

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Committee meetings are now open to the general public.
We ask that you continue to practice safe social distancing requirements.

Thank you!

Date: Tuesday, August 29, 2023 @ 9:00 AM

Location: *Office for the Aging / Youth conference room, 8 Perry Ave., Warsaw NY*

Present: **King, Becker**, Kehl, Grant, Roche, McCormick, Leuer

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Board of Elections w/J. Schlick & H. Bush			
1. Grant Application and Acceptance:			
Authorize Chairwoman to sign a grant application and acceptance award with the <i>New York State Board of Elections</i> , 40 N Pearl St Suite 5, Albany NY 12207 for the Technology Innovation and Election Resource (TIER) Grant in a minimum amount of \$42,666.05; effective January 28, 2023 through March 31, 2024. (MUNIS CONTRACT #1689)		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Appropriation:			
To: 01.34.1450.4.40947 Election Software \$1,550.00 01.34.1450.4.41010 Office Supplies 3,000.00 01.34.1450.4.41211 Election Expenses <u>3,000.00</u> w/01145005.430890 Other State Aid \$7,550.00 Reason: Funding for Technology Innovation and Election Resource (TIER) Grant Program.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Amend Resolution #22-496:(as previously amended by Res. #23-351)			
Authorize Chairwoman to amend grant application and acceptance award with the <i>New York State Board of Elections</i> , 40 N Pearl St Suite 5, Albany NY 12207 expenses of postage paid return envelopes for all absentee ballots and absentee ballot applications in a minimum amount of \$33,725.34; effective July 1, 2022 through December 31, 2023; to reflect the following revisions: <ul style="list-style-type: none"> • Extend the end contract date from 12/31/2023 to 3/31/2024 (MUNIS CONTRACT CO #736)		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Absent:

Also Present:

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9:20 AM County Attorney w/J. Wilkinson			
<p>1. Professional Service Contract (\$5,000 or greater): Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Lippes Mathias, LLP, 50 Fountain Plaza, Suite 1700, Buffalo, NY 14202 to investigate and commence any and all litigation to enjoin implementation and enforcement of the 2023 modification and amendment of New York Racing, Pari-Mutuel Wagering and Breeding Law §502) in an initial retainer of \$5,000.00, total dependent on services provided; effective September 01, 2023 through closing of the financing. All invoices to be shared in equal proportionate amounts with other municipalities also being represented by said law firm in said matter. (MUNIS CONTRACT # pending)</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Litigation/General Update.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
<p>1. Approve ratified Collective Bargaining Agreement between WCSEA and Wyoming County 1/1/2023 – 12/31/2026.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Amend Schedule D and S Handbooks: Remove Appendix A from both handbooks and add the language “Please refer to current salary schedule for a list of positions included in this benefit group.”</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. Review and adopt <u>Wyoming County Diversity, Equity and Inclusion Statement</u> developed by Human Resources as directed by Public Health Committee on May 31, 2023.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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<p>4. Position Abolish / Amend Salary Schedule S: Abolish one (1) position of <u>Administrative Assistant (HR)</u> (position code 002.009) and remove from Salary Schedule S due to D. Goulet's retirement on September 8, 2023.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. Position Reinstated / Amend Salary Schedule S: Reinstate one (1) position of <u>Civil Service Administrator</u> (1.0 FTE) (Position Code 014.332) and place on Salary Schedule S, effective 9/9/23 at a rate of \$22.00 per hour, with an increase of \$1.00 per hour after successful completion of civil service test or after 6 months, whichever comes sooner, to replace Deja Goulet, who retires on 9/8/23. Position available date: September 9, 2023.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. Position create/fill / Amend Salary Schedule S: Create one (1) position of <u>Administrative Assistant (HR) (Per Diem)</u> and place on Salary Schedule S at \$25.91/hr. with only those benefits mandated by law. This position is intended for D. Goulet to assist in transition. Position available date: September 13, 2023.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>7. Position Fill / Amend Salary Schedule S: Fill one (1) position of <u>Human Resource Assistant</u> (position code 035.434) (1.0 FTE) on Schedule S, and set a range of \$17 - \$20 per hour, to replace Bethany Merica, who is being promoted. Position available date: September 13, 2023.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>8. Professional Service Contract (\$3,000-\$4,999.99) AMENDED: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Tackbary's Trophies</i>, 27 North Main Street, Warsaw, NY trophies to memorialize employee service in an amount not to exceed \$3,189.00 \$3,324.00; effective June 27, 2023 through September 30, 2023. (MUNIS CONTRACT #1624) * increase the amount by \$135.00 due to adding three 40-year awards.</p>	<p style="color: red;"><i>Originally approved 07/27/23</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

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<p>9. Discussion Items:</p> <ul style="list-style-type: none"> • Updates to deferred compensation plan 457(b) • Annual salary survey sent to towns • Compensation Committee recommendations discussion • <u>EAP Report</u> • Service awards <ul style="list-style-type: none"> ○ WCCHS 9/20/23 ○ Newspaper Ad ○ County • MOU Health Department retention bonus (grant) – pending • RNFA Tuition MOU - pending 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
<u>August 2023 Civil Service update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
	<i>~Nothing to Report~</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:
Historian w/C. Amrhein			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

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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 _____).

Next Human Resource Committee Meeting scheduled for **Tuesday, September 26, 2023 @ 9:00 AM.**

Committee Chair Initials: _____