

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: Monday, November 23, 2020 @ 9:00 AM

Location: *Supervisors' Committee Room, 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 (Zoom), Becker (officiated the meeting)*, Kehl (9:19 AM), Grant, Brunner, Leuer (Zoom 9:07 AM), Roche, Granger, Jacoby (Zoom)

Absent:

Also Present: C. Ketchum/Board Clerk; S. Mantelli/IT; D. Perkins/Worker's Compensation Program Administrator; J. Cook/Budget Officer (Zoom); A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington (9:27 AM); B. Ryan/Chairwoman (9:10 AM)

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 (unavailable at the time of the meeting)			
1. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> <i>Crossroads Land Office, Inc., 25 E. Main St., Suite 200, Rochester, NY 14614 for rental space in the County Clerk's office in an amount not to exceed \$ 3000.00 annually; effective 1/1/2021 through 12/31/2021.</i> <i>Stewart Title Insurance Company, 130 Pearl St., Buffalo, NY 14202 for rental of space in the County Clerk's office in an amount not to exceed \$3,000.00 annually; effective 1/1/2021 through 12/31/2021.</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:
9:30 AM Historian w/C. Amrhein			
<i>At 9:07 AM Supervisor Leuer, T/Middlebury entered the meeting via Zoom during the below agenda item.</i>			
1. FYI: <ul style="list-style-type: none"> Authorize Chairman to sign a REVENUE contract with the <i>State University of New York Press</i>, H. Carl McCall Building, State University Plaza, 353 Broadway, Albany, NY 12246-0001 for the Historian Office to write a forward to a reprint of F. W. Beers 1880 History of Wyoming County in the amount of \$250.00; effective date December 8, 2020 to completion of the project. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Permission to close the office, both employees to use a floating holiday on Friday November 27th.</i>		Motion: Roche Ayes: 8 Noes: Absent: 1 Kehl	Carried: XXX Defeated: Referred to:

Committee Chair Initials: _____

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Present: *King (Zoom), Becker (officiated the meeting)*, Kehl (9:19 AM), Grant, Brunner, Leuer (Zoom 9:07 AM), Roche, Granger, Jacoby (Zoom)

Absent:

Also Present: C. Ketchum/Board Clerk; S. Mantelli/IT; D. Perkins/Worker's Compensation Program Administrator; J. Cook/Budget Officer (Zoom); A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington (9:27 AM); B. Ryan/Chairwoman (9:10 AM)

Department Agenda Item	Discussion	Decision	Action
APPROVED			
2. Updates: <ul style="list-style-type: none"> • Two judges' portraits are now over to the Courthouse for B&G to hang. <ul style="list-style-type: none"> ○ I will notify the board of the unveiling time (subject to Judge Mohun's timing.) ○ I am working with Judge Mohun to seek funding to restore the other 3 portraits. • We have a person from Community Action working in our office again. We hope to get at least one more. Matt Dussault is COVID screening prior to placement, as we will be daily upon entrance to our office per county guidelines (as well as our own). 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
1. Position Create/Fill: <div style="text-align: center;"><i>Jail</i></div> Create and fill four (4) positions of <u>Corrections Officer</u> (PT – Variable FTE) Non-Union following WCSEA, Appendix A, at an hourly rate of \$22.01/hr. – \$24.06/hr. Positions Available: December 9, 2020.		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
2. Position Fill: <div style="text-align: center;"><i>Social Services</i></div> Fill one (1) position of <u>Clerk</u> (position # 015.053)(FT – 1.0 FTE)) on CSEA Schedule A, Grade 2, at an hourly rate of \$16.29/hr. – \$17.78/hr. Person Vacating: Maureen Fisher, effective December 30, 2020. Position Available: December 31, 2020.		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE
3. Position Fill: <div style="text-align: center;"><i>Social Services</i></div> Fill one (1) position of <u>Clerk</u> (position # 074.053)(FT – 1.0 FTE) on CSEA Schedule A, Grade 2, at an hourly rate of \$16.29/hr – \$17.78/hr. Person Vacating: Taylor Connelly, effective November 8, 2020. Position Available: December 2, 2020.		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Human Services Comm.

Committee Chair Initials: _____

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Present: *King (Zoom), Becker (officiated the meeting)*, Kehl (9:19 AM), Grant, Brunner, Leuer (Zoom 9:07 AM), Roche, Granger, Jacoby (Zoom)

Absent:

Also Present: C. Ketchum/Board Clerk; S. Mantelli/IT; D. Perkins/Worker's Compensation Program Administrator; J. Cook/Budget Officer (Zoom); A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington (9:27 AM); B. Ryan/Chairwoman (9:10 AM)

Department Agenda Item	Discussion	Decision	Action
FINANCE			
<i>At 9:19 AM Supervisor Kehl, T/Attica entered the meeting during the below agenda item.</i>			
<p>4. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Social Services</i></p> <p>Fill one (1) position of <u>Account Clerk</u> (position # 140.002) (FT – 1.0 FTE) on CSEA Schedule A, Grade 4, at an hourly rate of \$17.10/hr. – \$18.82/hr. Person Vacating: Denise McMaster, effective December 4, 2020. Position Available: December 5, 2020.</p>		<p>Motion: Granger Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Human Services Comm. FINANCE</p>
<p><i>At 9:21 AM there was a motion by Supervisor Brunner to enter an executive session to discuss the employment and performance history of a particular employee and collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law). This was seconded by Supervisor Kehl and all voted aye.</i></p> <p><i>S. Mantelli/IT suspended the Board of Supervisors YouTube Video.</i></p> <p><i>Budget Officer Cook remained via Zoom. Board Clerk Ketchum, Worker's Comp. Program Admin., D. Perkins, and Director Farberman also remained in the room.</i></p> <p><i>At 9:27 AM Supervisor Davis, T/Covington entered the Executive Session.</i></p> <p><i>At 9:38 AM County Attorney Wujcik entered the Executive Session.</i></p> <p><i>At 10:23 AM there was a motion by Supervisor Leuer to end the executive session and continue the regular meeting. This was seconded by Supervisor Roche and all voted aye.</i></p>			
<p>5. <i>Position Fill/Schedule S amended:</i></p> <p style="text-align: center;"><i>Human Resource</i></p> <p>Fill one (1) position of <u>Payroll Specialist</u> (position # 021.535) (FT – 1.0 FTE) and amend Salary Schedule "S" to set the salary at \$43,000.00 per year. . Upon successful completion of one (1) year of satisfactory performance, (on or about November 30, 2021) eligible for \$1,900.00 increase. Person Vacating: Tracy Vacinek, effective November 28, 2020. Position Available: November 29, 2020.</p>	<p><i>Current annual salary \$44,957.00</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p>

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Absent:

Also Present: C. Ketchum/Board Clerk; S. Mantelli/IT; D. Perkins/Worker's Compensation Program Administrator; J. Cook/Budget Officer (Zoom); A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington (9:27 AM); B. Ryan/Chairwoman (9:10 AM)

Department Agenda Item	Discussion	Decision	Action
FINANCE			
6. <i>Position Fill/Schedule S amended:</i> <i>Human Resource</i> Fill one (1) position of <u><i>Human Resource Assistant II</i></u> (position #028.579) (<i>FT – 1.0 FTE</i>) and amend Salary Schedule “S” to set the hourly wage at \$21.00 per hour (annual salary equivalent of \$38,514). Person Vacating: Jennifer Robertson, effective November 28, 2020. Position Available: November 29, 2020.	<i>Current hourly rate \$22.36 (annual salary equivalent \$41,000.)</i>	Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to:
FINANCE			
7. <i>Position Fill:</i> <i>Human Resource</i> Fill one (1) position of <u><i>Human Resource Assistant</i></u> (position # 001.434) (<i>FT – 1.0 FTE</i>) and amend Salary Schedule “S” to set the hourly wage at \$16.48 - \$19.23 per hour. Person Vacating: Tammy Stachowiak, effective November 28, 2020. Position Available: November 29, 2020.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to:
FINANCE			
9:45 AM Records Retention w/G. Royce			
1. <i>FYI:</i> • Hospital yearly disposals – they are utilizing Shred It for the remaining balance of 2020 disposals which is approximately 350 cubic feet.	<i>Records Retention may also need to utilize Shred It for some of the county's shredding needs.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Budget Officer Cook offered that revenues are already accounted for. If additional funding is required an appropriation with any funds available will need to be presented. Records Manager Royce felt she should be able to utilize currently budgeted funds. A transfer may be not be necessary...</i>			
9:15 AM Board of Elections w/H. Bush			
1. <u><i>2020 Election Expenses Apportioned:</i></u> Pursuant to §4-136 of the Election Laws of the State of New York. The total amount of \$28,234.00 or about 10% of the Wyoming County Board of Elections levy or \$1.0826 per voter.		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to:

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Absent:

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Department Agenda Item	Discussion	Decision	Action
*RESOLUTION			
<p><i>Commissioner Bush provided the following Election Day Statistics:</i></p> <ul style="list-style-type: none"> • 3,371 early voters (14% of registered voters) • Costs \$1.09/per vote • 2,355 absentee ballots requested / 2,083 returned • 19,303 voted in Wyoming County (80% of registered voters) • 121 Election Inspectors & Coordinators utilized (140 out of the 150 Inspectors/Coordinators have had training) • EPoll books worked well countywide • Election was certified last week... 			
<p>2. Transfer: From: 01.34.1450.4.40301 Inspector Training \$3,520.00 To: 01.34.1450.1.10001 Salary S/D/I \$3,520.00 Reason: Need adequate funds for salaries.</p>		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>
<p><i>Commissioner Bush gave a brief update on a meeting with law enforcement officials on prior to the election to make sure there election sites were checked on. Everything went well on election day...</i></p>			
10:00 AM County Attorney w/J. Wujcik			
<p>1. Professional Service Contract \$3,001.00 - \$5,000.00: Authorize Chairwoman to sign a contract with WNW Properties LLC, 11 Exchange Street, Attica, New York 14011 for the rental of office space at 11 Exchange Street, Attica, New York by the County Attorney's Office in the amount of \$1,200.00 per quarter; effective January 1, 2021 through December 31, 2021. Annual amount is \$4,800.00.</p>		<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: APPROVED</p>
<p>2. Professional Service Contract \$3,001.00 - \$5,000.00: Authorize Chairwoman and County Attorney to sign a contract with David H. Nelson, 11 Exchange Street, Attica, New York 14011 for the rendering of legal services to the Resource Unit of the Wyoming County Department of Social Services at the rate of \$80.00 per hour effective January 1, 2021 through December 31, 2021 (not to exceed \$5,000.00</p>		<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p>

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Absent:

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Department Agenda Item	Discussion	Decision	Action
annually).			APPROVED
3. <i>Professional Service Contract \$5,001.00 or greater:</i> Authorize Chairwoman to sign a contract with <i>Mark H. Dadd Law Office, PLLC</i> , 166 Main Street, Attica, New York 14011 for the provision of legal services to be provided in an amount not to exceed \$20,000.00 annually; effective January 1, 2021 through December 31, 2021.		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
4. <i>Professional Service Contract \$3,001.00 - \$5,000.00:</i> Authorize Chairwoman to sign a contract with <i>NYS Defenders Association, Inc.</i> , 194 Washington Avenue, Suite 500, Albany, NY 12210-2314 for the purchase of a computerized Public Defense Case Management System to be used by the Assigned Counsel Program, including installation, maintenance, support and training in an amount not to exceed \$3,500.00. All installation and training to be done remotely. Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 2 and appropriated on 9/29/2020.		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: APPROVED
5. <i>FYI:</i> <ul style="list-style-type: none"> J. Wujcik to attend Virtual 2020 County Attorneys' Association of the State of New York -Winter Meeting, December 7, 2020. County to pay for registration/course tuition (\$100.00). 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
6. <i>General Update</i> <ul style="list-style-type: none"> Purdue Pharm, keeping an eye on... DSS cases are having a greater impact on staff. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Human Resource w/D. Farberman continued			
8. <i>Position Fill:</i> <p style="text-align: center;"><i>Public Defender</i></p> One (1) position of Assistant Public Defender 6th (position # 012.503) (<i>FT – 1.0 FTE</i>) currently on Salary Schedule G at an annual salary of \$70,000/yr. Person Vacating: Maggie Lindstrom, effective November 20, 2020. Position Available: November 23, 2020.	<p style="background-color: yellow; color: red; margin: 0;"><i>Supporting Documentation outstanding</i></p>	Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
9. <i>Position Fill:</i> <p style="text-align: center;"><i>Public Defender</i></p> One (1) position of Assistant Public Defender 5th (position # 010.503) (<i>PT</i>) currently on Salary Schedule S, at an annual salary of \$19,500/yr. Person Vacating: Michael Manusia; effective December 31, 2020. Position Available: January 4, 2021.	<p style="background-color: yellow; color: red; margin: 0;"><i>Supporting Documentation outstanding</i></p>	Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
<i>Committee Chair King, T/Pike offered that the below reduction in hours is due to having only 4 towns currently participating in the program...</i>			
10. <i>Amend Salary Schedule S:</i> To reduce the RPTS Assessor Trainee (position # 022.624) FTE's from 1.0 to a 0.8, and revise the hourly wage to a corresponding \$24.54 per hour (annual salary equivalent of \$36,005). Additionally, to amend the amount to be awarded after 1 year to a corresponding amount to \$3.83/hr. (increases annual salary equivalent by \$5,600.00), and the amount to be awarded after 2 years to a corresponding \$4.41/hr. (increases annual salary equivalent by \$6,400.00); effective January 01, 2021.		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: FINANCE

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Department Agenda Item	Discussion	Decision	Action
11. <i>Adopt Policy:</i> Adopt the attached, Service Animal Public Accommodation Policy .		Motion: Roche Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
Adopt the attached, Schedule G Handbook		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
12. <i>Discussion Items:</i> <ul style="list-style-type: none"> • Robb Arbitration Update • Telecommunications policy communicated 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
13. <i>FYI ~ Contract (\$3,000 and under):</i> <ul style="list-style-type: none"> • <i>Forbes Court Reporting</i>, 31 Woodcrest Drive, Batavia NY 14020 for stenographer services for Robb hearings in an amount not to exceed \$1,296.00; effective 11/05/20. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
14. Civil Service Update for November 2020		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, December 29, 2020 @ 9:00 AM.**

Committee Chair Initials: _____