

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, January 26, 2021 @ 9:00 AM

Location: *Supervisors' Committee Room, 2nd 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, Becker*, Kehl, Grant, Brunner (9:05 AM), Leuer (9:07 AM – Zoom), Roche, Granger, Jacoby (Zoom)

Absent: J. Cook/Budget Officer (Munis transitioning call...)

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; B. Ryan/Board Chair; J. Davis, T/Covington (9:21 AM)

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			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
1. <i>Position Fill:</i> <i>DMV</i> One (1) position of <u><i>Motor Vehicle License Clerk</i></u> (FT - 1.0 FTE) (Position # 004.165) on CSEA Schedule A, Job Grade 8 at an hourly rate of \$18.75/hr - \$21.69/hr. Person Vacating: Pasa Robinson, effective December 17, 2020. Position Available: February 3, 2021.		Motion: Becker Ayes: 7 Noes: Absent: 2 Brunner, Leuer	Carried: XXX Defeated: Referred to:
			FINANCE
2. <i>FYI: Extension of Expired Documents:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • All driver licenses and permits that expired March 1, 2020, or after continue to be extended by Executive Order at least through January 29, 2021. • In addition, in-person transactions are still required to be done by appointment only. 			
<i>Supervisor Becker, T/Sheldon commended County Clerk Pierce on the exemplary service being delivered by the County's DMV office. He's had several of his constituency reach out for help in making appointments and each time the DMV has delivered...</i>			
<i>At 9:05 AM Supervisor Brunner, T/Java entered the meeting during this agenda item.</i>			
<i>Supervisor Granger, T/Gainesville had people say the same thing. Most are hoping the County Clerk's office keep the process of making an appointment to have things done.</i>			

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Present: *King, Becker*, Kehl, Grant, Brunner (9:05 AM), Leuer (9:07 AM – Zoom), Roche, Granger, Jacoby (Zoom)

Absent: J. Cook/Budget Officer (Munis transitioning call...)

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; B. Ryan/Board Chair; J. Davis, T/Covington (9:21 AM)

Department Agenda Item	Discussion	Decision	Action
Human Resource w/D. Farberman			
<i>At 9:07 AM Supervisor Leuer, T/Middlebury joined the meeting via Zoom during the below agenda item.</i>			
<p>1. Position Fill:</p> <p style="text-align: center;">Health Department</p> <p>One (1) position of <u>Environmental Health Aide</u> (<i>Per Diem</i>), (<i>Temporary, Non-Union</i>) (<i>position code 144.117</i>) on salary schedule G, following CSEA Schedule A, Grade , Step 1 +10%, at an hourly rate of \$20.98. Position currently vacant. Position Available: February 3, 2021.</p>	<p>Emergency Fill signed by Chairwoman Ryan on 01/22/21.</p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Public Health Comm. FINANCE</p>
<p>2. Positions Create/Fill:</p> <p style="text-align: center;">Highway</p> <p>Two (2) positions of <u>Motor Equipment Operator</u> (<i>Seasonal</i>) (FT - 1.0 FTE) on at an hourly rate of \$\$16.00/hr. without a CDL, and \$17.00/hr. with a CDL, and increasing by \$0.25/hr. for every prior year worked. Position Available: February 10, 2021.</p>		<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Public Works Comm. for further action.</p>
<p>3. Positions Fill:</p> <p style="text-align: center;">Highway</p> <p>Four (4) positions of <u>Motor Equipment Operator (2)</u> (<i>Seasonal Non Union</i>) (FT - 1.0 FTE) (Position #: 083.163, 084.163, 085.163, 091.163) on at an hourly rate of \$\$16.00/hr. without a CDL, and \$17.00/hr. with a CDL, and increasing by \$0.25/hr. for every prior year worked. Positions are currently vacant. Position Available: February 3, 2021.</p>	<p><u>Motor Equipment Operator (2)</u></p>	<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">Public Works Comm. for further action.</p>
<p>4. Position Fill:</p> <p style="text-align: center;">DMV</p> <p>One (1) position of <u>Motor Vehicle License Clerk</u> (FT - 1.0 FTE) (Position # 004.165) on CSEA Schedule A, Job Grade 8 at an hourly rate of \$18.75/hr. - \$21.69/hr. Person Vacating: Pasa Robinson, effective December 17, 2020. Position Available: February 3, 2021.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p> <p style="text-align: center;">Action taken under County Clerk's Agenda.</p>

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Present: *King, Becker*, Kehl, Grant, Brunner (9:05 AM), Leuer (9:07 AM – Zoom), Roche, Granger, Jacoby (Zoom)

Absent: J. Cook/Budget Officer (Munis transitioning call...)

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; B. Ryan/Board Chair; J. Davis, T/Covington (9:21 AM)

Department Agenda Item	Discussion	Decision	Action
<p>5. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <i>Assistant Cook</i> (PT – 0.8 FTE) (Position # 078.061) on CSEA Schedule B, Job Grade 3 at an hourly rate of \$14.99/hr. - \$16.22/hr. Person Vacating: Tamara Ribbeck, effective January 18, 2021. Position Available: February 3, 2021.</p>	<p><i>Emergency Fill signed by Chairwoman Ryan on 01/22/21.</i></p>	<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Safety Comm. FINANCE</p>
<p>6. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <i>Meal Deliverer</i> (PT – 0.5 FTE) (Position # 084.598) on Salary Schedule S at an hourly rate of \$12.50/hr. Person Vacating: Barbara Lambos, effective December 31, 2020. Position Available: February 3, 2021.</p>		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Safety Comm. FINANCE</p>
<p>7. <i>Professional Service Contract \$5,001 or greater:</i></p> <p>Authorize Chairwoman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Indeed.com</i>, 6433 Champion Grandview Way, Building 1, Austin, TX 78750, for the provision of posting, workflow, and recruiting services in an amount not to exceed \$36,000.00 (\$3,000.00/month); effective January 1, 2021 through December 31, 2021.</p>	<p><i>This contract is the same amount as last year. Services are shared with WCCH.</i></p>	<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>*RESOLUTION</p>
<p><i>Days to hire/Cost to hire statistics will be provided to committee at a later date. Supervisor Leuer, T/Middlebury asked about a metric for tracking retention. HR Director Farberman stated that he has not tracked that but agreed it would be good to watch. He will begin tracking and report back at a later date.</i></p>			
<p><i>At 9:21 AM Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i></p>			
<p>8. <i>Amend Salary Schedule "G":</i></p> <p>Set the salary of the <i>Alzheimer Caregiver Coordinator</i> within the Department of Office for the Aging to reflect \$22.89 per hour (annual salary equivalent of \$41,820.00) for 2021; Effective January 1, 2021.</p>	<p><i>This adjustment reflects a decrease in annual hours worked in 2021. The annual salary equivalent remains unchanged in 2021.</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Human Services Comm. FINANCE</p>

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Present: *King, Becker*, Kehl, Grant, Brunner (9:05 AM), Leuer (9:07 AM – Zoom), Roche, Granger, Jacoby (Zoom)

Absent: J. Cook/Budget Officer (Munis transitioning call...)

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; B. Ryan/Board Chair; J. Davis, T/Covington (9:21 AM)

Department Agenda Item	Discussion	Decision	Action
9. <i>Amend Salary Schedule "F"</i> : To increase <i>Meal Site Managers</i> wage from \$11.80/hr. to 12.50/hr. to remain competitive with NYS minimum wage requirements; effective 12-31-20.	<i>HR Director Farberman reminded the committee members that the county is exempt from having to pay minimum wage.</i>	Motion: Becker Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE
10. <i>Position Fill</i> : Office for the Aging One (1) position of <i>Case Manager</i> (1.00 FTE) (Position Code 007.040) CSEA agreement, sch. A, grade 15 (\$21.35 - \$24.83hr) to replace Brandie Rajk-Winter) who is resigning February 17, 2021. <i>Position available date: February 22, 2021</i>		Motion: Grant Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE
11. <i>Position Fill</i> : Office for the Aging One (1) position of <i>Aging Services Aide</i> (1.00 FTE) (Position Code 286.015) CSEA agreement, sch. A, grade 2 (\$16.29 - \$17.783hr) to replace Adriana Holley who is resigning February 05, 2021. <i>Position available date: February 08, 2021</i>		Motion: Grant Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE
12. Approve MOU by and between the County of Wyoming and CSEA (signed by HR Director Farberman on 01/XX/21) for hard to fill shifts at the Skilled Nursing Facility by CNA's, LPN's and RN's (<i>as attached</i>); effective 3AM January 22, 2021 for a period not to exceed 30 calendar days, unless extended by mutual written agreement between the parties.	<i>Mentioned during Dept. Head mtg. 01/25/21.</i>	Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
<i>Fourteen (14) staff members out today due to COVID-19. Chairwoman Ryan reported on information she's heard during the morning WCCH briefings relative to the shortage in LPNs, CNAs and RNs due to the COVDD-19 pandemic.</i>			

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
13. <i>FYI ~ Contract (\$3,000 and under):</i> <ul style="list-style-type: none"> <i>Ignition Consulting</i>, (Randal A. Simonetti), 1 Misty Meadow Way, Fairport, NY 14450 for crisis management and communication for Executive Leadership not to exceed \$ 825.00; effective December 07, 2020 through December 08, 2020. Chairwoman Ryan reported she attended 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
14. <i>Discussion Items:</i> <ul style="list-style-type: none"> Wyoming County 457 Deferred Compensation Plan <ul style="list-style-type: none"> Mass Mutual recently announced the sale of their Retirement Plan Business to Empower Retirement; effective December 31, 2020. HR Director Farberman expects no change in service.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
<i>YouTube was suspended so the committee could have a discussion with the county attorney over legal matters, which is a privileged attorney / client discussion...</i>			
1. <i>General Update, including pending litigation.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman continued			
15. <i>Discussion Items:</i> <ul style="list-style-type: none"> Request for Executive Session 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:18 AM there was a motion by Supervisor Kehl to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Granger and all voted aye.</i></p> <p><i>Clerk Ketchum and HR Director Farberman remained.</i></p> <p><i>At 11:22 AM there was a motion by Supervisor Granger to end the executive session and continue the regular meeting. This was seconded by Supervisor Becker and all voted aye.</i></p>			
<p><i>Position Fill:</i></p> <p style="text-align: center;">Information Technology</p> <p>One (1) position of <u><i>Director of Information Technology</i></u> (1.00 FTE) (Position Code 006.283) currently on Salary Schedule D at \$105,589 per year to replace Todd MacConnell.</p>		Motion: Becker Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to:

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
<i>Position available date: February 3, 2021</i>			FINANCE
Civil Service w/D. Farberman			
15. <u>Civil Service update for January 2021</u>		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:
Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Elections w/J. Schlick & H. Bush			
	<i>~Nothing to Report~</i>	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, February 23, 2021 @ 9:00 AM.**

Committee Chair Initials: _____