

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, September 26, 2023 @ 9:00 AM
 Location: *Supervisors' Chambers, 2nd floor of the government center.*
 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 County Clerk w/R. Pierce			
1. <i>2024 Budget proposal review:</i>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
2. <i>Position Fill:</i>			
<i>County Clerk</i>			
Fill one (1) position of <u><i>Motor Vehicle License Clerk</i></u> (position code 005.165) CSEA agreement Grade 8 (\$19.70 - \$22.79/hr.) to replace Melissa Koronas, who resigned effective September 12, 2023. <i>Position available date: October 4, 2023.</i>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Attorney w/J. Wilkinson			
1. <i>Appropriation:</i>			
To: 011421.510001 Salaries-Fixed Sch S/D/I \$33,357.35 011421.510201 Salaries-Fixed Sch S/D/I \$ 4,266.17 011421.583001 FICA 2,377.78 011421.585001 Medicare – FICA <u> 556.12</u> <i>w/any funds available</i> \$40,557.42		<i>Reimbursed through HH Grant.</i>	
Reason: To pay unbudgeted funds due to date of approval of HH contract year 5.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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, September 26, 2023 @ 9:00 AM

Location: *Supervisors' Chambers, 2nd floor of the government center.*

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>2. Professional Service Contract (\$5,000 or greater): Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Janet Bensman, Esq., 135 Geneva Road, East Aurora, New York 14052 for outside counsel to assist the County Attorney regarding Building and Code violation cases at \$175.00 per hour; effective October 10, 2023 through December 31, 2024. (MUNIS CONTRACT # _____)</p>	<ul style="list-style-type: none"> \$10,000.00 was budgeted for conflict cases of which \$549.03 was transferred to computers and technology for County Attorney laptop, monitor, dock and base. \$5,000.00 will be used to pay the retainer to Lippes Matthias leaving a balance of \$4,450.97 for 2023 to be used for this item. Funds have been budgeted for 2024. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. Overnight Travel Authorization: J. Wilkinson to attend County Attorneys' Association of the State of New York (CAASNY) 2023 Winter Meeting and JD Meeting, The _____ Hotel, _____, New York, December _____, 2023 (or any rescheduled date). Personal car will be used. Registration fee is \$ _____ (\$ _____ Winter Meeting Tuition; \$ _____ JD Meeting Course Tuition); Hotel room \$ _____. To be paid from 011420.540401 (Training/Conferences) and 011420.540406 (Employee Mileage).</p>	<p style="color: red; font-weight: bold;">~Details of this travel are hopefully to be available on Monday, 09/25/23~</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. Monthly Update (or Report):</p> <ul style="list-style-type: none"> Litigation/General Update. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. 2024 Budget proposal review:</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Historian w/C. Amrhein			
<p>1. Unable to attend the approved overnight travel for the 2023 APHNYS (Association of Public Historians of NYS) Annual Meeting in Ithaca, New York, September 17-20, 2023 which was approved at committee on July 25, 2023.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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, September 26, 2023 @ 9:00 AM

Location: *Supervisors' Chambers, 2nd floor of the government center.*

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>2. Grant Acceptance: Authorize Chairman to sign a grant acceptance award with <i>Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D. P. C. (EDR). 217 Montgomery St., Suite 1100, Syracuse, NY 13202</i>, for funding to preserve and reproduce glass negatives collection including historic images of Castile, Perry (east of Silver Lake), Letchworth and county residents of early 1900s in a minimum amount of \$705.00; effective October 1, 2023 through December 31, 2024. <b style="color: red;">(MUNIS CONTRACT #)</p>	<p>Permission to apply was granted by Human Resource Committee on April 27, 2021.</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>3. 2024 Budget proposal review:</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Human Resource w/D. Farberman			
<p>1. Professional Service Contract (\$3,001-\$5,000) <b style="color: red;">AMENDED (originally approved 07/27/23): 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 \$3,374.00; effective June 27, 2023 through September 30, 2023. <b style="color: red;">(MUNIS CONTRACT #1624) ✓✓ * <u>increase the amount by \$50.00 due to adding 1 20-year service award and pin</u></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. Appropriation: To: 011430.510601 Unused Benefit Time \$8,253.75 w/any funds available Reason: To pay unbudgeted benefit time for retired Administrative Assistant (HR).</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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, September 26, 2023 @ 9:00 AM
 Location: *Supervisors' Chambers, 2nd floor of the government center.*
 Present: **King, Becker**, Kehl, Grant, Roche, McCormick, Leuer
 Absent:
 Also Present:

Department Agenda Item	Discussion	Decision	Action
3. Appropriation: To: 011430.510302 OT/Includes Schedule S & D \$14,213.33 <i>w/any funds available</i> Reason: To pay unbudgeted OT in the HR department.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. Discussion Items: <ul style="list-style-type: none"> • <u>EAP Report</u> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. 2024 Budget proposal review:		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
4. <u>September 2023 Civil Service update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
2. 2024 Budget proposal review:	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Elections w/J. Schlick & H. Bush			
2. 2024 Budget proposal review:	<i>~Nothing to Report~</i>	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, October 31, 2023 @ 9:00 AM.**

Committee Chair Initials: _____