

# HUMAN RESOURCE COMMITTEE MEETING MINUTES

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Date: Tuesday, August 31, 2021 @ 9:00 AM

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

Present: **Becker**, Kehl, Grant (9:04 AM), Brunner, Roche, Granger,

Absent: **King (Zoom)**, Leuer (Zoom), Jacoby

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; D. Farberman/HR Director; J. Davis, T/Covington; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:19 AM)

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 AM County Clerk w/R. Pierce</b>			
<i>At 9:04 AM Supervisor Grant, T/Bennington entered the meeting during the below agenda item.</i>			
<p>1. <b>Home Rule Request</b> to extend Local Mortgage Recording Tax – additional one quarter percent (1/4%). This will be effective through 11/30/2024.</p> <ul style="list-style-type: none"> <li>• As of 06/23/21:                             <ul style="list-style-type: none"> <li>○ S. 04484                                     <ul style="list-style-type: none"> <li>▪ 05/26/21 – passed senate</li> </ul> </li> <li>○ A.06183                                     <ul style="list-style-type: none"> <li>▪ 06/09/21 – passed assembly</li> <li>▪ 06/09/21 – returned to senate</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Current Home Rule Request expires 11/30/21</li> <li>• <b>The Local Law should be introduced end of Aug. 2021 at the very latest.</b></li> <li>• <b>NYSAC reporting that there are still hundreds of bills (including home rule bills) that have not yet been delivered to the governor. They have until the end of the year to be delivered. The bill is with the Senate.</b></li> </ul>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:          <b>NO ACTION REQUIRED</b>
<p>2. Introductory Local Law “E” and Set Public Hearing “<b>A Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on real Property</b>”</p>	<p><b>We can't ask for this until we get #1.</b></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:          <b>NO ACTION REQUIRED</b>
<p><i>There was discussion over the timeline for the passage of the above local law and the additional expenses the County Clerk's office would incur in addition to the loss in revenue should this local law not be signed by Governor Hochul soon.</i></p>			

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Present: **Becker**, Kehl, Grant (9:04 AM), Brunner, Roche, Granger,

Absent: **King (Zoom)**, Leuer (Zoom), Jacoby

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; D. Farberman/HR Director; J. Davis, T/Covington; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:19 AM)

Department Agenda Item	Discussion	Decision	Action
<i>At 9:16 AM Treasurer Mayer entered the meeting during the below agenda item.</i>			
<b>3. Unclaimed Funds:</b> <ul style="list-style-type: none"> <li>The Wyoming County Clerk was named in a list that was published by the Daily News for unclaimed funds. County Clerk Pierce explained that these funds, technically, do not belong to the County Clerk.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
<b>4. Discussion:</b> <ul style="list-style-type: none"> <li>DMV appointments &amp; walk-in model going well</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<b>1. Position Fill:</b>  <div style="text-align: center;"><i>Board of Elections</i></div> Fill ten (10) positions of <b>Election Inspector (Per Diem)</b> on Salary Schedule S, at an hourly rate of \$12.50/hr. Position available: September 13, 2021.	<b>Position Codes:</b> 029.622    131.622    042.622 047.622    050.622    044.622 030.622    136.622 038.622    025.622	Motion: Granger Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>9:45 AM Historian w/C. Amrhein</b>			
<i>At 9:19 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
<b>1. General Update:</b> <ul style="list-style-type: none"> <li>2022 Gnome Hunt – Summer history activity</li> <li><b>Fair highlights</b></li> <li>Historical Wyoming fan mail <a href="#">attached</a>.</li> <li>The Historian's office and Historical Wyoming will celebrate their 75<sup>th</sup> Anniversary next year in December.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; D. Farberman/HR Director; J. Davis, T/Covington; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:19 AM)

Department Agenda Item	Discussion	Decision	Action
<p>2. <b>Permission to close office to the public for 2 weeks to prepare for inventory.</b></p> <ul style="list-style-type: none"> <li>Estimated closing dates; end of September beginning of October this year.</li> </ul>		<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b></p>
<b>9:15 AM County Attorney w/J. Wujcik</b>			
<p>1. <b>General Update:</b></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<b>Human Resource w/D. Farberman</b>			
<p>1. <b>Position Create/Fill:</b> <b>Health Department</b> Create and fill one (1) position of <b>Public Health Corps Graduate Fellow</b>, (1.00 FTE) and place on Salary Schedule G with an annual salary of \$54,483.00. Position Available: September 20, 2021. <b>Benefit package consistent with current CSEA Bargaining Agreement.</b></p>	<p><b>Salary and fringe expense fully funded by the NYS Public Health Corps Fellowship Program through Health Research, Inc./New York State Department of Health</b></p>	<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Health Comm. FINANCE</b></p>
<p>2. <b>Position Create/Fill:</b> <b>Health Department</b> Create and fill two (2) positions of <b>Public Health Corps Fellow</b>, (1.00 FTE) and place on Salary Schedule G with an annual salary of \$41,398.00. Position available September 20, 2021. <b>Benefit package consistent with current CSEA Bargaining Agreement.</b></p>	<p><b>Salary and fringe expense fully funded by the NYS Public Health Corps Fellowship Program through Health Research, Inc./New York State Department of Health</b></p>	<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Health Comm. FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action
<p>3. <b>Position Create/Fill:</b> <b>Health Department</b> Create and fill one (1) position of <b>COVID-19 Response Coordinator</b>, (1.00 FTE) and place on Salary Schedule G with an hourly wage of \$33.00. Position Available: September 27, 2021. <b>Benefit package consistent with current CSEA Bargaining Agreement.</b></p>	<p><b>Salary and fringe expense fully funded by various grants (ELC Capacity Building / COVID Vaccine Response Contract etc)</b></p>	<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Health Comm. FINANCE</b></p>
<p>4. <b>Amend Salary Schedule "G":</b> To provide stipends plus corresponding fringe to the following for additional duties for the period 7/1/2021 through 7/30/2022) related to the COVID-19 screening testing program for Wyoming County schools:</p> <ul style="list-style-type: none"> <li><b>Fiscal Administrator</b> (position # 089.405) - \$10,000.00 (for grant &amp; subcontract administration)</li> <li><b>Fiscal Officer (Public Health)</b> (position # 136.580) - \$ 7,000.00 (for vouchering and claiming)</li> </ul>	<p><b>Fully reimbursed by the grant with Health Research, Inc., 150 Broadway, Suite 560, Menands, NY 12204 for COVID-19 screening testing program funding to support and maintain in-person learning in a minimum amount of nine hundred eighty-six thousand one hundred fourteen dollars (\$986,114.00); effective July 1, 2021 through July 31, 2022 (approved by BOS Resolution 21-348 on 8/10/2021)</b></p>	<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Health Comm. FINANCE</b></p>
<p>5. <b>Position Fill:</b> <b>Health Department</b> Fill one (1) position of <b>COVID-19 Response Specialist</b> (1.00 FTE) (position code 145.631), and place on salary Schedule G with an hourly wage of \$29.50. Person Vacating: D. Head, effective July 26, 2021. Position Available: September 13, 2021.</p>	<p><b>Salary and fringe expense fully funded by various grants (ELC Capacity Building / COVID Vaccine Response Contract etc)</b></p>	<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Health Comm. FINANCE</b></p>

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<p>6. <b>Position Abolish/Create/Fill:</b> <b>Treasurer's Office</b></p> <ul style="list-style-type: none"> <li>Abolish one (1) position of <b>Principle Account Clerk</b> (1.00 FTE) (position code 019.182) on CSEA schedule A, job grade 14, hourly wage of \$21.18 - \$24.45. Person Vacating: Amanda Green, effective: September 14, 2021 (COB). Position abolished effective September 15, 2021.</li> <li>Create and fill one (1) position of <b>Fiscal Administrator</b>, (1.00 FTE) and place on Salary Schedule S with an approved annual salary range of \$42,000.00 - \$55,000.00. Position Available: September 15, 2021.</li> </ul>		<p>Motion: Grant Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>FINANCE</b></p>
<b>Treasurer Mayer left the meeting at the conclusion of above agenda item #6.</b>			
<p>7. <b>Position Abolish/Create/Fill:</b> <b>Planning</b></p> <ul style="list-style-type: none"> <li>Abolish one (1) position of <b>Keyboard Specialist</b> (1.00 FTE) (position code 007.337) on CSEA schedule A, job grade 2, at an hourly wage of \$16.29 - \$17.78. Position abolished effective September 15, 2021.</li> <li>Create and fill one (1) position of <b>Account Clerk</b>, (1.00 FTE) on CSEA schedule A, job grade 4, at an hourly wage of \$17.10 - \$18.82. Position Available: September 15, 2021.</li> </ul>		<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Planning Comm. FINANCE</b></p>

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<p>8. <b>Position Abolish/Create/Fill:</b> <b>Zoning</b></p> <ul style="list-style-type: none"> <li>Abolish one (1) position of <b>Keyboard Specialist</b> (1.00 FTE) (position code 028.337) on CSEA schedule A, job grade 2, at an hourly wage of \$16.29 - \$17.78. Position abolished effective September 15, 2021.</li> <li>Create and fill one (1) position of <b>Account Clerk</b>, (1.00 FTE) on CSEA schedule A, job grade 4, at an hourly wage of \$17.10 - \$18.82. Position Available: September 15, 2021.</li> </ul>		<p>Motion: Brunner Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Planning Comm. FINANCE</b></p>
<p>9. <b>Position Fill:</b> <b>Sheriff</b></p> <p>Fill one (1) position of <b>Deputy Sheriff</b> (PT – Variable FTE)(Non-Union)(position code 105.504), following WCDSA wages, at an hourly wage of \$25.45-27.53. Person Vacating: Nicholas Thomas, effective August 14, 2021. Position Available: October 6, 2021.</p>		<p>Motion: Kehl Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>
<p>10. <b>Position Fill:</b> <b>Sheriff</b></p> <p>Fill one (1) position of <b>Deputy Sheriff</b> (1.00 FTE) (position code 081.083), on WCDSA schedule, job grade 4 at an hourly wage of \$25.45-32.53. Person Vacating: Andrew Houghton, effective September 29, 2021. Position Available: September 30, 2021.</p>		<p>Motion: Kehl Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action																
<p>11. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Jail</b></p> <p>Fill one (1) position of <b>Meal Deliverer</b> (PT – Variable FTE)( position code 091.598), on salary schedule S, at an hourly wage of \$12.50. Person Vacating: Timothy Buttles, effective August 13, 2021. Position Available: September 8, 2021.</p>		<p>Motion: Kehl Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: center;"><b>Public Safety Comm. FINANCE</b></p>																
<p>12. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Social Services</b></p> <p>Fill one (1) position of <b>Clerk</b> (1.00 FTE) (position # 167.053), on CSEA schedule A, Job Grade 2, at an hourly wage of \$16.29-17.78. Person Vacating: Samantha Grisewood, effective August 20, 2021. Position Available: September 8, 2021.</p>		<p>Motion: Granger Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: center;"><b>Human Services Comm. FINANCE</b></p>																
<p>13. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Social Services</b></p> <p>Fill one (1) position of <b>Senior Caseworker</b> (1.00 FTE) (position code 029.220), on CSEA schedule A, Job Grade 16, at an hourly wage of \$22.72-26.52. Person Vacating: Roxanne Warren, effective August 27, 2021. Position Available: September 8, 2021.</p>		<p>Motion: Granger Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: center;"><b>Human Services Comm. FINANCE</b></p>																
<p>14. <b>Positions Fill:</b></p> <p style="text-align: center;"><b>Board of Elections</b></p> <p>Fil ten (10) positions of <b>Election Inspector</b> (Per Diem) on Salary Schedule S at an hourly rate of \$12.50 per hour. Person Vacating: Vacant. Positions Available: September 8, 2021.</p>	<p><b>Position Codes:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">029.622</td> <td style="width: 25%;">131.622</td> <td style="width: 25%;">042.622</td> <td style="width: 25%;"></td> </tr> <tr> <td>047.622</td> <td>050.622</td> <td>044.622</td> <td></td> </tr> <tr> <td>030.622</td> <td>136.622</td> <td></td> <td></td> </tr> <tr> <td>038.622</td> <td>025.622</td> <td></td> <td></td> </tr> </table>	029.622	131.622	042.622		047.622	050.622	044.622		030.622	136.622			038.622	025.622			<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
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Department Agenda Item	Discussion	Decision	Action
<b>15. Amend Salary Schedule S:</b> <ul style="list-style-type: none"> <li>To set the salary of the <b>Secretary to the Sheriff</b> (1.00 FTE) (<i>position code 002.503</i>) in the Sheriff's department to reflect \$55,000.00 annually based on experience and qualifications; effective August 11, 2021.</li> </ul>	<i>Housekeeping from last month.</i>	Motion: Kehl Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to: <b>Public Safety Comm.</b> <b>FINANCE</b>
<b>Amend Salary Schedule S:</b> <ul style="list-style-type: none"> <li>To set the hourly wage of the <b>IT Administrative Assistant</b> (1.00 FTE) (<i>position code 019.638</i>) in the Information Technology department to \$21.89; effective July 26, 2021.</li> </ul>		Motion: Kehl Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>16. Adopt County Policies:</b> Review, approve, and adopt the following attached policies: <ul style="list-style-type: none"> <li><a href="#"><u>Personnel Files</u></a></li> <li><a href="#"><u>Recovery of Overpayments for Represented and Non-represented employees</u></a></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:  <b>ACTION WILL TAKE PLACE NEXT MONTH</b>
<b>17. Discussion Items:</b> <ul style="list-style-type: none"> <li><a href="#"><u>Print Advertising Coverage Expansion</u></a> <ul style="list-style-type: none"> <li>Supervisor Brunner, T/Java questioned advertising in the Franklinville Gazette and papers that reach East Aurora and Holland.</li> <li>Roche asked if reaching out to Allegany County papers would serve the county better than Livingston County giving Livingston County's close proximity to Rochester. Supervisor Brunner, T/Java agreed.</li> </ul> </li> <li>Jobs Currently in Recruitment</li> <li>NYS minimum wage increase <ul style="list-style-type: none"> <li>(Wyoming County is not subject to state minimum wage)</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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 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...

**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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Date: Tuesday, August 31, 2021 @ 9:00 AM

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

Present: **Becker**, Kehl, Grant (9:04 AM), Brunner, Roche, Granger,

Absent: **King (Zoom)**, Leuer (Zoom), Jacoby

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; D. Farberman/HR Director; J. Davis, T/Covington; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:19 AM)

Department Agenda Item	Discussion	Decision	Action
<b>18. Position Fill:</b> <b>Buildings and Grounds</b> One (1) position of <b>Building Maintenance Mechanic</b> (1.00 FTE) (position # 045.032), on CSEA schedule B, Job Grade 9, at an hourly wage of \$18.53-20.52. Person Vacating: Vacant. Position Available: August 2, 2021.		Motion: Roche Ayes: 6 Noes: Absent: 3 King, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Works Comm. FINANCE</b>
<b>Civil Service w/D. Farberman</b>			
<b>19. Civil Service update for August 2021</b> <ul style="list-style-type: none"> <li>The Commission is currently reviewing the Civil Service Rules with Director Farberman for a much overdue update.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:08 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>Board Clerk Ketchum, County Attorney Wujcik and HR Director Farberman remained.</i></p> <p><i>At 10:28 Budget Officer Cook entered the executive session.</i></p> <p><i>At 10:33 AM Supervisor Grant, T/Bennington left the executive session.</i></p> <p><i>Prior to exiting executive session there was a privileged attorney/client discussion that took place</i></p> <p><i>At 10:54 AM there was a motion by Supervisor Roche to end the executive session and continue the regular meeting. This was seconded by Supervisor Kehl and all voted aye.</i></p>			
<b>Records Retention w/G. Royce</b>			
	~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 28, 2021 @ 9:00 AM.**

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