

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, September 26, 2023 @ 9:00 AM

Location: *Supervisors' Chambers, 2nd floor of the government center.*

Present: **King**, Kehl, Grant, Roche (9:00 AM), McCormick, Leuer

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; D. Nikiel/Dep. Budget Director; G. Kolo/Dep. HR Director; B. Ryan/Board Chair (9:00 AM); J. Davis, T/Covington (9:07 AM); A. D. Berwanger, T/Arcade (9:00 AM); E. J. Gozelski, T/Castile (9:01 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>At 9:00 AM Supervisor Roche, T/Eagle entered the meeting during the below agenda item.</i>													
1. 2024 Budget proposal review: <ul style="list-style-type: none"> • DMV Revenues have been increased by \$20K due to changes in percentages counties are allowed to keep. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:										
DMV w/R. Pierce													
2. Position Fill: <div style="text-align: center;"><i>County Clerk</i></div> Fill one (1) position of <u>Motor Vehicle License Clerk</u> (position code 005.165) CSEA agreement Grade 8 (\$19.70 - \$22.79/hr.) to replace Melissa Koronas, who resigned effective September 12, 2023. <i>Position available date: October 4, 2023.</i>		Motion: McCormick Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: FINANCE										
County Attorney w/J. Wilkinson													
1. Appropriation: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">To: 011421.510001 Salaries-Fixed Sch S/D/I</td> <td style="text-align: right;">\$33,357.35</td> </tr> <tr> <td> 011421.510201 Part Time All Contracts</td> <td style="text-align: right;">4,266.17</td> </tr> <tr> <td> 011421.583001 FICA</td> <td style="text-align: right;">2,377.78</td> </tr> <tr> <td> 011421.585001 Medicare – FICA</td> <td style="text-align: right;"><u>556.12</u></td> </tr> <tr> <td>w/ 01142102.430250 HH Grant</td> <td style="text-align: right;">\$40,557.42</td> </tr> </table> Reason: To pay unbudgeted funds due to date of approval of HH contract year 5.	To: 011421.510001 Salaries-Fixed Sch S/D/I	\$33,357.35	011421.510201 Part Time All Contracts	4,266.17	011421.583001 FICA	2,377.78	011421.585001 Medicare – FICA	<u>556.12</u>	w/ 01142102.430250 HH Grant	\$40,557.42	Reimbursed through HH Grant.	Motion: Roche Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: FINANCE
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Department Agenda Item	Discussion	Decision	Action
<i>At 9:07 AM Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i>			
<p>2. Professional Service Contract (\$5,000 or greater): Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Janet Bensman, Esq., 135 Geneva Road, East Aurora, New York 14052 for outside counsel to assist the County Attorney regarding Building and Code violation cases at \$175.00 per hour, not to exceed \$4,000.00 in 2023 and not to exceed \$10,000.00 in 2024, total contract not to exceed \$14,000.00; effective October 10, 2023 through December 31, 2024. (MUNIS CONTRACT # pending)</p>	<ul style="list-style-type: none"> \$10,000.00 was budgeted for conflict cases of which \$549.03 was transferred to computers and technology for County Attorney laptop, monitor, dock and base. \$5,000.00 will be used to pay the retainer to Lippes Matthias leaving a balance of \$4,450.97 for 2023 to be used for this item. Funds have been budgeted for 2024. 	Motion: Grant Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: *RESOLUTION
<p>3. Overnight Travel Authorization: J. Wilkinson to attend County Attorneys' Association of the State of New York (CAASNY) 2023 Winter Meeting and JD Meeting, The _____ Hotel, _____, New York, December _____, 2023 (or any rescheduled date). Personal car will be used. Registration fee is \$_____ (\$_____ Winter Meeting Tuition; \$_____ JD Meeting Course Tuition); Hotel room \$_____. To be paid from 011420.540401 (Training/Conferences) and 011420.540406 (Employee Mileage).</p>	<p style="background-color: yellow;">~Details of this travel are hopefully to be available on Monday, 9/25/23~</p> <p style="font-size: 2em; opacity: 0.5;"><i>Withdrawn</i></p> <p><i>Details of this travel are still unknown. Will bring back for approval when the details are available</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. 2024 Budget proposal review:</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Historian w/C. Amrhein			
<p>1. Unable to attend the approved overnight travel for the 2023 APHNYS (Association of Public Historians of NYS) Annual Meeting in Ithaca, New York, September 17-20, 2023 which was approved at committee on July 25, 2023.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<p>2. Grant Acceptance: Authorize Chairman to sign a grant acceptance award with <i>Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D. P. C. (EDR). 217 Montgomery St., Suite 1100, Syracuse, NY 13202</i>, for funding to preserve and reproduce glass negatives collection including historic images of Castile, Perry (east of Silver Lake), Letchworth and county residents of early 1900s in a minimum amount of \$705.00; effective October 1, 2023 through December 31, 2024. <b style="background-color: yellow;">(MUNIS CONTRACT #1773)</p>	<p>Permission to apply was granted by Human Resource Committee on April 27, 2021.</p>	<p>Motion: Roche Ayes: 6 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p>Misc. County Historian Amrhein reported that the Alle-Catt Wind Project contacted her regarding State Historic Preservation projects required as part of the project. She requested funds for the Fairgrounds' Museum in the Town of Pike, Town of Eagle Museum and Pioneer Cemetery. Funds would go directly to the Towns.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>3. 2024 Budget proposal review:</p> <ul style="list-style-type: none"> County Historian Amrhein announced plans to retire June of 2024. Asst. County Historian, S. Smith has indicated retirement could be in 2025. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
Human Resource w/G. Kolo			
<p>1. Professional Service Contract (\$3,001-\$5,000) AMENDED (originally approved 07/27/23): 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 \$3,374.00; effective June 27, 2023 through September 30, 2023. (MUNIS CONTRACT #1624) ✓✓ <u>* increase the amount by \$50.00 due to adding 1 20-year service award and pin</u></p>		<p>Motion: Kehl Ayes: 6 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>
<p>2. Appropriation: To: 011430.510601 Unused Benefit Time \$8,253.75 w/any funds available Reason: To pay unbudgeted benefit time for retired Administrative Assistant (HR).</p>	<p style="font-size: 2em; color: gray; opacity: 0.5;"><i>Withdrawn</i></p> <p style="font-size: 0.8em; color: gray; opacity: 0.5;"><i>By the department as there may be employees within the department who have not yet submitted their Benefit Time by-back.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>Deputy Budget Officer Nikiel reported the department using \$8,000.00 in the 4th quarter of last year. The below proposal makes them whole for this year and provides an additional \$4,000.00 through year end.</p>			
<p>3. Appropriation: To: 011430.510302 OT/Includes Schedule S & D \$14,213.33 w/any funds available Reason: To pay unbudgeted OT in the HR department.</p>		<p>Motion: Leuer Ayes: 6 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">FINANCE</p>
<p>4. Discussion Items:</p> <ul style="list-style-type: none"> • <u>EAP Report</u> • NYS increased Sexual Harassment training information 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. 2024 Budget proposal review:</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
4. <u>September 2023 Civil Service update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>There was some discussion over the County Administrator recruitment subcommittee getting together to review applications relatively soon.</i>			
Records Retention w/G. Royce			
2. 2024 Budget proposal review:	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Elections w/J. Schlick & H. Bush			
2. 2024 Budget proposal review:	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Attorney w/J. Wilkinson			
4. <i>Monthly Update (or Report):</i> • Litigation/General Update.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 9:26 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 left the meeting, everyone else remained.</i></p> <p><i>At 9:37 AM the discussion ended</i></p>			

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

Next Human Resource Committee Meeting scheduled for **Tuesday, October 31, 2023 @ 9:00 AM.**

Committee Chair Initials: _____