box is back nicely repainted. Thank you to our B & G Department for thinking of it for a Warsaw High School student project. <u>Newspaper article attached.</u> • I was elected Executive Chair for our historian's organization, <u>Government Appointed Historians of Western New York</u>, which represents 11 counties. • Deposits for October show an increase since the mailing of the last <i>Historical Wyoming</i>. \$834 in subscription renewals and counter sales in stores. Also \$60 in books. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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, October 27, 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*, Kehl, Grant, Brunner, Roche (Zoom), Granger, Jacoby (Zoom)

Absent: *Becker*, Leuer

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; K. Seewaldt/IT; A. D. Berwanger, T/Arcade (9:08 AM); B. Ryan/Board Chair (9:27 AM)

Department Agenda Item	Discussion	Decision	Action
9:30 AM Board of Elections w/J. Schlick & H. Bush			
<p>1. <i>Professional Services Contract \$5,001 or greater:</i> Authorize Chairwoman to sign extended contract with <i>ESSVR, LCC (f/k/a Election Systems and Software, LCC)</i> 11128 John Galt Blvd, Suite 200, Omaha NE 68137 for annual software maintenance and support in an amount not to exceed \$5,669.89; effective December 1, 2020 through November 30, 2021.</p>	<p>10-421 (N); 15-400 (N); 16-448 (N); 17-450 (N) 19-008 (N); 19-403 (N) <i>This request is a provision for software maintenance contained in the original service agreement authorized by Res. 01-138 and passed on 05/08/2001. This is the annual renewal authorized by Sec. 5.1 contained therein.</i></p>	<p>Motion: Grant Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p><i>At 9:27 AM Chairwoman Ryan, T/Warsaw entered the meeting during the below discussion.</i></p> <p><i>Election Commissioner J. Schlick informed the committee that they have received 2,300 requests for absentee ballots already. Typically, they only process around 1,200. Commissioners Schlick and Bush reported 1,000 early voters have been to the polls already. Last year they processed around 400 +/- . They are reporting 80% turnout over 73% turnout for the last Presidential Election. There are 25,000 registered voters this year vs. 24,000 on an average in the past. There was some discussion over mail in voters being able to change their vote and exactly how that change takes place. Commissioner Schlick talked about a request for a “special ballot” which indicates a braille ballot is being requested. Protocol warrants a call to the requester to confirm what they really are requesting, only to learn the person did not make the request. Concerning, given personal information provided was correct...</i></p>			
<p>2. <i>Reappointment:</i> Board of Elections Commissioner (D) <i>Two (2) year term effective January 1, 2021 through December 31, 2022.</i> <ul style="list-style-type: none"> Harold Bush, 4579 Miller Road, Silver Springs, NY </p>	<p><u>Certificate of Party Recommendation attached.</u></p>	<p>Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>3. <i>Reappointment:</i> Board of Elections Commissioner (R) <i>Two (2) year term effective January 1, 2021 through December 31, 2022.</i> <ul style="list-style-type: none"> James Schlick, 1468 Church Rd, Darien Center, NY </p>	<p><u>Certificate of Party Recommendation attached.</u></p>	<p>Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</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, October 27, 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**, Kehl, Grant, Brunner, Roche (Zoom), Granger, Jacoby (Zoom)

Absent: **Becker**, Leuer

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; K. Seewaldt/IT; A. D. Berwanger, T/Arcade (9:08 AM); B. Ryan/Board Chair (9:27 AM)

Department Agenda Item	Discussion	Decision	Action
Human Resource w/D. Farberman			
<p>1. Position Fill: <i>Workers Compensation</i> One (1) position of <u>Worker's Compensation Program Administrator</u> (position # 005.364) (FT - 1.0 FTE) on Salary Schedule D not to exceed \$65,000 per year. Person Vacating: Dixie Perkins: February , 2021. Position Available: November 16, 2020.</p>	<p><i>Salary Schedule D to be amended once salary negotiated with potential candidate.</i></p>	<p>Motion: Grant Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
<p>2. Position Create/Fill: <i>Workers Compensation</i> One (1) position of <u>Worker's Compensation Program Administrator (Temp.)</u> (FT – 1.0 FTE) on Salary Schedule D, at an annual rate of \$73,132. Position Available: Nov 16, 2020. Position to last for a period of six months.</p>		<p>Motion: Grant Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
<p>3. Position Create/Fill: <i>Buildings and Grounds</i> One (1) position of <u>Cleaner</u> (FT – 1.0 FTE) on CSEA Schedule B, Job Grade 2 at an hourly rate of \$14.74/hr. - \$15.96/hr. Position Available: December 1, 2020.</p>		<p>Motion: Granger Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Works Comm.</i> FINANCE</p>
<p>4. Position Fill: <i>Health Department</i> One (1) position of <u>Public Health Technician</u> (position # 024.199)(FT – 1.0 FTE, 35 hours) on CSEA Schedule A, Grade 15, at an hourly rate of \$21.35/hr. – \$24.83/hr. Person Vacating: Danni Hutson, effective July 30, 2020. Position Available: January 4, 2021.</p>	<p>*Candidate currently working temporarily in the “Environmental Health Aide” position from 8/21/20-12/31/2020 for cost saving purposes. PH Technician position is currently vacant, salary and fringe included in the 2021 HD Budget Request (discussed with Public Health Committee on September 29, 2020)</p>	<p>Motion: Kehl Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Health Comm.</i> 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, October 27, 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**, Kehl, Grant, Brunner, Roche (Zoom), Granger, Jacoby (Zoom)

Absent: **Becker**, Leuer

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; K. Seewaldt/IT; A. D. Berwanger, T/Arcade (9:08 AM); B. Ryan/Board Chair (9:27 AM)

Department Agenda Item	Discussion	Decision	Action
<p>5. Position Fill:</p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Community Health Nurse II</u> (position # 130.551) (<i>FT – 1.0 FTE, 40 hours</i>) on CSEA Schedule A, Grade 18, at an hourly rate of \$26.65/hr. – \$30.16/hr. Person Vacating: Deborah Head. Position Available: November 4, 2020.</p>	<p>*Due to current CHN II accepting position as “COVID Response Specialist” at the HD</p>	<p>Motion: Kehl Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Health Comm.</i> FINANCE</p>
<p>6. Position Fill:</p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Nurse Practitioner</u> (position # 133.311) (<i>Per Diem – Variable FTE</i>), on Salary Schedule S at an hourly rate of \$45.10 and no other benefits except those mandated by law. Person Vacating: Lisa Kemp, effective November 9, 2020. Position Available: November 9, 2020.</p>	<p>*Due to resignation of incumbent for personal reasons, funds budgeted; this position will provide continuity of clinical care for leave time of the FT Nurse Practitioner in family planning.</p>	<p>Motion: Kehl Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Health Comm.</i> FINANCE</p>
<p>7. Adoption of the <u>Telecommuting & Work from Home/Remote for Represented & Non-represented Employees Policy</u></p>	<p>See attached with suggested revisions from:</p> <ul style="list-style-type: none"> • <u>IT</u> <ul style="list-style-type: none"> ○ <u>WCCH Policy with Form</u> • <u>Worker's Comp.</u> • <u>Tompkins Ins.</u> <p><i>Suggested revisions to be incorporated in policy presented to the Board of Supervisors on November 10, 2020.</i></p>	<p>Motion: Kehl Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p>8. Discussion Items:</p> <ul style="list-style-type: none"> • <u>September EAP Update</u> • NYS Sick Leave - Update: <ul style="list-style-type: none"> ○ See HR Dir. Farberman's email dated 09/16/20 – <i>Does not pertain to government entities.</i> 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</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, October 27, 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**, Kehl, Grant, Brunner, Roche (Zoom), Granger, Jacoby (Zoom)

Absent: **Becker**, Leuer

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; K. Seewaldt/IT; A. D. Berwanger, T/Arcade (9:08 AM); B. Ryan/Board Chair (9:27 AM)

Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
10. <u>Civil Service Update for October 2020</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Supervisor Brunner, T/Java questioned the organizational structure of the Worker’s Compensation office because she wondered why it wasn’t part of the Human Resource Department already. The other Supervisors in the room commented on the department being stand alone for over 25 years. Not only does the office handle administration of the county’s self-insured worker’s compensation program but it administers the county health insurance coverage for employees. There was some discussion over the Jurisdictional Classification of Non-Competitive. The Job Specifications are being reviewed by Worker’s Compensation Program Administrator, D. Perkins in partnership with HR Director Farberman... Supervisor Brunner, T/Java commented that the Job Specs. she reviewed seemed reasonable. D. Perkins stated any modification will be minimal... D. Perkins also talked about the importance of keeping the department as a standalone.</i></p>			
<p><i>At 10:03 AM a request was made by HR Director Farberman for an executive session to discuss the employment history of several current and past employees.</i></p>			
9:45 AM County Attorney w/J. Wujcik			
<p>1. General Update:</p> <ul style="list-style-type: none"> • DSS is reporting a rise in child neglect cases. Typically, the office sees 2-3 cases per month, they’re now seeing 15-20 per month. School Districts are reporting children not completing their school work. Would be best to get the schools back to full time... • Purdue Pharma <ul style="list-style-type: none"> ○ \$8 Billion settlement, which takes care of the criminal piece w/Purdue Pharma family. ○ Ongoing, but appears there will be some sum of money for municipalities at some point in the future... 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:03 AM there was a motion by Supervisor Brunner to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Grant and all voted aye.</i></p> <p><i>HR Dir. Farberman, County Attorney Wujcik and Clerk Ketchum remained.</i></p> <p><i>Budget Officer Cook exited the meeting along with K. Seewaldt/IT after the YouTube live streaming was suspended.</i></p> <p><i>At 10:36 AM there was a motion by Supervisor Kehl to end the executive session and continue the regular meeting. This was seconded by Supervisor Grant and all voted aye.</i></p>			
<p><i>HR Director Farberman offered to reach out to the county EAP provider to see if they would extend the online sexual harassment trainings to towns and villages for a nominal fee.</i></p>		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, October 27, 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*, Kehl, Grant, Brunner, Roche (Zoom), Granger, Jacoby (Zoom)

Absent: *Becker*, Leuer

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; S. Mantelli/IT; K. Seewaldt/IT; A. D. Berwanger, T/Arcade (9:08 AM); B. Ryan/Board Chair (9:27 AM)

Department Agenda Item	Discussion	Decision	Action
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 **Monday, November 23, 2020 @ 9:00 AM.**

NOTE: Change in day due to Thanksgiving Holiday...