

HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Monday, November 25, 2019 @ 9:00 AM

Present: **Tallman**, Kehl, Grant, Granger (8:59 AM), Brunner, Leuer, Becker, Copeland

Absent: **King**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; A. Douglas Berwanger/Board Chair

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. FYI: Change date of the December 31, 2019 Committee Meeting to Tuesday, December 17, 2019 at 9:00 a.m. due to the Christmas / New Year holiday season.	<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			
<i>At 8:59 AM Supervisor Granger, T/Castile entered the meeting during the below Agenda Item.</i>			
1. FYI- Contract (\$3,000 and under): <ul style="list-style-type: none"> • Crossroads Land Office, Inc., 25 E. Main St., Suite 200, Rochester, NY 14614 for rental space in the County Clerk's office in the amount of \$ 3000.00 annually, effective 1/1/2020 through 12/31/2020. • Stewart Title Insurance Company, 130 Pearl St., Buffalo, NY 14202 for rental of space in the County Clerk's office in the amount of \$ 3000.00 annually, effective 1/1/2020 through 12/31/2020. • Rental space is increased by \$250.00 from 2019. I will do an increase every 3 or 4 years and it has not increased since 2016. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Update on Green Light Legislation <ul style="list-style-type: none"> • Erie County lawsuit dismissed. Erie County Clerk, M. Kerns plans to appeal. • Rensselaer County has been instructed to present their "paperwork" for review December 5th. • Niagara County lawsuit still pending • County Clerks are being asked to go against their oath of office to uphold the Constitution. • Federal government refuse to disengage the voter registration option at DMV. • As of last Wednesday, have heard nothing on process or how language barriers will be addressed. • County Attorney Wujcik expressed several concerns. • Several County Clerks within Western New York are refusing to implement. Over the next few weeks County Clerks will be taking a public stand, Wyoming County included. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
1. General Update <ul style="list-style-type: none"> • Review of Varysburg resident, Dennis Mills complaint. • Supervisors Brunner, T/Java; Grant, T/Bennington and Kehl, T/Attica all instructed County Attorney Wujcik to encourage Mr. Mills to pay his outstanding bill while the results of his request are compiled so that additional interest and penalties are not accrued. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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2. Overnight Travel Authorization:			
J. Bensman to attend NY Public Welfare Association Our 151st Annual Winter Conference, Our 20/20 Vision for Social Services, The Albany Marriott Hotel, Albany, New York, January 21 - 23, 2020. Hotel/rooming fee of \$288.00 (2 nights at \$144.00 each at Home 2 Suites, Albany Airport/Wolf Road, Albany, NY; arriving January 21 and departing January 23, 2020) to be paid from 01.34.1420.4.40402. Registration fee of \$180.00 being paid by County Attorney to be paid from 01.34.1420.4.40402; County car will be used; meal plan not being purchased; DSS to reimburse for meals (01.39.6010.4.40405), gas (01.39.6010.4.40403) and e-z pass card (01.39.6010.4.40405).		Motion: Brunner Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to: APPROVED
9:30 AM Weights and Measures w/R. Jines			
1. Weights & Measures Operational Update:			
<ul style="list-style-type: none"> • October Summary Attached • Financial Report Attached 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. FYI ~ Contract (\$3,000 and under):			
<ul style="list-style-type: none"> • National Petroleum Equipment, Inc., 100 County Road 1682, Cullman, AL 35058, for purchase of a Gorman-Rupp 1.5” self- priming explosion proof centrifugal pump not to exceed \$1,750.00 including freight; effective November 25, 2019 through delivery. <i>Per discussion at the August 27, 2019 Human Resource Committee meeting.</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Request permission for a temporary increase in procurement card credit limit for L. Paolucci to \$1,750 in order to complete the above purchase.			
		Motion: Becker Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to: APPROVED
9:45 AM Historian w/C. Amrhein			
1. Appropriation:			
To: 01.46.7510.4.42301 Books & Publications \$375.00 w/01.09.7510.2705 Gifts & donations \$375.00 Reason: To appropriate funds given for the WWII book.		Motion: Grant Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to: FINANCE
2. Appropriation:			
To: 01.46.7510.4.41204 advertising \$100.00 w/01.09.7510.2705 Gifts & donations \$100.00 Reason: To appropriate funds donated to our office for office use to be used for <i>Historical Wyoming</i> Christmas promotion.		Motion: Leuer Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to: FINANCE

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3. <i>Request permission to close the office on November 29th (day after Thanksgiving) using our personal days.</i>		Motion: Granger Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to: APPROVED
4. General Update:		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • Meeting with hospital committee on historic items to decide where items go • Attended Java marker dedication on Nov 8th. Still waiting on Perry's. Did a status nudge email to Sewahs casting & emailed Pomeroy Foundation. See attached. • Met with Prof. Paul Brew on outline for the spring American History GCC course that we are involved in. • Sally Smith will be ringing the bell at Tops on Nov. 23rd and 30th • Donated to the stuff-the-truck. • Students are coming in for Participation in Government and Renee Duquette guidance counselor for Warsaw HS has been in to volunteer. • Arts Council Grant was submitted for next year's summer history program. Reviews were good from participants of this year's gnome hunt. • WWII book is done and is out for a proof copy. Library of Congress # has been applied for. <ul style="list-style-type: none"> ○ Historical Wyoming has been submitted for years. • Jim Gillen wishes the proceeds for his book to go to the county historian's office. <i>(Signed statement)</i> 			
<p><i>Supervisor Leuer, T/Middlebury asked County Historian Amrhein to report on how much revenue is taken in from magazine sales. At some point in the future she was asked to report on those numbers quarterly. Supervisor Granger, T/Castile asked for a step by step history on the creation of the Wyoming County Fair adding that he attended the Barn raising fund raiser over the weekend.</i></p>			
Human Resource w/D. Farberman			
1. Position Abolish/Create/Fill:		Motion: Grant Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to:
<p style="text-align: center;"><i>Highway</i></p> <ul style="list-style-type: none"> • Abolish: One (1) position of Sign Maintenance Working Supervisor (position # 095.550) on CSEA Schedule. • Create/Fill: One (1) position of Heavy Equipment Operator (1.0 FTE) on CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Position Available: December 11, 2019. 			FINANCE PUBLIC WORKS
2. Position Create/Fill:	<i>Paperwork on its way to the Board</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p style="text-align: center;"><i>Office for the Aging</i></p> <p>Create two (2) positions of <i>Meal Site Manager (Per Diem)</i> at a rate of \$11.80/hr. with only those benefits mandated by law; effective 12/16/19</p>	<p style="text-align: center;"><i>Details provided by Dir. Aldinger 11/21/19</i></p> <p style="text-align: center;"><i>Withdrawn by the Dept. Head</i></p>		

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Department Agenda Item	Discussion	Decision	Action
<p>3. Position Fill:</p> <p style="text-align: center;"><i>Office for the Aging</i></p> <p>One (1) position of <u>Case Manager</u> (1.0 FTE) (position # 277.040) on CSEA Schedule A, Job Grade 15 at \$21.35/hr - \$24.83/hr. Person Vacating: Patricia Dutton, effective April 30, 2020. Position Available: May 1, 2020.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE HUMAN SERVICES</p>
<p>4. Position Fill:</p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <u>Meal Deliverer (PT)</u> (position # 094.598) on Salary Schedule S at \$11.25/hr. Person Vacating: Mary Jane Smith, effective October 28, 2019. Position Available: December 4, 2019.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE PUBLIC SAFETY</p>
<p>5. Position Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <u>Deputy Sheriff</u> (1.0 FTE) position # 094.598) on WCDSA Schedule at \$23.08/hr - \$29.51/hr. Person Vacating: Mandi Jorgensen, effective November 17, 2019. Position Available: December 4, 2019.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE PUBLIC SAFETY</p>
<p>6. Extend Position:</p> <p style="text-align: center;"><i>Social Services</i></p> <p>To set the duration of the appointment of the <i>Clerk (Temporary)</i> (position # 174.503) in the Social Services Department to last for a second six month term, effective September 13, 2019, to end no later than March 13, 2020.</p>	<p><i>Per NYS Civil Service Law, Section 64 I (b).</i></p> <p style="color: red;"><i>Paperwork on its way to C. Ketchum</i></p>	<p>Motion: Grant Ayes: 8 Noes: Absent: 1 King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE HUMAN SERVICES</p>
<p><i>County Highway Superintendent, T. Gadd advocated for the following MOU with CSEA to “level the playing field” for two (2) county highway employees. Supervisor Kehl, T/Attica questioned why County Highway wasn’t called out for a down tree in Attica recently. The Attica Fire Dept. took care of the tree. There was some discussion over Supt. Gadd’s decision not to send county workforces, recognizing a 3 hr. call out provision in the Bargaining Unit agreement. Supervisor Kehl would like to see information on how vehicles are used.</i></p>			
<p>7 Amend CSEA Collective Bargaining Agreement:</p> <p>To authorize Director of Human Resources to sign MOU pertaining to <u>Highway Department vehicle differential stipend</u>, as attached.</p>	<p><i>Supervisor Leuer, T/Middlebury questioned how this amount was determined.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p> <p style="text-align: center;">PUBLIC WORKS</p>

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Department Agenda Item	Discussion	Decision	Action
8. <u>Amend CSEA Collective Bargaining Agreement:</u> To authorize Director of Human Resources to sign <u>Health Department positional upgrades</u> MOU, as attached.		Motion: Grant Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to: APPROVED
9. <u>Discussion Items:</u> <ul style="list-style-type: none"> • Sheriff and Jail CBAs Awaiting Ratification <ul style="list-style-type: none"> ○ Deputy Sheriff Association <ul style="list-style-type: none"> ▪ 10% contribution towards Health Insurance premiums ▪ Mandatory random drug testing ▪ 2020 – 5% ▪ 2021 – 5% ▪ 2022 – 5% ○ Sheriff's Employees Association <ul style="list-style-type: none"> ▪ 2020 – 4% ▪ 2021 – 4% ▪ 2022 – 4% 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Supervisor Leuer, T/Middlebury questioned how the compensation committee arrived at the increase citing that the US CPI rate for 2019 is 1.6% and 1.5% for 2020. He further stated the Federal Cost of Living increase is 2.6% and SSI is 1.6%. Chairman Berwanger and the other members of the negotiations team in attendance explained that Sheriff Rudolph has explained a difficulty in hiring because of what Wyoming County Villages pay.</i>			
<ul style="list-style-type: none"> • Benefit Time Donation Request Procedure (<u>Policy Attached</u>) <ul style="list-style-type: none"> ○ Changes reviewed with the committee ○ Will be presented for action next month. • Sexual Harassment Training <u>HR Activity Report</u> 			
10. <u>Amend Salary Schedule D as follows:</u> <ul style="list-style-type: none"> • Amend the title of <i>Budget Officer, PT (stipend)</i> (position code 004.502) by removing “, <i>PT (stipend)</i>” 		Motion: Becker Ayes: 8 Noes: Absent: 1 King	Carried: XXX Defeated: Referred to: FINANCE

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Department Agenda Item	Discussion	Decision	Action
<p>11. <u>Amend <i>Salary Schedule S</i> as follows:</u></p> <ul style="list-style-type: none"> • Under the BOARD OF ELECTIONS remove <i>Deputy Commissioner (R)</i> (position code 004.502); eff 06/19/19 line. • Under the DISTRICT ATTORNEY remove the <i>Secretary to the District Attorney, PT (Temp)</i> (position code 030.503) not to exceed 6 mos. line • Under the DISTRICT ATTORNEY remove the <i>Assistant District Attorney (Temporary), PT</i> (position code 028.503) line. No one has been in the position for 12 mos. • Under HUMAN RESOURCE remove the six (6) positions of <i>Exam Monitor, PT</i> (position codes 016.528, 017.528, 018.528, 019.528, 029.528, 030.528) as they are no longer used. • Under the PUBLIC DEFENDER remove the 2020 COLA for the <i>Assistant Public Defender (5th)</i> (position code 010.503) in the amount of \$488 position is not eligible for an increase at this time. • Under PUBLIC HEALTH include the 2.5% 2020 COLA (\$1,200) for the <i>Public Health Program Coordinator</i> (position code 140.609); effective 01/01/2020 • Under PUBLIC HEALTH include the 2.5% 2020 COLA (\$1,750) for the <i>Director of Clinical and Community Services</i> (position code 141.610); effective 01/01/2020 • Under TREASURER include the 2.5% 2020 COLA (1,125) for the <i>Deputy County Treasurer</i> (position code 007.503); effective 01/01/2020. • Under ZONING DEPARTMENT remove the <i>Zoning Enforcement Officer</i> (position code 023.554 effective 01/01/19 line. • Under ZONING DEPARTMENT include a \$2,000 increase for the <i>Zoning Enforcement Officer</i> (position code 026.554) contingent upon completion of 2 years and satisfactory performance and meeting pre-established goals 		<p>Motion: Becker Ayes: 8 Noes: Absent: 1King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>

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<p><i>HR Director Farberman was instructed to write a letter to all department heads instructing them to work exclusively with the HR Department on Salary Schedule “S” offers of employment.</i></p>	<p><i>Supervisor Leuer, T/Middlebury suggested that follow up letters be provided to interview candidates that were not chosen to fill positions!!</i></p>	<p>Motion: Kehl Ayes: 8 Noes: Absent: 1King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>
<p><i>Supervisor Leuer, T/Middlebury criticized the negotiations team for lack of Budget Office participation for comparison purposes.</i></p>			
<p><i>At 10:35 AM County Attorney Wujcik exited the meeting.</i></p>			
<p><i>Supervisor Kehl, T/Attica said the 5% increases open the door to other schedules asking for more... Supervisor Leuer, T/Middlebury felt the Board of Supervisors have lost their way... HR Director Farberman stated that he did the requested research and it was provided to the negotiations team. He asked that if a negotiations team is assembled and are given the ability to negotiate terms and conditions of bargaining unit contracts the rest of the Board of Supervisors should not be taking that away. Supervisor Leuer, T/Middlebury stated that the budget impact should be given. Supervisor Becker, T/Sheldon agreed to market rate reviews...</i></p>			
<p>12. Amend <u>Salary Schedule S</u> as follows: Contingent upon ratification of the membership. Board of Supervisors’ action deferred until after that occurs.</p> <ul style="list-style-type: none"> • Under SHERIFF include the 5% 2020 COLA (\$4,325), consistent with the Deputy Sheriff Association Agreement for the <i>Undersheriff</i> (position code 010.500); effective 01/01/2020 • Under SHERIFF include the 5% 2020 COLA (\$2,733), consistent with the Deputy Sheriff Association for the <i>Secretary to the Sheriff</i> (position code 002.503); effective 01/01/2020 • Under SHERIFF include the 4% 2020 COLA (\$.70/hr.), consistent with the Sheriff Employees’ Association for the <i>Administrative Assistant (Sheriff)</i> (position code 099.549); effective 01/01/2020 • Under JAIL remove the <i>Jail Administrator</i> (position code 063.497) line that is effective 01/01/19. • Under JAIL include the 4% 2020 COLA (\$2,879) consistent with the Sheriff Employees’ Association for the <i>Jail Administrator</i> (position code 063.497) • Under JAIL amend the <i>Director of Food Services</i> (position code 075.596) to reflect a 2020 salary of \$47,265, no longer hourly with an annual wage equivalent. 		<p>Motion: Copeland Ayes: 8 Noes: Absent: 1King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>

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<p>13. Amend <u>Salary Schedule I</u> as follows:</p> <p>Contingent upon ratification of the membership. Board of Supervisors' action deferred until after that occurs.</p> <ul style="list-style-type: none"> Remove the Sheriff (position code 004.500) line that is effective 01/01/19. Include the 5% 2020 COLA (\$4,701), consistent with the Deputy Sheriff Association Agreement for the <i>Sheriff</i> (position code 004.500); effective 01/01/2020. 		<p>Motion: Copeland Ayes: 8 Noes: Absent: 1King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
<p>14. Introduction of Local Law X, year 20XX, entitled "<i>County of Wyoming, A Local Law amending salaries for certain county officers</i>"</p> <p>Contingent upon ratification of the membership. Board of Supervisors' action deferred until after that occurs.</p> <ul style="list-style-type: none"> Cost of living increase for the Wyoming County Sheriff. 		<p>Motion: Copeland Ayes: 8 Noes: Absent: 1King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
<p>Walk-in: Amend Salary Schedule "S": To increase salaries for the following positions:</p> <ul style="list-style-type: none"> RPTS Assessor - by \$4,000 and set the salary at \$69,000 (still eligible for the 2020 COLA / 2020 salary would be \$70,725); effective October 01, 2019 Real Property Appraiser (Per Diem) – set the hourly rate to \$27.25 (still eligible for the 2020 COLA); effective October 01, 2019 <p>Change due to the addition of Arcade in the assessment program.</p>		<p>Motion: Leuer Ayes: 8 Noes: Absent: 1King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
<p>Walk-in: Amend Salary Schedule "D": Set the salary of the <i>Director of Real Property Tax Services</i> within the Department of Real Property Tax Services at \$_____ ; effective October 01, 2019. (changed due to the addition of Arcade in the assessment program)</p>	<p>Recommended salary of the RPTS Assessor puts that position's salary higher than the Director's.</p>	<p>Motion: Leuer Ayes: 8 Noes: Absent: 1King</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>

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Civil Service w/D. Farberman			
15. <u>Civil Service update for November 2019</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
<i>Records Manager, Royce would like to wish everyone a Happy Thanksgiving!!!</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/D. Tallman (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, December 17, 2019 @ 9:00 AM.**