

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, June 29, 2021 @ 9:00 AM

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

Present: **King, Becker**, Kehl, Grant, Brunner, Leuer, Granger (Zoom – recognized as absent)

Absent: Roche, Jacoby

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Davis, T/Covington; A. D. Berwanger, T/Arcade (9:03 AM); B. Ryan/Board Chair (9:05 AM); J. Brick, T/Perry; D. Farberman/HR Director

.Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. Per Board Chair Ryan: <ul style="list-style-type: none"> • IMPORTANT NOTICE: <ul style="list-style-type: none"> ○ When a department is directly notified they are about to be audited, their Committee Chair and the Chairman of the Board should be immediately made aware. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Committee Chair King, T/Pike asked the Clerk to share a recent opinion from the Dept. of State's Committee on Open Government. <ul style="list-style-type: none"> • "...as of tomorrow (June 25, 2021) all meetings revert to in person in compliance with OML requirements before the pandemic." That means the only way a Board Member can join remotely and form a part of the quorum would be if the location from which they are joining by videoconference was open to the public. That address would have to be in the public notice of the meeting. Otherwise, the member can join but cannot be counted among those needed to make the quorum. • One additional detail: they also cannot vote if their location is not open to the public. 			
9:00 AM Records Retention w/G. Royce			
<i>At 9:03 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
<i>At 9:05 AM Board Chair Ryan, T/Warsaw entered the meeting during the below agenda item.</i>			
1. FYI: <ul style="list-style-type: none"> • Hospital Yearly Disposals <ul style="list-style-type: none"> ○ WCCH is currently utilizing the disposal service of Shred it. ○ Records has completed their 2021 disposals which was more than normal due to (3) years of medical records that the hospital retained. ○ Total of 915 WCCH disposals for 2021. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Permission to Dispose: <ul style="list-style-type: none"> • Stored at Records back in 2012 when discontinued use of the old lever action voting machine. • <u>Attached is a letter regarding the disposal approved in 2012</u> • We are currently in need of wall space for additional bins. • Board of Elections is currently using and has stored for retention purposes at the Center. 		Motion: Grant Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: APPROVED

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3. If your Towns Clerks are in need of any help regarding the new LGS-1 that has taken over their records world, please have them reach out to me if they have any questions or in need of any guidance, I can help them.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Clerk w/Board Clerk Ketchum			
1. Home Rule Request to extend Local Mortgage Recording Tax – additional one quarter percent (1/4%). This will be effective through 11/30/2024. • As of 06/23/21: ○ S. 04484 ▪ 06/09/21 – passed assembly ▪ 06/09/21 – returned to senate ○ A.06183 ▪ 06/09/21 – passed assembly ▪ 06/09/21 – returned to senate	<ul style="list-style-type: none"> Current Local Law expires on 11/30/21 (The new local law should expire through 11/30/2024 (three (3) years) to run concurrently with the Home Rule Request) Current Home Rule Request expires 11/30/21 The Local Law should be introduced end of Aug. 2021 at the very latest. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: NO ACTION REQUIRED
2. Introductory Local Law “E” and Set Public Hearing “ A Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on real Property ”	We can’t ask for this until we get #1.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: NO ACTION REQUIRED
DMV			

There was some conversation relative to constituency in the Towns of Bennington, Arcade and Attica complaining about the continuation of conducting DMV business by appointment only. Supervisors Grant, Berwanger and Kehl (respectively) all reported residents in their town driving all the way to Warsaw only to be turned away because they did not have an appointment. In some instances these residents reported viewing no other customers in the room... Committee Chair King, T/Pike stated she would reach out to County Clerk Pierce to discuss the matter and report back at a later date.

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3. The extension of driver licenses and permits that expired March 1, 2020, or after ends effective June 24, 2021		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wujcik			
1. Overnight Travel Authorization: J. Wujcik to attend County Attorneys' Association of the State of New York (CAASNY) Annual Meeting, The Otesaga Hotel, Cooperstown, New York, September 13-14, 2021 (or any rescheduled date). Personal car will be used. Hotel/rooming fee is being paid by CAASNY. Registration fee of \$100.00; (total registration is \$250.00 (CAASNY is paying \$150.00).		Motion: Kehl Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: APPROVED
2. 2021 Appropriation: To: 01.01.1420.1.10601 Unused benefit time \$17,866.21 w/any funds available \$17,866.21 Reason: To pay unused benefit time for Janet Bensman who resigned; last day of work 6/11/2021		Motion: Becker Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: FINANCE
3. General Update		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

At 9:18 AM there was a motion by Supervisor Becker to enter an executive session to discuss pending litigation. This was seconded by Supervisor Kehl and all voted aye. Board Clerk Ketchum, HR Director Farberman, Budget Officer Cook and County Attorney Wujcik remained.

At 9:27 AM there was a motion by Supervisor Kehl to end the executive session and continue the regular meeting. This was seconded by Supervisor Leuer and all voted aye.

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:30 AM Historian w/C. Amrhein			
1. Grant Application (permission to apply was granted by Human Resource Committee on 4/27/2021): Authorize Chairman to sign a grant application with the Wyoming Foundation, for the provision of an update of the Wyoming County Underground Rail Road map. Maximum amount of \$5,000.00; effective June 1, 2021 through December 31, 2021. Deadline May 3 rd .	<i>This application was not funded because the Historian's office is a government entity. Since I am working jointly with Eric Szucs at Tourism, I applied via LEAD Wyoming Co. Inc. and the project was approved for \$2,584.00. LEAD Wyoming Co. Inc. will accept the money on our behalf and has signed the contract. (See Attached.) Eric and I will be working on layout together. This project will also rely on our town historians for any updated information. Funds will cover printing. This will give tourism, county historian, and towns an updated UGGR brochure/map to hand out to visitors, or at events, for example, at the fair. (See attached.)</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: NO ACTION REQUIRED
2. Grant Application (permission to apply was granted by Human Resource Committee on 4/27/2021): Authorize Chairman to sign an art conservation grant application with Greater Hudson Heritage Network , 2199 Saw Mill Road, Elmsford, NY 10523, for funding restoration of an oil portrait of one of our first county judges, Hon. John B. Skinner. Maximum amount of \$7,500.00; effective September 1, 2021 through August 31, 2022. Deadline Sept. 1 st . • Application not awarded. I didn't qualify.	<i>I will respectfully ask Judge Mohun to submit my request and quote to the Bar Association again.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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3. Appropriation: To: 01.46.7510.4.41010 Supplies \$125.00 w/01.09.7510.2705 Gifts & donations \$125.00 Reason: To appropriate funds donated for office use to be used for archival supplies.		Motion: Leuer Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: FINANCE
4. General Update: <ul style="list-style-type: none"> Finished and sent final draft of the forward, book cover image, and marketing form to SUNY Press for the reprint of F. W. Beers <i>History of Wyoming County 1841-1880</i>. (Approved by Committee 11/23/2020) Attended two live webinars for event ideas on the 250th Anniversary of the US via the American Association of State & Local History who is publishing a theme guide. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board Clerk Ketchum referred to senior Inter-County of WNY Association member, J. Davis for permission to host the October 2021 meeting in Wyoming County. County Historian Amrhein has a fabulous idea for a presentation!!			
Human Resource w/D. Farberman			
1. Position Fill: <p style="text-align: center;"><i>Jail</i></p> Fill one (1) position of Meal Deliverer (PT/variable FTE) (position code 097.598) on salary schedule S at an hourly rate of \$12.50/hr. Person vacating: Dale Bettis; effective June 10, 2021. Position available date is July 7, 2021.		Motion: Brunner Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE

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.Department Agenda Item	Discussion	Decision	Action
<p>2. Position Abolish/Create/Fill: Jail Abolish one (1) position of Food Service Helper (FT – 1.00 FTE) (position code 093.119); effective July 14, 2021. Create/Fill one (1) position of Assistant Cook (FT – 1.00 FTE) on CSEA Schedule B, Job Grade 3, at an hourly rate of \$14.99/hr. - \$16.22/hr. Position available date is: July 14, 2021.</p>		<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>
<p>3. Position Create/Fill: Jail Create and fill two (2) positions of Food Service Helper (per diem) consistent with CSEA Schedule B, Job Grade 2 at an hourly rate of \$14.74/hr. - \$15.96/hr. Positions available date is: July 14, 2021.</p>		<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>
<p>4. Increase FTEs Jail Increase the FTEs of one (1) position of Assistant Cook (.80 FTE) (position code 094.016) to 1.00 FTE on CSEA Schedule B, Job Grade 3, at an hourly rate of \$14.99/hr. No change in hourly rate. Position available date is: July 14, 2021. ^{cjk}</p>	<p>S/B less annually due to OT being incurred under current PT position.</p>	<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>

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10:00 AM Board of Elections w/J. Schlick & H. Bush			
<p>1. Position Fill/Amend Salary Schedule S: Board of Elections Fill one (1) position of <i>Deputy Commissioner (R)</i> (1.00 FTE) (position code 004.502); and set the salary on Schedule S at \$35,000 per year. Person vacating: Julie Santullo, effective July 6, 2021. Position available: July 7, 2021.</p> <p><i>Proposed candidate has NYS Retirement income limitations and is requesting that salary not be increased beyond the limits set by NYS Retirement for retirees.</i></p>		<p>Motion: Grant Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>
<p>2. Update: Commissioner Bush, Commissioner Schlick, IT Director Sikes and Joe Santullo will be discussing MOU between Board of Elections and IT.</p>	<p><i>Continuing discussion from Finance Committee on 5/4/21. To be continued...</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

Information Systems Administrator, J. Santullo stated that there is currently a resolution in place that states the Dept. of Information Technology will provide technical support to the Board of Elections. However, there is nothing in place for the Schools, Towns and Villages. Those rates are negotiated as needed. Mr. Santullo explained that the technology has changed. What once took 40 hours to accomplish for Elections now takes 100 hrs. There is the delivery of the voting machines, set up, on site diagnostics, return to polling sites at “tally time” to retrieve the results, then picking up the machines the next day. There is the addition of Early voting and epoll books. IT Director, Bill Sikes is proposing the entire IT Department be trained on elections, which is currently provided by one employee. Director Sikes talked about the resiliency of having the entire department trained. Election Commissioner Schlick started another conversation about saving additional funds by having towns all go to a caucus and consolidating the two polling sites in the Town of Java to one. Only charge back is end of year via resolution and is 10% of Board of Election’s levy (before revenue by towns) divided by the number of registered voters per town. There was additional discussion over Chairwoman Ryan drafting a letter to our state representatives in opposition to the high cost of providing early voting and requesting modification or leniency to the requirements.

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Human Resource w/D. Farberman continued			
5. Position Fill: <p style="text-align: center;"><i>Sheriff</i></p> Fill one (1) position of <u>Dispatcher</u> (Non-Union) (PT/Variable FTE) (position code 097.108), following WCSEA Job Grade 2, at an hourly rate of \$19.78/hr. – \$24.12/hr. Person Vacating: Kaylee Anderson, effective June 26, 2021, 2021. Position available date is: July 7, 2021.		Motion: Becker Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: <i>Public Safety Comm.</i> FINANCE
6. Position Create/Fill: <p style="text-align: center;"><i>Buildings and Grounds</i></p> Create and fill one (1) position of <u>Building Maintenance Mechanic</u> (FT – 1.00 FTE) on CSEA Schedule B, Job Grade 9, at an hourly rate of \$19.04/hr. - \$21.03/hr. Position available date is: July 14, 2021.		Motion: Brunner Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: <i>Public Works Comm. for further action.</i>
7. Position Fill: <p style="text-align: center;"><i>Social Services</i></p> Fill one (1) position of <u>Principal Social Services Program Specialist</u> (FT – 1.00 FTE) on CSEA Schedule A, Job Grade 15, at an hourly rate of \$21.35/hr. - \$24.83/hr. Person Vacating: Tracy Redman, effective August 6, 2021. Position available date is: August 7, 2021.		Motion: Grant Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: <i>Human Services Comm.</i> FINANCE
8. Position Abolish: <p style="text-align: center;"><i>Health Department</i></p> Abolish one (1) position of <u>Nurse Practitioner</u> , (PT - .6 FTE) (position code 066.311); effective July 14, 2021.		Motion: Kehl Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: <i>Public Health Comm. for further action</i>

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9. <i>Position Abolish:</i> Health Department Abolish one (1) position of <u>Nurse Practitioner</u> , (FT – 1.00 FTE) (position code 023.197); effective July 14, 2021.		Motion: Kehl Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: Public Health Comm. for further action
10. <i>Position Create/Fill:</i> Health Department Create and fill one (1) position of <u>Nurse Practitioner (Per Diem)</u> on Schedule S at an hourly rate of \$52.00/hr. with only those benefits mandated by law. Position available date is: July 14, 2021.		Motion: Kehl Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: Public Health Comm. for further action
11. <i>Position Create/Fill:</i> Health Department Create and fill one (1) position of <u>Community Health Nurse II</u> , (FT - 1.00 FTE) on CSEA, Schedule A, Grade 18, at an hourly rate of \$26.65/hr. - \$30.16/hr. Position available date is: July 19, 2021.		Motion: Kehl Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: Public Health Comm. for further action
12a. <i>Amend Schedule S:</i> <ul style="list-style-type: none"> Set the salary of <i>Nurse Practitioner</i> (per diem) (position code 133.311) within the Public Health Department to reflect an hourly rate of \$55.00; effective July 14, 2021. Grant funded. 		Motion: Kehl Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: Public Health Comm. for further action

Committee Chair Initials: _____

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-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...

Committee meetings are now open to the general public.
We ask that you continue to practice safe social distancing requirements.

Thank you!

*The public may continue to observe meetings via **BOS YouTube Channel** (<https://www.youtube.com/channel/UCcfZs0H1gcOlb67vIR8g-Ow>)

Date: Tuesday, June 29, 2021 @ 9:00 AM

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

Present: **King, Becker**, Kehl, Grant, Brunner, Leuer, Granger (Zoom – recognized as absent)

Absent: Roche, Jacoby

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Davis, T/Covington; A. D. Berwanger, T/Arcade (9:03 AM); B. Ryan/Board Chair (9:05 AM); J. Brick, T/Perry; D. Farberman/HR Director

.Department Agenda Item	Discussion	Decision	Action
12b. <i>Amend Schedule S:</i> <ul style="list-style-type: none"> Remove the position of Laborer (position code 004.144) under Animal Control from the salary schedule as it does not belong on this schedule...^{cjk} 		Motion: Kehl Ayes: 6 Noes: Absent: 3 Roche, Granger, Jacoby	Carried: XXX Defeated: Referred to: <i>Agriculture Comm.</i> FINANCE
13. <i>Discussion Items:</i> <ul style="list-style-type: none"> Juneteenth Holiday – Declared a federal holiday. Holidays are negotiated with the bargaining units. Other salary schedules follow suit. <u>EAP Usage Report</u> Building Codes Staffing Plan Executive Session 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:48 AM there was a motion by Supervisor Kehl to enter an executive session to discuss the employment and performance history of a particular employee and pending litigation. This was seconded by Supervisor Brunner and all voted aye.</i> <i>HR Director Farberman, Board Clerk Ketchum, Budget Officer Cook remained.</i> <i>At 11:47 AM there was a motion by Supervisor Becker to end the executive session and continue the regular meeting. This was seconded by Supervisor Kehl and all voted aye.</i></p>			
14. <i>Review/Approve MOU for Critical Staffing in Skilled Nursing Facility May 2021</i> ^{cjk}		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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.Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
14. <u>Civil Service update for June 2021</u>		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, July 27, 2021 @ 9:00 AM.**