

# 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, January 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. <b>FYI:</b> Change date of the February 28, 2023 Committee Meeting to Tuesday, February 21, 2023 at 9:00 a.m. to accommodate Committee Members attending the Winter NYSAC conference.	<i>Changes to date, time and location are the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 - Board of Elections w/J. Schlick &amp; H. Bush</b>			
1. <b>Amend Salary Schedule S:</b> <ul style="list-style-type: none"> <li>• To set the hourly wage of the <i>Election Inspectors</i> to \$14.20 per hour to remain consistent with NYS minimum wage indefinitely; effective 12/31/2022.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM - Historian w/C. Amrhein</b>			
1. <b>Update:</b> <ul style="list-style-type: none"> <li>• I packed (with the help of my husband) and delivered the portrait of Hon. James E. Norton to the conservator in Niagara Falls on January 16<sup>th</sup>. This is an ongoing joint project with Judge Mohun to get all 5 portraits of early Wyoming County judges conserved and rehung in the court house.</li> <li>• The Underground Railroad map is complete in time for Black History month. I should have them in early February. There is a planned press release (so mums the word till then).</li> <li>• Bobbi Curry, on loan from Planning Department, has been in our office for a little over 2 months. She has been a great help with getting the collection in order.</li> <li>• We are working on several large donated collections at once: Perry Heralds from Perry Library and another source, personal collection of Doris Bannister, and several totes of recordings from the former Letchworth Cable Access Channel which contain several interviews of residents and events dating from the 1980s forward. These will be converted from VHS into digital files.</li> <li>• <b><u>Fan mail</u></b> thank you from Renee Sheer, guidance counselor at Warsaw High School, for our work with the students.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM County Attorney w/J. Wilkinson</b>			
1. <b>FYI ~ Contract (\$3,000 and under):</b> <ul style="list-style-type: none"> <li>• <i>NYS Defenders Association, Inc.</i>, 194 Washington Avenue, Suite 500, Albany, NY 12210-2314 for one (1) license for the computerized Public Defense Case Management System Maintenance and Support Agreement in the amount of \$500.00 for the period 2/9/2023 – 2/8/2024. Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 4. <b>(MUNIS Contract # 1208)</b> JJ</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: \_\_\_\_\_

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>2. Amend Salary Schedule G:</b> To set yearly stipend plus corresponding fringe provided through NYS Indigent Legal Services <b>HH Grant</b> (Contract CSTWIDEHH52 – year 4). Effective 04/01/21 to 03/31/2022:</p> <ul style="list-style-type: none"> <li>• <b>County Attorney</b> (position code 001.503) - \$12,000.00</li> <li>• <b>Secretary to the County Attorney</b> (position code 007.503) \$7,000 (\$5,000 of this \$7,000 has already been paid to EE)</li> <li>• <b>Secretary, PT</b> (position code 015.215) – increase hourly wage from \$24.17/hr (not to exceed \$19,000 per year) to \$25.44/hr (not to exceed \$20,000 per year)</li> </ul>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 4.</i></p> <p><i>NEW LINE IN HH BUDGET FOR YEAR 4 (which was approved at the end of 2022) – funds for an Assigned Counsel Coordinator</i></p> <p>Only a portion will be paid out as Assigned Counsel Coordinator (currently also the County Attorney) started 1/1/2022 No portion has yet been paid – NEW to HH budget</p> <p><i>Discussion: game plan, regionalization</i></p> <p><i>(the newly allocated \$12,000 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 \$15,156).</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p><b>3. Amend Salary Schedule G:</b> To set yearly stipend plus corresponding fringe provided through NYS Indigent Legal Services <b>HH Grant</b> (Contract CSTWIDEHH52 – year 5). Effective 04/01/22 to 03/31/2023: Said Amounts to be Paid bi-weekly effective 1/1/2023, retroactive funds from 4/1/22 to 12/31/22 will be paid out the 4<sup>th</sup> quarter of 2023</p> <ul style="list-style-type: none"> <li>• <b>County Attorney</b> (position code 001.503) - \$13,000.00</li> <li>• <b>Secretary to the County Attorney</b> (position code 007.503) \$9,000</li> <li>• <b>Secretary, PT</b> (position code 015.215) – increase hourly wage from \$25.44/hr (not to exceed \$20,000 per year) to \$27.99/hr (not to exceed \$22,000 per year)</li> </ul>	<p><i>Funds (annual stipend plus corresponding fringe) provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 5.</i></p> <p><i>See notes for #2 above. Continuation of grant payments.</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

Committee Chair Initials: \_\_\_\_\_

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
4. <i>Opioid Update</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. <i>Litigation/General Update.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>10:00 AM Human Resource w/D. Farberman</b>			
1. <b><i>Overnight Travel Authorization:</i></b> D. Farberman to attend NYSAC Legislative Conference at the Crowne Plaza/Desmond., Albany, NY, on February 26 – March 1, 2023. Cost of full registration \$448.00; Hotel cost \$435; Plus Mileage; Will Use Personal Vehicle.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b><i>Professional Service Contract \$5,001 or greater:</i></b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b><i>Indeed</i></b> at 6433 Champion Grandview Way, Building 1, Austin, Texas for online job advertising and application intake in an amount not to exceed \$36,000.00, (\$3,000.00 per month); effective January 1, 2023 through December 31, 2023. <b><i>(MUNIS CONTRACT #1232)</i></b> <i>JJ - pending Co. Atty. approval</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <b><i>Professional Service Contract \$5,001 or greater:</i></b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b><i>Warsaw Pennysaver</i></b> at 72 North Main Street Warsaw, NY 14569 for print advertising in an amount not to exceed \$85,000.00; effective January 1, 2023 through December 31, 2023. <b><i>(MUNIS CONTRACT #1231)</i></b> <i>JJ - pending Co. Atty. approval</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

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Department Agenda Item	Discussion	Decision	Action
<p>4. <b>Amend Resolution No. 22-431 (as amended by 22-158):</b>                      Authorize Chairman to sign an Amended Contact with <b>Warsaw Pennysaver</b>, 72 North Main Street, Warsaw, NY 14569, to reflect the following revisions: Increase the amount of agreement by \$1,559.92 to a total of \$60,559.92 to cover the last invoice of 2022. <b>(MUNIS CONTRACT CHANGE ORDER #121)</b> JJ - pending Co. Atty. approval</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. <b>Policy approval:</b>                      Authorize Chairwoman to sign a new Wyoming County Policy and Procedure for both represented and non-represented employees entitled "<u><a href="#">Social Media Usage Policy</a></u>".</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. <b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>Replacing Meal Deliverer title with Courier.</li> <li>Department Manager Supervisory Training will be held on 4/20/23 and 5/16/23.</li> <li>Letter being sent from HR to all towns, villages, and school districts asking for updated 426's and payrolls to be certified.</li> <li>Sexual harassment prevention training will be offered to town supervisors on 2/14 after the full board meeting.</li> <li>Tentative agreement on collective bargaining agreement with Sheriff's road patrol.</li> <li>Will be purchasing Labor Law posters as required by law and asking for an appropriation in the near future.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
<p>7. <u><a href="#">January 2023 Civil Service update</a></u></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<b>Records Retention w/G. Royce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Clerk w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</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, February 21, 2023 @ 9:00 AM.**