

## HUMAN RESOURCE COMMITTEE MEETING AGENDA

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/UCcfZs0H1gcOlb67vIR8g-Ow>)

Date: Tuesday, April 26, 2022 @ 9:00 AM

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

Present: **King, Becker**, Kehl, Grant, Roche, Granger, McCormick, Leuer, Jacoby

Absent:

Also Present:

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>			
1. <i>Resolution to forward to Finance Committee acceptance of the <a href="#">Semi-Annual Mortgage Tax Report</a> for the period of October 2021 – March 2022</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Historian w/C. Amrhein</b>			
1. <b>General Update:</b> <ul style="list-style-type: none"> <li>• Gave a presentation on Native American History to a group in Alden. Aprox. 30 in attendance.</li> <li>• Gave a presentation at our Historical Society Federation dinner held in Sheldon on researching the history of your home. Over 95 were in attendance.</li> <li>• While at Federation dinner, confirmed we will be doing a summer history program again. Proceeds to support our museums.</li> <li>• We have had several high school seniors in working on their community service for Participation in Government course (I change up my hours to be available for them from 3-6, and Sally has done a few Saturdays.).</li> <li>• We are getting more walk in traffic as opposed to appointments; however we do offer both still.</li> <li>• Received word from Eileen Hopkins that James Gillen, who we did the WWII book with, is being inducted in the Senate's Veterans Hall of Fame. He was nominated by Senator Gallivan.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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<b>9:30 AM County Attorney w/J. Wilkinson</b>			
<b>1. Overnight Travel Authorization:</b> Jennifer Nunnery to attend NY Public Welfare Association 153rd Annual Summer Conference, Showcasing Social Services, The Saratoga Hilton Hotel, Saratoga Springs, New York, July 17-20, 2022. Registration fee of \$204.00 to be paid by County Attorney (011420.540401); DSS to pay for hotel, meals and registration; personal car will be used; County to reimburse for mileage (011420.540406) and e-z pass card (011420.540405).	<b>Supporting Documentation pending</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. Appropriation:</b> <p style="text-align: center;"><i>County Attorney</i></p> To: 011420.581019 VDC CO 8% PORT 6,610.00 With: Any Funds Available Reason: To cover unbudgeted for VDC CO 8% PORT for Brian Degnan for remainder of year.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>3. Amend Salary Schedule "S"</b> To increase salary of Assistant County Attorney (1st), FT within the Department of County Attorney to reflect an annual salary of \$82,660.00 effective May 16, 2022 to assume resource recovery duties at Wyoming County Department of Social Services.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>4. General/Litigation Update</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>10:00 AM Human Resource w/D. Farberman</b>			
<b>1. <i>Position Create/Fill:</i></b> <b>Human Resources</b> Create and fill one (1) position of <b>Human Resource Assistant</b> (1.0 FTE) and place on Salary Schedule S with an approved hourly rate range of \$____/hr to \$____/hr.	<i>This position, if approved, will assist with recruitment.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. <i>Position Create/Fill:</i></b> <b>Human Resources</b> Create and fill one (1) position of <b>Human Resource Assistant (Temp.)</b> (1.0 FTE) ( <b>Position Code:033.434</b> ) and place on Salary Schedule S at an hourly rate of \$19.71/hr. for the dates of April 18, 2022 through May 2, 2022 to provide overlap between resignation and fill.	<i>This position will hold the departing Human Resource Assistant to accomplish cross training with the newly hired Human Resource Assistant for a period of one week.</i>  <i>This position was approved for emergency fill by Chairwoman Ryan on 4/12/22.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>3. <i>Amend Salary Schedule S:</i></b> <b>Human Resources</b> To set the rate of pay for the <b>Human Resource Assistant</b> (position #001.434) on Schedule S at \$18.00 per hour effective April 18, 2022 for a six-month probationary period. Upon successful completion of probationary period, rate of pay will increase to \$18.25 per hour.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>4. <i>Approve Procurement Card:</i></b> To provide Deputy Human Resource Director, <b>Gabrielle Kolo</b> , with a credit limit of \$500.00.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
5. <b>Approval and Adoption of Policy:</b> To approve and adopt the <u><a href="#">Donation of Benefit Time</a></u> policy, superseding all prior approved versions.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
6. <b>Appropriation:</b> <b>To:</b> 011430.542306 MISCOTHER \$6,000.00 <i>w/any funds available</i> <b>Reason:</b> For both WCCHS and County employees reaching service with county milestones.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
7. <b>Professional Service Contract \$5,001 or greater:</b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Tackbary's Trophies</b> , 27 North Main Street, Warsaw, NY trophies to memorialize employee service in an amount not to exceed \$5,039.00; effective April 12, 2022 through August 01, 2022. <b>(MUNIS CONTRACT #329)</b>	<b>EXECUTABLE CONTRACT PENDING</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
8. <b>Appropriation:</b> <b>To:</b> 011430.541204ADVERTISNG \$70,000.00 <i>w/any funds available</i> <b>Reason:</b> To fund print advertising with the Warsaw Pennysaver.	<i>Our first quarter expense was \$19,313.18</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9. <b>Appropriation:</b> <b>To:</b> 011430.510302 OT SCH S/D \$24,000.00 <i>w/any funds available</i> <b>Reason:</b> In order to pay overtime for HR department.	<i>Our expense from 1/1/22 – 4/15/22 was \$7,210.00.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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<b>10. Appropriation:</b> <b>To:</b> 011430.510601 UNUSED BNFT                      \$17,464.77 <i>w/any funds available</i> <b>Reason:</b> To pay out unused vacation to separating employees.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>11. Discussion Items:</b> <ul style="list-style-type: none"> <li>• CSEA Supervisory Agreement</li> <li>• WCCHS CFO Search Update</li> <li>• COVID Vaccine Grievances Update</li> <li>• <u><a href="#">March 2022 EAP Report</a></u></li> <li>• Custodian position may be added to CSEA</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
<b>12. <u><a href="#">Civil Service update for April 2022</a></u></b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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<b>Board of Elections w/J. Schlick &amp; H. Bush</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/S. King (minutes prepared by \_\_\_\_\_).

Next Human Resource Committee Meeting scheduled for **Tuesday, May 31, 2022 @ 9:00 AM.**