

# 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, October 31, 2023 @ 9:00 AM  
 Location: *Supervisors' Chambers, 2<sup>nd</sup> floor of the government center.*  
 Present: **King, Becker,** Kehl, Grant, Roche, McCormick, Leuer  
 Absent:  
 Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
1. <u><a href="#">Fall NYSAC Conf. Resolution (8):</a></u> <i>Resolution Calling for the State of New York to Allow for County Home Rule Authority Regarding Employment Residency Requirements</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <u><a href="#">Fall NYSAC Conf. Resolution (9):</a></u> <i>Resolution Calling for the State of New York to Continue a Fair and Equitable Public Employee Discipline Process</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <u><a href="#">Fall NYSAC Conf. Resolution (10):</a></u> <i>Resolution Encouraging Governor Kathy Hochul to Veto Legislation Requiring that Local Elections be held in Even-Numbered Years</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:10 AM - Board of Elections w/J. Schlick &amp; H. Bush</b>			
1. <u><a href="#">2024 Election Expenses Apportioned:</a></u> Pursuant to §4-136 of the Election Laws of the State of New York. The total amount of \$37,604.00 or about 10% of the Wyoming County Board of Elections levy or \$1.4586 per voter.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:20 AM County Clerk w/R. Pierce</b>			
1. <i>Resolution to forward to the Finance Committee acceptance of the <u><a href="#">Semi-Annual Mortgage Tax Report for the period of April 2023- September 2023</a></u></i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<b>2. Position Fill:</b> <p style="text-align: center;"><i>County Clerk</i></p> Fill one (1) position of <u>Deputy County Clerk</u> (position code 003.503) and amend Salary Schedule S to set the hourly wage at \$26.93/hr. (Annual Salary Equivalent \$49,013.00, due to resignation of K. Baker. Effective date: November 8, 2023.	<i>Currently at \$28.17/hr. with and annual salary equivalent of \$51,262.00.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<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>			
<b>1. Appropriation:</b> To: 017510.541010 Office Supplies \$429.75 017510.541111 Comp. Tech <u>\$315.18</u> w/01751001.412890 Other Dept – Grant \$744.93 <b>Reason:</b> grant 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, as part of EDR Environmental Design & Research's disbursement of Morris Ridge Solar Energy Mitigation funds		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. Update:</b> The unveiling of the five completed portrait restorations of the county judges is tentatively set for November 21, 2023, at 4:30 p.m. At the court building. Refreshments served.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<b>County Attorney w/J. Wilkinson</b>			
<p>1. <b>Overnight Travel Authorization:</b>                      B. Degnan to attend County Attorneys' Association of the State of New York (CAASNY) 2023 Winter Meeting and JD Meeting, The Otesaga Hotel, Cooperstown, New York, December 4, 2023 (or any rescheduled date). Personal car will be used. Registration fee is \$175.00 (\$100.00 Winter Meeting Tuition; \$75.00 JD Meeting Course Tuition); Hotel room \$199.00/night. County to pay for one (1) night hotel/rooming; employee responsible for any additional hotel/rooming. To be paid from 011420.540401 (Training/Conferences) and 011420.540406 (Employee Mileage).</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. <b>Amend Salary Schedule G:</b>                      Under County Attorney (Assigned Counsel), to provide annual stipends plus corresponding fringe as follows:</p> <ul style="list-style-type: none"> <li>• <b>April 1, 2023 - March 31, 2024</b> <ul style="list-style-type: none"> <li>○ County Attorney (position code 001.503) - \$25,000.00.</li> </ul> </li> <li>• <b>April 1, 2024 - March 31, 2025</b> <ul style="list-style-type: none"> <li>○ County Attorney (position code 001.503) - \$27,000.00.</li> </ul> </li> <li>• <b>April 1, 2025 - March 31, 2026</b> <ul style="list-style-type: none"> <li>○ County Attorney (position code 001.503) - \$30,000.00.</li> </ul> </li> </ul> <p>Said amounts are annual; effective April 1, 2023 - March 31, 2026. Funds are provided through NYS Indigent Legal Services HH Grant (April 1, 2023-March 31, 2026). Said amounts to be paid biweekly and retroactive from 04/01/2023.</p>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH252.</i></p> <p><i>Setting stipend amount for new upcoming contract for Hurrell-Harring Grant. This will be a three (3) year contract that will be effective 4/1/2023 - 3/1/2026.</i></p> <p><i>Funds for an Assigned Counsel Administrator/Coordinator</i></p> <p><i>Discussion: game plan, regionalization still being worked on</i></p> <p><i>(The allocated \$25,000.00, \$27,000.00 and \$30,000.00 from the HH Grant + the stipend from the County of \$3,156 from the Schedule D from the County would permit for a part time hiring at \$28,156.00, \$30,156.00 and \$33,156.00)</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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 Absent:  
 Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>3. Amend Salary Schedule G:</b>                      Under County Attorney (Assigned Counsel), to provide annual stipends plus corresponding fringe as follows:</p> <ul style="list-style-type: none"> <li>• <b>April 1, 2023 - March 31, 2024</b> <ul style="list-style-type: none"> <li>○ Secretary to the County Attorney (position code 007.503) - \$10,000.00.</li> </ul> </li> <li>• <b>April 1, 2024 - March 31, 2025</b> <ul style="list-style-type: none"> <li>○ • Secretary to the County Attorney (position code 007.503) - \$11,000.00.</li> </ul> </li> <li>• <b>April 1, 2025 - March 31, 2026</b> <ul style="list-style-type: none"> <li>○ Secretary to the County Attorney (position code 007.503) - \$12,000.00.</li> </ul> </li> </ul> <p>Said amounts are annual; effective April 1, 2023 - March 31, 2026. Funds are provided through NYS Indigent Legal Services HH Grant (April 1, 2023-March 31, 2026). Said amounts to be paid biweekly and retroactive from 04/01/2023.</p>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH252.</i></p> <p><i>Setting stipend amount for new upcoming contract for Hurrell-Harring Grant. This will be a three (3) year contract that will be effective 4/1/2023 - 3/1/2026.</i></p> <p><i>(employee is also a schedule S employee)</i></p>	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>

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 Absent:  
 Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>4. Amend Salary Schedule G:</b>                      Under County Attorney (Assigned Counsel), to provide annual stipends plus corresponding fringe as follows:</p> <ul style="list-style-type: none"> <li>• <b>April 1, 2023 - March 31, 2024</b> <ul style="list-style-type: none"> <li>○ Secretary, PT (position code 015.215) - \$23,000.00</li> <li>○ New hourly rate: \$27.99 increased to \$29.26/hour – not to exceed \$23,000/year</li> </ul> </li> <li>• <b>April 1, 2024 - March 31, 2025</b> <ul style="list-style-type: none"> <li>○ Secretary, PT (position code 015.215) - \$24,000.00</li> <li>○ New hourly rate: \$29.26 increased to \$30.53/hour – not to exceed \$24,000/year</li> </ul> </li> <li>• <b>April 1, 2025 - March 31, 2026</b> <ul style="list-style-type: none"> <li>○ Secretary, PT (position code 015.215) - \$25,000.00</li> <li>○ New hourly rate: \$30.53 increased to \$31.80/hour – not to exceed \$25,000/year</li> </ul> </li> </ul> <p>Said amounts are annual; effective April 1, 2023 - March 31, 2026. Funds are provided through NYS Indigent Legal Services HH Grant (April 1, 2023-March 31, 2026). Said amounts to be paid biweekly and retroactive from 04/01/2023.</p>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH252.</i></p> <p><i>(employee is ONLY a Schedule G employee, approved with Resolution 20-311)</i></p>	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>
<p><b>5. Appropriation:</b>  <b>To:</b> 011421.542315 (Criminal Court)      \$30,000.00                      011421.542314 (Family Court)      \$30,000.00  <b>With any Funds Available</b>  <b>Reason:</b> To pay Assigned Counsel attorney vouchers for year 2023 (through 1/31/2024)</p>		<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>
<p><b>6. Monthly Update (or Report):</b></p> <ul style="list-style-type: none"> <li>• Litigation/General Update.</li> </ul>		<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>

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<b>Human Resource w/D. Farberman</b>			
1. <b>Appropriation:</b> To: 011430.510601 Unused Benefit Time \$9,150.80 <i>w/any funds available</i> <b>Reason:</b> To pay unbudgeted benefit time for retired Administrative Assistant (HR) and eligible vacation buy back for Human Resource Assistant III.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>Appropriation:</b> To: 011430.541206 Metrodata HR Services \$10,000.00 <i>w/any funds available</i> \$10,000.00 <b>Reason:</b> We will need additional funding in this budget code to fund background checks for EMS and other departments.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <b>Amend Resolution No. 23-053:</b> Authorize Chairperson to sign an amended contract with <b>Warsaw Penny Saver</b> , 72 North Main Street, Warsaw, NY 14569, to reflect the following revision: <ul style="list-style-type: none"> <li>Increase the amount of agreement by \$35,000.00 to a total cost of \$120,000.00.</li> </ul> (MUNIS Contract Change Order #1231) ✓✓		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. <b>Amend Schedule S Handbook:</b> Remove Section “ <b>On Call Pay</b> ” (added on 5/14/19, resolution #19-247) from Schedule S handbook, due to referenced pay allowance added to approved salary during Compensation Committee proceedings; eff. 01/01/24.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>Discussion about NYS Civil Service Section 63 change</li> <li><a href="#">EAP Report</a></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:



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 Absent:  
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Department Agenda Item	Discussion	Decision	Action
<b>Civil Service w/D. Farberman</b>			
6. <a href="#"><u>October 2023 Civil Service update</u></a>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<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 \_\_\_\_\_).

Next Human Resource Committee Meeting scheduled for **Tuesday, November 28, 2023 @ 9:00 AM.**

