

# HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, December 18, 2018 @ 9:00 AM

Present: **Tallman, King**, Kehl (9:01 AM), Grant, Granger, Brunner, Leuer, Becker (9:08 AM)

Absent: Copeland

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; A. D. Berwanger/Board Chair (9:02 AM); D. Farberman/HR Director; J. Wujcik/Co. Atty.; J. Brick, T/Perry

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's agenda</b>			
1. <b>FYI:</b> Change the date of the January 29, 2019 Committee Meeting to <b>Tuesday, January 22, 2019 at 9:00 a.m.</b> due to the 2019 Winter NYSAC Conf. (January 27-30, 2019) in Albany.	<i>Date change is the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Records Retention w/G. Royce</b>			
<i>At 9:01 AM Supervisor Kehl, T/Attica entered the meeting during the below agenda item.</i>			
<i>At 9:02 AM Chairman Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
1. <b>FYI ~ Contract (\$3,000 and under):</b> <ul style="list-style-type: none"> <li><b>Wyoming County Department of Social Services</b> regarding worksite experience. There is no dollar amount owing on this contract. Still utilizing this contract...</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Dir. Royce thanked the Committee for salary increases for 2019.</i>			
<b>10:00 AM County Attorney w/J. Wujcik</b>			
<i>At 9:08 AM Supervisor Becker, T/Sheldon entered the meeting during the below agenda item.</i>			
1. <b>Position Fill:</b>  <b>County Attorney</b> One (1) position of Assistant County Attorney (2nd), FT to be placed on Salary Schedule S at a salary to be determined based on qualifications, position available January 3, 2019 to replace Wendy Sisson who will be resigning. Her last day of work will be December 31, 2018.	<i>This is the County Attorney assigned to the Department of Social Services who works in front of Judge Griffith on Juvenile Delinquent and Article X cases. Salary range is between \$40,000 and \$70,000 annually.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:  <b>Action taken under Human Resource below.</b>
2. <b>2018 Appropriation:</b> <b>To:</b> 01.34.1421.4.42314 Family Court                   \$10,000.00 01.34.1421.4.42315 Criminal Court <u>10,000.00</u> w/01.11.1421.308905 - State Aid Sec. 606           9,324.00 any funds available                                   10,676.00 <b>Reason:</b> To cover the cost of Assigned Counsel as mandated by NYS.		Motion: Brunner Ayes: 8 Noes: Absent: 1 Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
3. <b>General Update:</b> <ul style="list-style-type: none"> <li>Cashless bail</li> <li>Opioid Litigation – 60 minutes story from past weekend</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<b>9:00 AM County Clerk w/R. Pierce</b>			
1. <i>Approve Resolution allowing County Clerk to accept Mortgage Tax Retention</i> in the sum of \$181,500.00 from the State Tax Commission to cover the expenses incurred in connection with Article 11 of NYS Law, collecting of mortgage taxes, for the period April 2019 to March 2020.	<i>Based on % of wages and roughly 18% of postage, etc. \$15,500/mo.</i>	Motion: Granger Ayes: 8 Noes: Absent: 1 Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
2. <i>Office Security:</i> As a result of the attack on Sheriff Rudolph the County Clerk's staff expressed their concern for their personal safety citing this person had been in the office prior to inquire upon the progress of a pistol permit application. The Co. Clerk's staff felt that the man acted strangely at the time and the Sheriff's Office was notified. Chairman Berwanger explained an event from 19 years ago that caused County Clerk Pierce to accept a position in the County Clerk's office. Chairman Berwanger stated that one of first official orders were to have the back entrance near the Clerk's office locked. Co. Clerk Pierce had just began working in the Co. Clerk's Office after 17 yrs. working at DSS. Guy w/ gasoline incident @ DSS. Today's request is to install a door or ½ door with a key pad to get in. Currently people can just walk pack. County Clerk Pierce reviewed "stress triggers" (i.e. pistol permit issues, filing of separation agreements, divorce papers, etc.) Supervisor Brunner, T/Java questioned distress situation training. Human Resource Director Farberman offered that so far the county is working on implementing Active Shooter training. There was discussion over utilizing the metal detector in the court house for entire bldg. such as a other counties do. Supervisor Kehl, T/Attica talked about moving magnetometer to the Rotunda. Supervisor Tallman, T/Gainesville said we have the chance right now to make something a little better with a half door including a key pad. Undersheriff Linder did a security assessment for WCCH – dig out and review.		Motion: Leuer Ayes: 8 Noes: Absent: 1 Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <i>PS Comm. for further action...</i>
<b>DMV w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM Historian w/C. Amrhein</b>			
1. <i>Grant Acceptance:</i> Authorize Chairman to sign a grant acceptance award with Arts Council of Wyoming County, 31 S. Main St., Perry, NY 14530, for the provision of funding for a county wide "Where in Wyoming are the History Gnomes?" summer history program in the amount of \$1500.00; effective January 1, 2019 through December 31, 2019.	Permission to apply was granted by Human Resource Committee on September 20, 2018. (Sent to County Attorney for approval.)  <i>99% sure T/Java Historical Society will participate next year...</i>	Motion: Brunner Ayes: 8 Noes: Absent: 1 Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>

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Department Agenda Item	Discussion	Decision	Action
<p><b>2. Update:</b></p> <ul style="list-style-type: none"> <li>• Sally rang the bell for Salvation army at Tops 4 days</li> <li>• Attended Dec 1st Christmas dinner at Middlebury</li> <li>• Participated in Moonlight Magic and had new visitors in office</li> <li>• Picked up two more stores to sell <i>Historical Wyoming</i> putting us at 14 stores.</li> <li>• Finalizing Treasure Hunt and awarding participation prizes.</li> </ul>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<b>9:45 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<p><b>1. Professional Service Contract \$5,001 or greater:</b>                      Authorize Chairman to sign a contract with Election Systems And Software, 11128 John Galt Blvd., Suite 200, Omaha, NE 68137 for the provision of annual maintenance of software in an amount not to exceed \$5,344.42 effective December 1, 2018 through November 30, 2019.</p>	<p><i>IT manages computer/internet security issues.</i></p>	<p>Motion: Grant</p> <p>Ayes: 8</p> <p>Noes:</p> <p>Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p><b>*RESOLUTION</b></p>
<p><b>2. Position Fill and Amend Salary Schedule "S":</b>  <i>Board of Elections</i></p> <p>One (1) position of <i>Deputy Commissioner (D)</i> (position code 002.502). 2018 salary is \$40,243.00 annually. Person vacating: Jeanne Williams, effective December 13, 2018. Position available: January 3, 2019.</p> <p><i>And</i> amend Salary Schedule S to reflect probationary terms and salary rates for this position as follows:</p> <ul style="list-style-type: none"> <li>• \$35,048.00 – Starting salary</li> <li>• \$38,048.00 – Upon completion of 4 mos. and satisfactory performance and meeting pre-establish goals...</li> <li>• \$41,048.00 (consistent with the 2019 salary for Deputy Commissioner (R)) – Upon completion of 8 mos. and satisfactory performance and meeting pre-establish goals...</li> </ul>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p> <p style="color: red; font-weight: bold;">Action taken under Human Resource below.</p>

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Department Agenda Item	Discussion	Decision	Action
<b>10:30 AM Human Resource w/D. Farberman</b>			
<i>Comm. Chair Tallman, T/Gainesville commented favorably on the leadership training he attended last week.</i>			
<p>1. <i>Salary Schedules S and D were amended immediately following the 12/04/18 Finance Committee to reflect the following:</i></p> <ul style="list-style-type: none"> <li>• Salary Schedule “D” <ul style="list-style-type: none"> <li>○ Public Health <ul style="list-style-type: none"> <li>▪ Include the 2% COLA increase on the <i>Medical Director, PT</i> salary of \$568 for a total annual salary of \$28,945; effective 01/01/19 (pre-approved by Finance Committee Brick on 12/10/18)</li> </ul> </li> <li>○ Real Property Tax Services <ul style="list-style-type: none"> <li>▪ Reduce the stipend for the <i>Director of Real Property Tax Services</i> by \$453 for a total annual stipend of \$9,820 due to the loss of the Town of Genesee Falls Assessing Services contract; effective 01/1/19 (pre-approved by Finance Committee Chair Brick &amp; HR Director Farberman on 12/04/18 immediately following the Finance Committee mtg.)</li> </ul> </li> </ul> </li> <li>• Salary Schedule “S” <ul style="list-style-type: none"> <li>○ Real Property Tax Services <ul style="list-style-type: none"> <li>▪ Reduce the salary for the <i>Real Property Tax Services Assessor</i> by \$5,500 for a total annual salary of \$59,500 due to the loss of the Town of Genesee Falls Assessing Services contract; effective 01/1/19 (pre-approved by Finance Committee Chair Brick &amp; HR Director Farberman on 12/04/18 immediately following the Finance Committee mtg.)</li> </ul> </li> </ul> </li> </ul> <p><i>*Salary Schedules were adopted 12/11/18 reflecting the above revisions.</i></p>	<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p>	<p style="text-align: center;"><b>*RESOLUTION 12/11/18 Res. #18-575</b></p>
<p>2. <i>Position Fill:</i></p> <p style="text-align: center;"><b>Highway</b></p> <p>One (1) position of <i>Heavy Equipment Operator</i> (position code 076.163); on CSEA Schedule B Grade 9 (\$18.57-\$20.52/hr. Person vacating: James Scott, effective November 19, 2018. Position available: January 3, 2019.</p>		<p>Motion: Granger Ayes: 8 Noes: Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: center;"><b>PW Comm. FINANCE</b></p>
<p>3. <i>Position Fill:</i></p> <p style="text-align: center;"><b>County Attorney</b></p> <p>One (1) position of <i>Asst. County Attorney (2<sup>nd</sup>)</i> (position code 004.503); on Schedule S at \$57,222.00. Person vacating: Wendy Sisson, effective December 31, 2018. Position available: January 3, 2019.</p>	<b>\$40K - \$70K</b>	<p>Motion: Leuer Ayes: 8 Noes: Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: center;"><b>FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action
<p>4. <b>Position Fill and Amend Salary Schedule "S":</b>  <i>Board of Elections</i></p> <p>One (1) position of <i>Deputy Commissioner (D)</i> (position code 002.502). 2018 salary is \$40,243.00 annually. Person vacating: Jeanne Williams, effective December 13, 2018. Position available: January 3, 2019.</p> <p><b>And</b> amend Salary Schedule S to reflect probationary terms and salary rates for this position as follows:</p> <ul style="list-style-type: none"> <li>• \$35,048.00 – Starting salary</li> <li>• \$38,048.00 – Upon completion of 4 mos. and satisfactory performance and meeting pre-establish goals...</li> <li>• \$41,048.00 (consistent with the 2019 salary for Deputy Commissioner (R)) – Upon completion of 8 mos. and satisfactory performance and meeting pre-establish goals...</li> </ul>		<p>Motion: Brunner                      Ayes: 8                      Noes:                      Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:</p> <p style="text-align: right;"><b>FINANCE</b></p>
<p>5. <b>2019 Appropriation:</b>  <b>To:</b> 01.34.1431.4.40401 Training \$1,895.00                      w/Any Funds Available  <b>Reason:</b> To pay for in-depth remedial leadership skills training.</p>		<p>Motion: Grant                      Ayes: 8                      Noes:                      Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:</p> <p style="text-align: right;"><b>FINANCE</b></p>
<p>6. <b>Professional Service Contract \$5,001 or greater:</b>                      Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Educational Resource Associates</b>, 216 E Main Street Batavia, NY 14020, for the provision of EAP services in an amount not to exceed \$13,117.00; effective January 1, 2019 through December 31, 2019.</p>		<p>Motion: Brunner                      Ayes: 8                      Noes:                      Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:</p> <p style="text-align: right;"><b>*RESOLUTION</b></p>
<p>7. <b>Professional Service Contract \$5,001 or greater:</b>                      Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Indeed.com</b>, 6433 Champion Grandview Way, Building 1, Austin, TX 78750, for the provision of posting, workflow, and recruiting services in an amount not to exceed \$36,000.00 (\$3,000.00/month); effective January 1, 2019 through December 31, 2019.</p>		<p>Motion: King                      Ayes: 8                      Noes:                      Absent: 1 Copeland</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:</p> <p style="text-align: right;"><b>*RESOLUTION</b></p>

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Department Agenda Item	Discussion	Decision	Action
<i>Supervisor Brunner, T/Java asked for an explanation of charges as they seem excessive. Head Hunters typically receive 1/3 year's annual salary. In the case of our WCCH CEO search, the cost would be \$100K</i>			
8. <b>Discussion Item:</b> <ul style="list-style-type: none"> <li>• Administration of Longevity Pay                             <ul style="list-style-type: none"> <li>○ <i>Paying as a benefit</i></li> </ul> </li> <li>• Proflex FSA                             <ul style="list-style-type: none"> <li>○ <i>Exceeded minimum number by 10 individuals</i></li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. <b>Amend Position to increase hours and Salary Schedule S: Fire &amp; Building Code Enf.</b> One (1) position of <i>Fire Safety Inspector, PT</i> (position code 017.492); on Schedule S at an Annual Salary Equivalent of \$8,274.00 (549.5 hrs. @ \$15.0574) currently. Would like permission to increase hours to 780; effective January 01, 2019 for an Annual Salary Equivalent of \$11,980.00 (@ \$15.3571).		Motion: Kehl Ayes: 8 Noes: Absent: 1 Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <i>PS Comm. for further action...</i>
6. <b>Amend Salary Schedule D: Planning and Development</b> To reflect a reduction in hours for one (1) position of <i>Director of Planning and Development</i> (position code 004.092); to a part time capacity (0.6 FTE); \$44.2171/hr. (Annual Salary Equivalent of \$45,000.00 annually); effective January 1, 2019.	<i>Maximum number of hours annually will be 1,017.</i>	Motion: Kehl Ayes: 8 Noes: Absent: 1 Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <i>PL Comm. for further action...</i>
<b>Civil Service w/D. Farberman</b>			
9. <b>Civil Service Update for December 2018.</b>	<i>Reviewed and attached.</i>  <span style="background-color: yellow;"><b>County residency – when ?????? “ask Dan”</b></span>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Weights and Measures w/J. Marley</b>			
1. <b>Monthly Activity Report for Fall 2018</b>	My surgery on October 27 was more involved than originally planned, as there was more damage than the first MRI's showed. After two and one-half months, my recovery seems slow, and it seems that is to be expected. I am in physical therapy and am not driving due to meds I am taking. I have two Doctor's appointments upcoming in January and I am planning to be able to work by mid-January, at least office time, working on annual reports for 2018, which is the primary work in January and February.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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2. <i>Monthly Financial Report for September &amp; October 2018</i>	YTD balance through August, 31.           \$3,620.00 Sept. fees (Crabb Oil trucks, tested by Wyoming County W & M)   \$700.00 October fees (tested by Steuben-Livingston W & M)   \$4,400.00 <b>YTD total fees collected for 2018         \$8,720.00</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>FYI ~ Contract (\$3,000 and under):</i> <ul style="list-style-type: none"> <li>• <i>County of Steuben</i>, 3 East Pulteney Square, Bath, NY 14810 for Weights and Measures coverage (during a leave of absence) in Wyoming County subject to Agriculture and Markets Law in an amount not to exceed \$1,000.00 in mileage reimbursement; effective January 1, 2019 through January 31, 2019 with an option to extend weekly upon mutual agreement through March 1, 2019, cancellable by either party with 7 days written notice.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Chairman Berwanger request for Executive Session:</i>                      At 10:51 AM there was a motion by Supervisor Brunner, T/Java to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Granger, T/Castile and all voted aye.                      BO Cook and Clerk Ketchum were excused.                      HR Dir. Farberman remained.                      At 11:22 AM there was a motion by Supervisor Leuer, T/Middlebury to end the executive session and continue the regular meeting. This was seconded by Supervisor Grant, T/Bennington and all voted aye.</p>			

Signature of Committee Chairman: p/D. Tallman (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, January 22, 2018 @ 9:00 AM.**

# *Civil Service Monthly Update*

## *December 2018*

### **Canvass Positions:**

- Clerk

### **Certificates Issued**

- Account Clerk
- Police Officer
- Biomedical Supervisor

### **Payrolls Certified:**

- County – 12/14/2018
- County – 12/28/2018
- Highway – 12/14/2018
- Highway – 12/21/2018
- WCCH – 12/7/2018
- WCCH – 12/21/2018
- Warsaw Central School
- Letchworth Central School (2)

### **Exams Announced:**

- Correction Officer

### **Exams Held:**

- Community Services Aide
- Community Services Worker
- Social Work Assistant

### **Exam Results:**

- Biomedical Supervisor
- Clinical Admissions Coordinator
- Emergency Department Patient Care Technician
- Head Custodian
- Account Clerk
- Probation Officer Trainer
- Orthopaedic Patient Care Coordinator

### **Duty Statements (creations): (County)**

- 

### **Duty Statements (creations): (WCCH)**

- Financial Analyst
- Scheduler
- Network Administrator I



**Duty Statements (creations): (Villages, Towns & Schools)**

- Keyboard Specialist I
- School Monitor
- Water Treatment Plant Operator

**Job Specifications:**

- Network Administrator
- Revenue Cycle/Business Office Manager
- Director of Social Work
- Medical Records Specialist II

**Job Opportunities: County**

- Zoning Enforcement Officer Assistant – PT (1)
- Clerk – FT (1)
- Community Services Aide – FT (1)

**Job Opportunities: WCCH**

- Registered Professional Nurse – FT (1)
- Hospital Aide – PT (1)
- Revenue Cycle/Business Officer Manager – FT (1)
- Scheduler – FT Temporary (1)
- Network Administrator I – FT (1)
- Director of Social Work – FT (1)
- Mental Health Therapy Aide Per Diem – (1)
- Mental Health Therapy Aide – FT (1)
- Social Work Assistant – FT (1)