

## 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...

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Thank you!

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Date: Tuesday, April 26, 2022 @ 9:00 AM

Location: **Supervisors' Chambers, 2<sup>nd</sup> floor of the government center & Zoom Conference Call.**

Present: **King, Becker (9:10 AM - Zoom)**, Kehl, Grant, Roche, Granger, McCormick, , Jacoby

Absent: Leuer, J. Cook/Budget Officer

Also Present: C. Ketchum/Board Clerk; J. Wilkinson/Co. Atty.; D. Farberman/HR Director; J. Brick, T/Perry; B. Ryan/Board Chair (9:01 AM); J. Davis, T/Covington (9:01 AM); A. D. Berwanger, T/Arcade (9:14 AM)

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
<i>Committee Chair King, T/Pike offered the committee's thoughts and prayers to County Highway Employee, Richard Lepkowski's family and friends. Committee Chair King expressed concern for how Supervisors are notified of tragic events, such as the accident that took place on Friday. Supervisor McCormick, T/Java advocated for being privy to the details of such tragedies. Chairwoman Ryan invited both to meet with her to develop protocol.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: <b>05/10/22 C.O.W.</b>
<i>At 9:10 AM Supervisor Becker, T/Sheldon joined the meeting via Zoom.</i>			
<b>9:00 AM County Clerk w/R. Pierce</b>			
1. <b>Resolution to forward to Finance Committee acceptance of the <a href="#">Semi-Annual Mortgage Tax Report</a> for the period of October 2021 – March 2022</b>		Motion: Kehl Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to: <b>FINANCE</b>
<b>DMV w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Historian w/C. Amrhein</b>			
1. <b>General Update:</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> <li>• Gave a presentation on Native American History to a group in Alden. Aprox. 30 in attendance.</li> <li>• Gave a presentation at our Historical Society Federation dinner held in Sheldon on researching the history of your home. Over 95 were in attendance.</li> <li>• While at Federation dinner, confirmed we will be doing a summer history program again. Proceeds to support our museums.</li> <li>• We have had several high school seniors in working on their community service for Participation in Government course (I change up my hours to be available for them from 3-6, and Sally has done a few Saturdays.).</li> </ul>			

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Absent: Leuer, J. Cook/Budget Officer

Also Present: C. Ketchum/Board Clerk; J. Wilkinson/Co. Atty.; D. Farberman/HR Director; J. Brick, T/Perry; B. Ryan/Board Chair (9:01 AM); J. Davis, T/Covington (9:01 AM); A. D. Berwanger, T/Arcade (9:14 AM)

Department Agenda Item	Discussion	Decision	Action
<b>At 9:14 AM Supervisor Berwanger, T/Arcade entered the meeting.</b>			
<ul style="list-style-type: none"> <li>We are getting more walk in traffic as opposed to appointments; however we do offer both still.</li> <li>Received word from Eileen Hopkins that James Gillen, who we did the WWII book with, is being inducted in the Senate's Veterans Hall of Fame. He was nominated by Senator Gallivan.</li> </ul>			
<b>9:30 AM County Attorney w/J. Wilkinson</b>			
<b>1. Overnight Travel Authorization:</b> Jennifer Nunnery to attend NY Public Welfare Association 153rd Annual Summer Conference, Showcasing Social Services, The Saratoga Hilton Hotel, Saratoga Springs, New York, July 17-20, 2022. Registration fee of \$204.00 to be paid by County Attorney (011420.540401); Social Services to pay for hotel and meals. County Attorney's office to pay for registration, mileage and tolls; personal car will be used.		Motion: Granger Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<b>2. Appropriation:</b> <p style="text-align: center;"><i>County Attorney</i></p> To: 011420.581019 Vol. Def. Comp. Plan          \$6,610.00 <p style="text-align: center;"><i>w/Any Funds Available</i></p> Reason: To cover unbudgeted funds for Brian Degnan for remainder of year.		Motion: Kehl Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>3. Amend Salary Schedule "S"</b> To increase salary of <i>Assistant County Attorney (1st)</i> , FT within the Department of County Attorney to reflect an increase of \$3,000 in annual salary of \$82,660.00 effective May 16, 2022 to assume resource recovery duties at Wyoming County Department of Social Services.		Motion: Jacoby Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>

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Absent: Leuer, J. Cook/Budget Officer

Also Present: C. Ketchum/Board Clerk; J. Wilkinson/Co. Atty.; D. Farberman/HR Director; J. Brick, T/Perry; B. Ryan/Board Chair (9:01 AM); J. Davis, T/Covington (9:01 AM); A. D. Berwanger, T/Arcade (9:14 AM)

Department Agenda Item	Discussion	Decision	Action
<b>10:00 AM Human Resource w/D. Farberman</b>			
<b>1. <i>Position Create/Fill:</i></b> <b><i>Human Resources</i></b> Create and fill one (1) position of <b><i>Human Resource Assistant</i></b> (1.0 FTE) and place on Salary Schedule S with an approved hourly rate range of \$17.00/hr. to \$19.00/hr.; effective May 11, 2022	<i>This position, if approved, will assist with recruitment.</i>	Motion: Jacoby Ayes: 7 Noes: 1 McCormick Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>2. <i>Position Create/Fill:</i></b> <b><i>Human Resources</i></b> Create and fill one (1) position of <b><i>Human Resource Assistant (Temp.)</i></b> (1.0 FTE) ( <b><i>Position Code:033.434</i></b> ) and place on Salary Schedule S at an hourly rate of \$19.71/hr. for the dates of April 18, 2022 through May 2, 2022 to provide overlap between resignation and fill.	<i>This position will hold the departing Human Resource Assistant to accomplish cross training with the newly hired Human Resource Assistant for a period of one week.</i>  <i>This position was approved for emergency fill by Chairwoman Ryan on 4/12/22.</i>	Motion: Granger Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>3. <i>Amend Salary Schedule S:</i></b> <b><i>Human Resources</i></b> To set the rate of pay for the <b><i>Human Resource Assistant</i></b> (position code #001.434) on Schedule S at \$18.00 per hour effective April 18, 2022 for a six-month probationary period. Upon successful completion of probationary period, rate of pay will increase to \$18.25 per hour.		Motion: Granger Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>4. <i>Approve Procurement Card:</i></b> To provide Deputy Human Resource Director, <b><i>Gabrielle Kolo</i></b> , with a credit limit of \$500.00.		Motion: Kehl Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>

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Department Agenda Item	Discussion	Decision	Action
<b>5. Approval and Adoption of Policy:</b> To approve and adopt the <u><a href="#">Donation of Benefit Time</a></u> policy, superseding all prior approved versions.	<i>Please provide committee with a red-lined DRAFT in the future.</i>	Motion: Jacoby Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>6. Appropriation:</b> <b>To:</b> 011430.542306 MISCOTHER \$6,000.00 <i>w/any funds available</i> <b>Reason:</b> For both WCCHS and County employees reaching service with county milestones.	<i>A portion of this expense will be reimbursed by WCCH</i>	Motion: Kehl Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>7. Professional Service Contract \$5,001 or greater:</b> 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 \$5,039.00; effective April 12, 2022 through <del>August 01, 2022</del> . <i>September 30, 2022</i> <b>(MUNIS CONTRACT #329)</b>	<i>Post meeting discovery:</i> <ul style="list-style-type: none"> <li><i>End date should be September 30, 2022 v. August 1, 2022 per the language of the contract.</i></li> </ul>	Motion: Kehl Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>8. Appropriation:</b> <b>To:</b> 011430.541204ADVERTISNG \$70,000.00 <i>w/any funds available</i> <b>Reason:</b> To fund employment advertising.	<i>Our first quarter expense was \$19,313.18</i>	Motion: Grant Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>9. Appropriation:</b> <b>To:</b> 011430.510302 OT SCH S/D \$7,210.00 <i>w/any funds available</i> <b>Reason:</b> In order to pay overtime for HR department.	<i>Our expense from 1/1/22 – 4/15/22 was \$7,210.00.</i>	Motion: Kehl Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>

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Department Agenda Item	Discussion	Decision	Action
<b>10. Appropriation:</b> <b>To:</b> 011430.510601 UNUSEDNFT                      \$17,464.77 <i>w/any funds available</i> <b>Reason:</b> To pay out unused vacation to separating employees.		Motion: Jacoby Ayes: 8 Noes: Absent: 1 Leuer	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>11. Discussion Items:</b> <ul style="list-style-type: none"> <li>• CSEA Supervisory Agreement               <ul style="list-style-type: none"> <li>○ Expects ratification by union members next week.</li> </ul> </li> <li>• WCCHS CFO Search Update               <ul style="list-style-type: none"> <li>○ Four finalists were narrowed to two and a candidate has been chosen. Board of Managers expected to make an appointment tomorrow night.</li> </ul> </li> <li>• COVID Vaccine Grievances Update</li> <li>• <u><a href="#">March 2022 EAP Report</a></u></li> <li>• Custodian position may be added to CSEA</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
<b>12. <u><a href="#">Civil Service update for April 2022</a></u></b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<b>Board of Elections w/J. Schlick &amp; H. Bush</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Attorney w/J. Wilkinson continued</b>			
<i>The Zoom meeting and YouTube Channel were disabled. Clerk Ketchum remained.</i>			
4. <i>General/Litigation Update</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>At 10:22 AM there was a motion by Supervisor Granger to enter an executive session to discuss matters leading to the appointment, employment. This was seconded by Supervisor Grant and all voted aye.</i>			
<i>Clerk Ketchum, HR Director Farberman and County Attorney Wilkinson remained.</i>			
<i>At 10:32 AM there was a motion by Supervisor Kehl to end the executive session and continue the regular meeting. This was seconded by Supervisor Jacoby and all voted aye.</i>			
<i>Supervisor Grant, T/Bennington reminded Supervisors of the Open Compensation Review window (April 01 – June 30) and to get their Dept. Head Performance evaluations done.</i>			

Signature of Committee Chairman: p/S. King (minutes prepared by C. Ketchum)).

Next Human Resource Committee Meeting scheduled for **Tuesday, May 31, 2022 @ 9:00 AM.**

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