

# 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, December 29, 2020 @ 9:00 AM

Location: *Supervisors' Committee Room, 2<sup>nd</sup> 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, Leuer (9:17 AM - Zoom), Roche (Zoom), Granger (9:03 AM), Jacoby (9:01 AM - Zoom)

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer (Zoom); B. Ryan/Board Chair; D. Farberman/HR Director; S. Mantelli/IT; J. Davis, T/Covington (Zoom); A. D. Berwanger, T/Arcade (9:06 AM)

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
<i>Board of Supervisors, Chairwoman Ryan was invited to the podium to open the meeting...</i>		Motion:	Carried:
She began by referring to the memo she authored yesterday to the entire workforce regarding the untimely passing of IT Director, Todd MacConnell and asked for a moment of silence in his honor...		Ayes:	Defeated:
		Noes:	Referred to:
		Absent:	
<b>9:00 AM County Clerk w/R. Pierce</b>			
<i>At 9:01 AM Supervisor Jacoby, T/Wethersfield joined the meeting during the below agenda item via Zoom.</i>			
1. <b>Approval of Resolution</b> allowing County Clerk to accept Mortgage Tax Retention in the sum of \$ 200,100.00 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 2021 to March 2022.	<i>Same amount as last year. This figure is updated about every 3 years.</i>	Motion: Kehl Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: <b>XXX</b> Defeated: Referred to:
2. <b>Home Rule Request</b> to extend Local Mortgage Recording Tax – additional one-quarter percent (1/4%). This will be effective through 11/30/2024.	<ul style="list-style-type: none"> <li>• Current Local Law expires on 11/30/21 (The new local law should expire through 11/30/2024 (three (3) years) to run concurrently with the Home Rule Request)</li> <li>• Current Home Rule Request expires 11/30/21</li> <li>• The Local Law should be introduced end of Aug. 2021 at the very latest.</li> </ul>	Motion: Grant Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: <b>XXX</b> Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
<i>At 9:06 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
3. <b>FYI:</b>		Motion:	Carried:
<ul style="list-style-type: none"> <li>• Extension of Expired Documents –                             <ul style="list-style-type: none"> <li>○ All driver licenses and permits that expired March 1, 2020, or after continue to be extended by Executive Order at least through January 1, 2021.</li> </ul> </li> <li>• In addition, in-person transactions are still required to be done by appointment only.</li> <li>• CDL testing site at county highway has been suspended temporarily for COVID vaccinations.</li> <li>• Pasa Robinson has decided to retire. May be requesting an Emergency Fill. Permission to fill documents will be presented next month.</li> </ul>		Ayes:	Defeated:
		Noes:	Referred to:
		Absent:	

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Department Agenda Item	Discussion	Decision	Action
<b>9:45 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<i>Supervisor Brunner, T/Java questioned the availability of grant funding for this contract. Budget Officer Cook stated not for software maintenance...</i>			
1. <b>Professional Services Contract \$5001 or greater:</b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Tenex Software Solutions</b> , 5021 W. Laurel St, Tampa, FL 66307 for support and maintenance of 42 electronic poll books in an amount not to exceed \$15,166.62; effective January 1, 2021 until December 31, 2023. Contract PS68742	Includes a full year of maintenance for 35 poll books and a 3 month extension (September 2021-December 2021) for the additional 7 which is prorated at \$291.62. This is in order to sync maintenance and support for all 42 poll books going forward, beginning January 2022.  2021-\$4,666.62 2022-\$5,250.00 2023-\$5,250.00  OGS pricing good through 2023. \$125 per pollbook.	Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: <b>XXX</b> Defeated: Referred to:
<b>Human Resource w/D. Farberman</b>			
1. <b>Position Create/Fill:</b> <b>Public Defender</b> Create and fill one (1) position of <b>Assistant Public Defender (7<sup>th</sup>) (PT – 0.5 FTE) Non-Union</b> and place on Salary Schedule G under <b>Upstate Quality Improvement and Caseload Reduction Grant</b> , at an annual compensation of \$24,000.00, Position Available: January 13, 2021.		Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>
2. <b>Amend Salary Schedule S:</b> • To remove the <b>Assistant Public Defender (5<sup>th</sup>)</b> (position # 010.503) under the PUBLIC DEFENDER.	<b>Housekeeping change, duplicate entry removal. Already present on Salary Schedule G.</b>	Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>

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Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer (Zoom); B. Ryan/Board Chair; D. Farberman/HR Director; S. Mantelli/IT; J. Davis, T/Covington (Zoom); A. D. Berwanger, T/Arcade (9:06 AM)

Department Agenda Item	Discussion	Decision	Action
<p>3. <b>Amend Salary Schedule G:</b> To set compensation for the <i>Assistant Public Defender (5<sup>th</sup>)</i> (position # 010.503) under the <i>Upstate Quality Improvement and Caseload Reduction Grant</i> in the amount of \$6,000.00 annually; effective January 4, 2021.</p>	<p><i>Total compensation will be \$24,000.00 with \$18,000.00 coming already from the CAFA grant.</i></p>	<p>Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Leuer</p>	<p>Carried: <b>XXX</b> Defeated: Referred to: <b>Public Safety Comm. FINANCE</b></p>
<p><i>At 9:17 AM Supervisor Leuer, T/Middlebury joined the meeting during the below agenda item via Zoom.</i></p>			
<p>4. <b>Position Abolish/Create/Fill:</b> <b>Social Services</b> Create and fill one (1) position of <i>Caseworker Trainee</i> (FT - 1.0 FTE) on CSEA Schedule A, (Grade 12; \$20.20/hr. - \$23.14/hr.) Position Available: January 13, 2021.</p> <p><b>Abolish:</b> Abolish one (1) position of <i>Caseworker</i> (position #014.042) (FT - 1.0 FTE), effective January 13, 2021.</p>	<p><i>To convert to Caseworker after twelve months upon satisfactory performance during the training period. Funded by current Caseworker (position #014.042).</i></p>	<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: Defeated: Referred to:  <b>Human Services Comm. FINANCE</b></p>
<p>5. <b>Approve Existing MOUs:</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>CNA and LPN – (04/10/17 – 07/10/17)</u></a></li> <li>• <a href="#"><u>CNA and LPN – (07/11/17 – 10/09/17)</u></a></li> <li>• <a href="#"><u>CNA and LPN – (10/10/17 – 12/31/20)</u></a></li> <li>• <a href="#"><u>Shift Bonus – (signed 12/10/2018 / expires 12/31/20)</u></a></li> <li>• <a href="#"><u>Shift Bonus – (signed 12/14/2020 / expires 12/31/21)</u></a></li> <li>• <a href="#"><u>Deputy County Treasurer – 11/27/2018</u></a></li> <li>• <a href="#"><u>Extended and Non-Traditional Shifts – (signed 3/21/2019)</u></a></li> <li>• <a href="#"><u>CNA Grade Change – (eff. 7/16/17)</u></a></li> <li>• <a href="#"><u>Night Shift Recruiting Incentive – (signed 12/10/18)</u></a></li> <li>• <a href="#"><u>Med Tech Extended Shift – (signed 5/17/18)</u></a></li> <li>• <a href="#"><u>SNF Worked Suspension – (signed 11/5/18)</u></a></li> </ul>	<p><i>All documents attached.</i></p>	<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b></p>

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Department Agenda Item	Discussion	Decision	Action
6. <i>Discussion Items:</i> <ul style="list-style-type: none"> <li><a href="#">EAP Update</a></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
7. <a href="#">Civil Service update for December 2020</a>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM Historian w/C. Amrhein</b>			
1. <i>Request for Expired Veterans Records instead of Shredding:</i> <ul style="list-style-type: none"> <li><a href="#">See attached</a></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:  <i>Refer discussion to Human Services at 1:00 PM today.</i>
<p><i>Veterans should be asked if they want documents from their files vs. shredding them. A form is to be developed for veterans to complete indicating whether or not documents can be donated to the county historian or shredded when no longer active. No protected personal information will be released. Board Chair Ryan reiterated the importance of preserving historical documents whenever able. Supervisor Grant requested the discussion be referred to the Human Services Committee for further review with Veteran Services Director Harvey.</i></p>			

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Department Agenda Item	Discussion	Decision	Action
<b>9:15 AM County Attorney w/J. Wujcik</b>			
<i>At 9:40 AM the committee went into a privileged attorney / client discussion over legal matters... Clerk Ketchum, Budget Officer Cook and HR Director Farberman remained. S. Mantelli suspended the YouTube live stream and exited the room. At 9:59 AM the discussion concluded and the regular meeting resumed.</i>			
1. <i>General Update, Including Pending Litigation</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Human Resource w/D. Farberman continued</b>			
<i>At 9:59 AM there was a motion by Supervisor Kehl to enter an executive session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law) and the employment and performance history of a particular employee. This was seconded by Supervisor Brunner and all voted aye. Board Clerk Ketchum, County Attorney Wujcik, Budget Officer Cook and HR Director Farberman remained...</i>			
<i>At 10:27 AM there was a motion by Supervisor Kehl to end the executive session and continue the regular meeting. This was seconded by Supervisor Brunner and all voted aye.</i>			
8. <i>Discussion Items:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> <li>• Both CSEA Agreements Expire 12/31/20</li> <li>• G. Robb Arbitration – Post Hearing Brief Submitted</li> </ul>			
<b>9:15 AM County Attorney w/J. Wujcik continued</b>			
<i>Permission for the County Attorney to proceed with potential purchase of two pieces of property:</i>		Motion: Kehl Ayes: 8 Noes: Absent: 1 Becker	Carried: <b>XXX</b> Defeated: Referred to:
<ul style="list-style-type: none"> <li>• 401 North Main Street, Warsaw (former site of Cornell Cooperative Extension of Wyoming County)</li> <li>• 36 Center Street, Warsaw</li> </ul>			<b>APPROVED</b>

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Department Agenda Item	Discussion	Decision	Action
<b>Human Resource w/D. Farberman continued</b>			
<p><i>Amend Salary Schedule S as follows:</i></p> <ul style="list-style-type: none"> <li>• Increase the <i>Undersheriff's</i> (position code #010.500) annual salary by 5%, reflective of DSA agreement increases for 2021. (\$4,541.00); effective 01/01/21 set the salary to \$95,355.00</li> <li>• Increase the <i>Secretary to the Sheriff's</i> (position code #002.503) annual salary by 5%, reflective of DSA agreement increases for 2021. (\$2,870.00); effective 01/01/21 set the salary to \$60,268.00</li> <li>• Increase the <i>Administrative Assistant (Sheriff)</i> (position code #099.549) hourly wage by 4%, reflective of SEA agreement increases for 2021. (\$.79/hr); effective 01/01/21 set the hourly wage to \$20.61/hr. (with an annual salary equivalent of \$43,042.00).</li> <li>• Increase the <i>Jail Administrator</i> (position code #099.549) hourly wage by 4%, reflective of SEA agreement increases for 2021. (\$2,994.00); effective 01/01/21 set the annual salary to \$77,848.00.</li> </ul> <p><i>Amend Salary Schedule I as follows:</i></p> <ul style="list-style-type: none"> <li>• Increase the <i>Sheriff's</i> (position code #004.500) annual salary by 5%, reflective of DSA agreement increases for 2021. (\$4,936.00); effective 01/01/21 set the salary to \$103,666.00</li> </ul>		<p>Motion: Leuer Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p>
<p>Introduction of Local Law A, year 2021, entitled, "<i>Providing Salaries for Certain County Officers for the year 2021</i>" and set the Public Hearing for <b>February 09, 2021 @ 2:30 PM</b> in the Wyoming County Government Center Supervisors' Chambers</p>		<p>Motion: Granger Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p><b>Public Safety Comm. FINANCE</b></p>



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Department Agenda Item	Discussion	Decision	Action
<p><i>The US Congress has decided last week NOT to continue certain provisions of the Families First Coronavirus Response Act (FFCRA) beyond 12/31/20. This effectively ends the Federal mandates of the Act leaving only the New York State regulations when employees are absent due to COVID-19. New York State regulations will continue to provide two weeks of paid time to employees unable to work because the employee is quarantined or isolated (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis at the employee's regular rate of pay. What will no longer be available is paid time for an employee who is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19. Supervisor Kehl, T/Attica added that he really likes that Workplace Health is evaluating employees returning to work after a COVID-19 diagnosis.</i></p> <p><i>HR Director Farberman and Board Chair Ryan discussed a reevaluation of the deep cleaning protocol set up when the first identified contact tracing took place at the end of September. Cleaning and disinfecting of office space will be handled on a case by case basis. Science has proven that if you can close the office down for a day or two the virus will die. Buildings and Grounds can manage this level of cleaning...</i></p>			
<b>Records Retention w/G. Royce</b>			
	~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, January 26, 2021 @ 9:00 AM.**