

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, October 31, 2023 @ 9:00 AM

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

Present: **King**, Kehl, Grant, Roche, McCormick (9:07 AM), Leuer

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; D. Farberman/HR Director; J. Wilkinson/Co. Atty.; E. J. Gozelski, T/Castile; B. Ryan/Board Chair (9:12 AM); D. Granger, T/Gainesville; J. Davis, T/Covington (9:12 AM); A. D. Berwanger, T/Arcade (9:43 AM)

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. <u>Fall NYSAC Conf. Resolution (8):</u> <i>Resolution Calling for the State of New York to Allow for County Home Rule Authority Regarding Employment Residency Requirements</i>		Motion: Roche Ayes: 5 Noes: Absent: 2 Becker, McCormick	Carried: XXX Defeated: Referred to: *RESOLUTION
2. <u>Fall NYSAC Conf. Resolution (9):</u> <i>Resolution Calling for the State of New York to Continue a Fair and Equitable Public Employee Discipline Process</i>		Motion: Roche Ayes: 5 Noes: Absent: 2 Becker, McCormick	Carried: XXX Defeated: Referred to: *RESOLUTION
3. <u>Fall NYSAC Conf. Resolution (10):</u> <i>Resolution Encouraging Governor Kathy Hochul to Veto Legislation Requiring that Local Elections be held in Even-Numbered Years</i>		Motion: Roche Ayes: 5 Noes: Absent: 2 Becker, McCormick	Carried: XXX Defeated: Referred to: *RESOLUTION
9:10 AM - Board of Elections w/J. Schlick & H. Bush			
1. <u>2024 Election Expenses Apportioned:</u> Pursuant to §4-136 of the Election Laws of the State of New York. The total amount of \$37,604.00 or about 10% of the Wyoming County Board of Elections levy or \$1.4586 per voter.		Motion: Grant Ayes: 5 Noes: Absent: 2 Becker, McCormick	Carried: XXX Defeated: Referred to: *RESOLUTION
9:30 AM Historian w/C. Amrhein			
1. <u>Appropriation:</u> To: 017510.541010 Office Supplies \$429.75 017510.541111 Comp. Tech <u>\$315.18</u> w/01751001.412890 Other Dept – Grant \$744.93 Reason: grant 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, as part of EDR Environmental Design & Research's disbursement of Morris Ridge Solar Energy Mitigation funds		Motion: Roche Ayes: 5 Noes: Absent: 2 Becker, McCormick	Carried: XXX Defeated: Referred to: FINANCE

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Department Agenda Item	Discussion	Decision	Action
2. Update: The unveiling of the five completed portrait restorations of the county judges is tentatively set for November 21, 2023, at 4:30 p.m. At the court building. Refreshments served.	<i>Save the date to be sent to all Supervisors!</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:20 AM County Clerk w/R. Pierce			
1. Resolution to forward to the Finance Committee acceptance of the <u>Semi-Annual Mortgage Tax Report for the period of April 2023- September 2023</u>		Motion: Kehl Ayes: 5 Noes: Absent: 2 Becker, McCormick	Carried: XXX Defeated: Referred to: FINANCE
2. Position Fill: <p style="text-align: center;">County Clerk</p> Fill one (1) position of <u>Deputy County Clerk</u> (position code 003.503) and amend Salary Schedule S to set the hourly wage at \$26.93/hr. (Annual Salary Equivalent \$49,013.00), due to resignation of K. Baker. Effective date: November 8, 2023.	<i>Currently at \$28.17/hr. with and annual salary equivalent of \$51,262.00.</i>	Motion: Kehl Ayes: 5 Noes: Absent: 2 Becker, McCormick	Carried: XXX Defeated: Referred to: FINANCE
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
County Attorney w/J. Wilkinson			
<p>1. Overnight Travel Authorization: B. Degnan to attend County Attorneys' Association of the State of New York (CAASNY) 2023 Winter Meeting and JD Meeting, The Otesaga Hotel, Cooperstown, New York, December 3-4, 2023 (or any rescheduled date). Personal car will be used. Registration fee is \$175.00 (\$100.00 Winter Meeting Tuition; \$75.00 JD Meeting Course Tuition); Hotel room \$199.00/night. County to pay for one (1) night hotel/rooming; employee responsible for any additional hotel/rooming. To be paid from 011420.540401 (Training/Conferences) and 011420.540406 (Employee Mileage).</p>		<p>Motion: Kehl Ayes: 5 Noes: Absent: 2 Becker, McCormick</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>
<p><i>At 9:07 AM Supervisor McCormick, T/Java entered the meeting during the below Agenda Item.</i></p>			
<p>2. Amend Salary Schedule G: Under County Attorney (Assigned Counsel), to provide annual stipends plus corresponding fringe as follows:</p> <ul style="list-style-type: none"> • April 1, 2023 - March 31, 2024 <ul style="list-style-type: none"> ○ County Attorney (position code 001.503) - \$25,000.00. • April 1, 2024 - March 31, 2025 <ul style="list-style-type: none"> ○ County Attorney (position code 001.503) - \$27,000.00. • April 1, 2025 - March 31, 2026 <ul style="list-style-type: none"> ○ County Attorney (position code 001.503) - \$30,000.00. <p>Said amounts are annual; effective April 1, 2023 - March 31, 2026. Funds are provided through NYS Indigent Legal Services HH Grant (April 1, 2023-March 31, 2026). Said amounts to be paid biweekly and retroactive from 04/01/2023.</p>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH252.</i></p> <p><i>Setting stipend amount for new upcoming contract for Hurrell-Harring Grant. This will be a three (3) year contract that will be effective 4/1/2023 - 3/1/2026.</i></p> <p><i>Funds for an Assigned Counsel Administrator/Coordinator</i></p> <p><i>Discussion: game plan, regionalization still being worked on</i></p> <p><i>(The allocated \$25,000.00, \$27,000.00 and \$30,000.00 from the HH Grant + the stipend from the County of \$3,156 from the Schedule D from the County would permit for a part time hiring at \$28,156.00, \$30,156.00 and \$33,156.00)</i></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>

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Department Agenda Item	Discussion	Decision	Action
<p>3. Amend Salary Schedule G: Under County Attorney (Assigned Counsel), to provide annual stipends plus corresponding fringe as follows:</p> <ul style="list-style-type: none"> • April 1, 2023 - March 31, 2024 <ul style="list-style-type: none"> ○ Secretary to the County Attorney (position code 007.503) - \$10,000.00. • April 1, 2024 - March 31, 2025 <ul style="list-style-type: none"> ○ • Secretary to the County Attorney (position code 007.503) - \$11,000.00. • April 1, 2025 - March 31, 2026 <ul style="list-style-type: none"> ○ Secretary to the County Attorney (position code 007.503) - \$12,000.00. <p>Said amounts are annual; effective April 1, 2023 - March 31, 2026. Funds are provided through NYS Indigent Legal Services HH Grant (April 1, 2023-March 31, 2026). Said amounts to be paid biweekly and retroactive from 04/01/2023.</p>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH252.</i></p> <p><i>Setting stipend amount for new upcoming contract for Hurrell-Harring Grant. This will be a three (3) year contract that will be effective 4/1/2023 - 3/1/2026.</i></p> <p><i>(employee is also a schedule S employee)</i></p>	<p>Motion: Leuer Ayes: 6 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action						
<p>4. Amend Salary Schedule G: Under County Attorney (Assigned Counsel), to provide annual stipends plus corresponding fringe as follows:</p> <ul style="list-style-type: none"> • April 1, 2023 - March 31, 2024 <ul style="list-style-type: none"> ○ Secretary, PT (position code 015.215) - \$23,000.00 ○ New hourly rate: \$27.99 increased to \$29.26/hour – not to exceed \$23,000/year • April 1, 2024 - March 31, 2025 <ul style="list-style-type: none"> ○ Secretary, PT (position code 015.215) - \$24,000.00 ○ New hourly rate: \$29.26 increased to \$30.53/hour – not to exceed \$24,000/year • April 1, 2025 - March 31, 2026 <ul style="list-style-type: none"> ○ Secretary, PT (position code 015.215) - \$25,000.00 ○ New hourly rate: \$30.53 increased to \$31.80/hour – not to exceed \$25,000/year <p>Said amounts are annual; effective April 1, 2023 - March 31, 2026. Funds are provided through NYS Indigent Legal Services HH Grant (April 1, 2023-March 31, 2026). Said amounts to be paid biweekly and retroactive from 04/01/2023.</p>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH252.</i></p> <p><i>(employee is ONLY a Schedule G employee, approved with Resolution 20-311)</i></p>	<p>Motion: Leuer Ayes: 6 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>						
<p><i>At 9:12 AM Board Chair Ryan, T/Warsaw and Supervisor Davis, T/Covington entered the meeting during the below Agenda Item.</i></p>									
<p>5. Appropriation:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">To: 011421.542315 (Criminal Court)</td> <td style="text-align: right;">\$30,000.00</td> </tr> <tr> <td>011421.542314 (Family Court)</td> <td style="text-align: right;">\$30,000.00</td> </tr> <tr> <td style="text-align: center;">With any Funds Available</td> <td style="text-align: right;">\$60,000.00</td> </tr> </table> <p>Reason: To pay Assigned Counsel attorney vouchers for year 2023 (through 1/31/2024)</p>	To: 011421.542315 (Criminal Court)	\$30,000.00	011421.542314 (Family Court)	\$30,000.00	With any Funds Available	\$60,000.00		<p>Motion: Roche Ayes: 6 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
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Department Agenda Item	Discussion	Decision	Action
6. Monthly Update (or Report): • Litigation/General Update.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 9:15 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>Board Clerk Ketchum, Budget Officer Cook, HR Director Farberman remained.</i></p> <p><i>At 9:40 AM the committee came out of this privileged discussion.</i></p>			
Human Resource w/D. Farberman			
1. Appropriation: To: 011430.510601 Unused Benefit Time \$9,150.80 <i>w/any funds available</i> \$9,150.80 Reason: To pay unbudgeted benefit time for retired Administrative Assistant (HR) and eligible vacation buy back for Human Resource Assistant III.		Motion: Leuer Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: FINANCE
<p><i>At 9:43 AM Supervisor Berwanger, T/Arcade entered the meeting during the below Agenda Item.</i></p>			
2. Appropriation: To: 011430.541206 Metrodata HR Services \$10,000.00 <i>w/any funds available</i> \$10,000.00 Reason: We will need additional funding in this budget code to fund background checks for EMS and other departments.		Motion: Roche Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: FINANCE
3. Amend Resolution No. 23-053: Authorize Chairperson to sign an amended contract with Warsaw Penny Saver , 72 North Main Street, Warsaw, NY 14569, to reflect the following revision: • Increase the amount of agreement by \$35,000.00 to a total cost of \$120,000.00. (MUNIS Contract Change Order #1231) ✓✓		Motion: Roche Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: *RESOLUTION

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Department Agenda Item	Discussion	Decision	Action
4. Amend Schedule S Handbook: Remove Section "On Call Pay" (added on 5/14/19, resolution #19-247) from Schedule S handbook, due to referenced pay allowance added to approved salary during Compensation Committee proceedings; eff. 01/01/24.		Motion: Kehl Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: FINANCE
5. Discussion Items: <ul style="list-style-type: none"> • Discussion about NYS Civil Service Section 63 change <ul style="list-style-type: none"> ○ Provisional & Probation • EAP Report 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
6. Approve the following MOU's with CSEA: <ul style="list-style-type: none"> • Wyoming County Dept. of Health <ul style="list-style-type: none"> ○ Public Health Program Specialist • Wyoming County Community Hospital <ul style="list-style-type: none"> ○ RNFA 1st Assistant Upgrade from 20A to 20D 		Motion: Grant Ayes: 6 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: *RESOLUTION
Civil Service w/D. Farberman			
7. <u>October 2023 Civil Service update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	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, November 28, 2023 @ 9:00 AM.**