

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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

Thank you!

Date: Tuesday, August 29, 2023 @ 9:00 AM

Location: *Office for the Aging / Youth conference room, 8 Perry Ave., Warsaw NY*

Present: *King, Becker*, Kehl, Grant, Roche, McCormick (9:05 AM), Leuer

Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Brick, T/Perry; D. Granger, T/Gainesville; B. Ryan/Board Chair (9:03 AM); A. D.

Berwanger, T/Arcade (9:10 AM); E. J. Gozelski (9:10 AM); J. Davis, T/Covington (9:11 AM)

Department Agenda Item	Discussion	Decision	Action								
Committee Chair's Agenda											
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
9:00 AM Board of Elections w/J. Schlick & H. Bush											
<p>1. Grant Application and Acceptance: Authorize Chairwoman to sign a grant application and acceptance award with the <i>New York State Board of Elections</i>, 40 N Pearl St Suite 5, Albany NY 12207 for the Technology Innovation and Election Resource (TIER) Grant in a minimum amount of \$42,666.05; effective January 28, 2023 through March 31, 2024. MUNIS CONTRACT #1689 ✓✓</p>		<p>Motion: Becker Ayes: 5 Noes: Absent: 2 McCormick; Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>								
<i>At 9:03 AM Board Chair Ryan, T/Warsaw entered the meeting during the below agenda item.</i>											
<p>2. Appropriation:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">To: 01.34.1450.4.40947 Election Software</td> <td style="text-align: right;">\$1,550.00</td> </tr> <tr> <td> 01.34.1450.4.41010 Office Supplies</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td> 01.34.1450.4.41211 Election Expenses</td> <td style="text-align: right;"><u>3,000.00</u></td> </tr> <tr> <td> w/01145005.430890 Other State Aid</td> <td style="text-align: right;">\$7,550.00</td> </tr> </table> <p>Reason: Funding for Technology Innovation and Election Resource (TIER) Grant Program.</p>	To: 01.34.1450.4.40947 Election Software	\$1,550.00	01.34.1450.4.41010 Office Supplies	3,000.00	01.34.1450.4.41211 Election Expenses	<u>3,000.00</u>	w/01145005.430890 Other State Aid	\$7,550.00		<p>Motion: Grant Ayes: 5 Noes: Absent: 2 McCormick; Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
To: 01.34.1450.4.40947 Election Software	\$1,550.00										
01.34.1450.4.41010 Office Supplies	3,000.00										
01.34.1450.4.41211 Election Expenses	<u>3,000.00</u>										
w/01145005.430890 Other State Aid	\$7,550.00										
<i>At 9:05 AM Supervisor McCormick, T/Java entered the meeting during the below agenda item.</i>											

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Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Brick, T/Perry; D. Granger, T/Gainesville; B. Ryan/Board Chair (9:03 AM); A. D.

Berwanger, T/Arcade (9:10 AM); E. J. Gozelski (9:10 AM); J. Davis, T/Covington (9:11 AM)

Department Agenda Item	Discussion	Decision	Action
<p>3. Amend Resolution #22-496:(as previously amended by Res. #23-351) Authorize Chairwoman to amend grant application and acceptance award with the <i>New York State Board of Elections</i>, 40 N Pearl St Suite 5, Albany NY 12207 expenses of postage paid return envelopes for all absentee ballots and absentee ballot applications in a minimum amount of \$33,725.34; effective July 1, 2022 through December 31, 2023; to reflect the following revisions:</p> <ul style="list-style-type: none"> • Extend the end contract date from 12/31/2023 to 3/31/2024 <p style="background-color: yellow;">(MUNIS CONTRACT CO #736) in CREATED status</p>		<p>Motion: McCormick Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>
9:20 AM County Attorney w/J. Wilkinson			
<i>At 9:10 AM Supervisors Berwanger, T/Arcade and Gozelski, T/Castile entered the meeting during the below agenda item.</i>			
<i>At 9:11 AM Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i>			
<p>1. Professional Service Contract (\$5,000 or greater): Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <i>Lippes Mathias, LLP</i>, 50 Fountain Plaza, Suite 1700, Buffalo, NY 14202 to investigate and commence any and all litigation to enjoin implementation and enforcement of the 2023 modification and amendment of New York Racing, Pari-Mutuel Wagering and Breeding Law §502) in an initial retainer of \$5,000.00, total dependent on services provided; effective September 01, 2023 through closing of the financing. All invoices to be shared in equal proportionate amounts with other municipalities also being represented by said law firm in said matter. (MUNIS CONTRACT # pending.)</p>		<p>Motion: Kehl Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>
<p>2. Litigation/General Update.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Berwanger, T/Arcade (9:10 AM); E. J. Gozelski (9:10 AM); J. Davis, T/Covington (9:11 AM)

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<p><i>At 9:12 AM the committee entered into a discussion with the attorney over legal matters, a privileged attorney / client discussion pursuant to §4503 of the Civil Practice Law and Rules...</i></p> <p><i>Supervisor Berwanger, T/Arcade excused himself from this portion of the meeting.</i></p> <p><i>At 9:28 AM the privileged attorney / client discussion ended and Supervisor Berwanger, T/Arcade returned for the rest of the meeting.</i></p>			
Human Resource w/D. Farberman			
<p>1. Approve ratified Collective Bargaining Agreement between WCSEA and Wyoming County 1/1/2023 – 12/31/2026.</p>	<p>Contract Highlights:</p> <ul style="list-style-type: none"> 2023 – 4% inc. 2024 – 4% inc. 2025 – 4% inc. 2026 – 4% inc. 	<p>Motion: Grant Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>2. Amend Schedule D and S Handbooks: Remove Appendix A from both handbooks and add the language “Please refer to current salary schedule for a list of positions included in this benefit group.”</p>		<p>Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>3. Review and adopt Wyoming County Diversity, Equity and Inclusion Statement developed by Human Resources as directed by Public Health Committee on May 31, 2023.</p>		<p>Motion: Kehl Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to: *RESOLUTION</p>
<p>4. Position Abolish / Amend Salary Schedule S: Abolish one (1) position of Administrative Assistant (HR) (position code 002.009) and remove from Salary Schedule S due to D. Goulet’s retirement on September 8, 2023.</p>		<p>Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>
<p>5. Position Reinstated / Amend Salary Schedule S: Reinstated one (1) position of Civil Service Administrator (1.0 FTE) (Position Code 014.332) and place on Salary Schedule S, effective 9/9/23 at a rate of \$22.00 per hour, with an increase of \$1.00 per hour after successful completion of civil service test or after 6 months, whichever comes sooner, to replace Deja Goulet, who retires on 9/8/23. Position available date: September 9, 2023.</p>		<p>Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
<p>6. Position create/fill / Amend Salary Schedule S: Create one (1) position of <u>Administrative Assistant (HR) (Per Diem)</u> and place on Salary Schedule S at \$25.91/hr. with only those benefits mandated by law. This position is intended for D. Goulet to assist in transition. Position available date: September 13, 2023.</p>		Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE
<p>7. Position Fill / Amend Salary Schedule S: Fill one (1) position of <u>Human Resource Assistant</u> (position code 035.434) (1.0 FTE) on Schedule S, and set a range of \$17 - \$20 per hour, to replace Bethany Merica, who is being promoted. Position available date: September 13, 2023.</p>		Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE
<p>8. Professional Service Contract (\$3,000-\$4,999.99) AMENDED: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Tackbary's Trophies, 27 North Main Street, Warsaw, NY trophies to memorialize employee service in an amount not to exceed \$3,189.00 \$3,324.00; effective June 27, 2023 through September 30, 2023. (MUNIS CONTRACT #1624) ✓✓ * increase the amount by \$135.00 due to adding three 40-year awards.</p>	Originally approved 07/27/23	Motion: Kehl Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: APPROVED
<p>Department Heads will be recognized during the next Department Head meeting on October 2nd. Employees within the department will be recognized by their Department Head within the department, according to requests HR Director Farberman has received by the various Department Heads.</p>			
<p>9. Discussion Items:</p> <ul style="list-style-type: none"> • <u>Updates to deferred compensation plan 457(b)</u> <ul style="list-style-type: none"> ○ Changes have been postponed until 2026 • Annual salary survey sent to towns for updating. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<p><i>Amend Salary Schedules I, D & S according to approved Compensation Committee recommendations</i></p> <ul style="list-style-type: none"> • <u>Per approved attached schedule</u> • A Local Law will be introduced in Finance under the Board Clerk's agenda 		Motion: Grant Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE
<p>9. <i>Discussion Items (continued):</i></p> <ul style="list-style-type: none"> • <u>EAP Report</u> • Service awards <ul style="list-style-type: none"> ○ WCCHS 9/20/23 ○ Newspaper Ad ○ County 			
<p><i>Approve the following CSEA MOU:</i></p> <ul style="list-style-type: none"> • Health Department retention bonus (grant) • RNFA Tuition MOU 		Motion: McCormick Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: *RESOLUTION
Civil Service w/D. Farberman			
<u>August 2023 Civil Service update</u>		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			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Historian w/C. Amrhein			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	~Nothing to Report~	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, September 26, 2023 @ 9:00 AM.**