

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!

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Date: Tuesday, June 29, 2021 @ 9:00 AM

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

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

Absent:

Also Present:

.Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. Per Board Chair Ryan		Motion:	Carried:
<ul style="list-style-type: none"> • IMPORTANT NOTICE: <ul style="list-style-type: none"> ○ When a department is directly notified they are about to be audited, their Committee Chair and the Chairman of the Board should be immediately made aware. 		Ayes:	Defeated:
		Noes:	Referred to:
		Absent:	
9:45 AM Records Retention w/G. Royce			
1. FYI:		Motion:	Carried:
<ul style="list-style-type: none"> • Hospital Yearly disposals – <ul style="list-style-type: none"> ○ WCCH is currently utilizing the disposal service of Shred it. ○ Records has completed their 2021 disposals which was more than normal due to (3) years of medical records that the hospital retained. ○ Total of 915 WCCH disposals for 2021. 		Ayes:	Defeated:
		Noes:	Referred to:
		Absent:	
2. Permission to dispose:		Motion:	Carried:
<ul style="list-style-type: none"> • Stored at Records back in 2012 when discontinued use of the old lever action voting machine. • Attached is a letter regarding the disposal approved in 2012 • We are currently in need of wall space for additional bins. • Board of Elections is currently using and has stored for retention purposes at the Center. 		Ayes:	Defeated:
		Noes:	Referred to:
		Absent:	
3. If your Towns Clerks are in need of any help regarding the new LGS-1 that has taken over their records world, please have them reach out to me if they have any questions or in need of any guidance I can help them with.		Motion:	Carried:
		Ayes:	Defeated:
		Noes:	Referred to:
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9:00 AM County Clerk w/R. Pierce			
1. Home Rule Request to extend Local Mortgage Recording Tax – additional one quarter percent (1/4%). This will be effective through 11/30/2024. <ul style="list-style-type: none"> • As of 06/23/21: <ul style="list-style-type: none"> ○ S. 04484 <ul style="list-style-type: none"> ▪ 06/09/21 – passed assembly ▪ 06/09/21 – returned to senate ○ A.06183 <ul style="list-style-type: none"> ▪ 06/09/21 – passed assembly ▪ 06/09/21 – returned to senate 	<ul style="list-style-type: none"> • 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) • Current Home Rule Request expires 11/30/21 • The Local Law should be introduced end of Aug. 2021 at the very latest. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
NO ACTION REQUIRED			
2. Introductory Local Law “E” and Set Public Hearing “A Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on real Property”	We can’t ask for this until we get #1.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
NO ACTION REQUIRED			
DMV w/R. Pierce			
3. The extension of driver licenses and permits that expired March 1, 2020, or after ends effective June 24, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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9:30 AM Historian w/C. Amrhein			
<p>1. <i>Permission to apply was granted by Human Resource Committee on 4/27/2021.</i></p> <p>Grant Application: Authorize Chairman to sign a grant application with the Wyoming Foundation, for the provision of an update of the Wyoming County Underground Rail Road map. Maximum amount of \$5,000.00; effective June 1, 2021 through December 31, 2021. Deadline May 3rd.</p>	<p><i>This application was not funded because the Historian's office is a government entity. Since I am working jointly with Eric Szucs at Tourism, I applied via LEAD Wyoming Co. Inc. and the project was approved for \$2,584.00. LEAD Wyoming Co. Inc. will accept the money on our behalf and has signed the contract. (See Attached.) Eric and I will be working on layout together. This project will also rely on our town historians for any updated information. Funds will cover printing. This will give tourism, county historian, and towns an updated UGGR brochure/map to hand out to visitors, or at events, for example, at the fair. (See attached.)</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p> <p style="text-align: center;">NO ACTION REQUIRED</p>
<p>2. <i>Permission to apply was granted by Human Resource Committee on 4/27/2021.</i></p> <p>Grant Application: Authorize Chairman to sign an art conservation grant application with Greater Hudson Heritage Network, 2199 Saw Mill Road, Elmsford, NY 10523, for funding restoration of an oil portrait of one of our first county judges, Hon. John B. Skinner. Maximum amount of \$7,500.00; effective September 1, 2021 through August 31, 2022. Deadline Sept. 1st.</p> <ul style="list-style-type: none"> <i>Application not awarded. I didn't qualify. (See attached.)</i>I will respectfully ask Judge Mohun to submit my request and quote to the Bar Association again. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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3. Appropriation: To/01.46.7510.4.41010 Supplies \$125.00 w/01.09.7510.2705 Gifts & donations \$125.00 Reason: To appropriate funds donated for office use to be used for archival supplies.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. General Update: <ul style="list-style-type: none"> Finished and sent final draft of the forward, book cover image, and marketing form to SUNY Press for the reprint of F. W. Beers <i>History of Wyoming County 1841-1880</i>. (Approved by Committee 11/23/2020) Attended two live webinars for event ideas on the 250th Anniversary of the US via the American Association of State & Local History who is publishing a theme guide. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10:00 AM Board of Elections w/J. Schlick & H. Bush			
1. Position Fill: Board of Elections One (1) position of Deputy Commissioner (R) (1.00 FTE) (position code 004.502); on Schedule S. Salary and benefits to be discussed by J. Schlick . Person vacating: Julie Santullo, effective July 6, 2021. Position available: July 7, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Update: Commissioner Bush, Commissioner Schlick, IT Director Sikes, and Joe Santullo will be discussing MOU between Board of Elections and IT.	Continuing discussion from Finance Committee on 5/4/21.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Human Resource w/D. Farberman			
<p>1. Position Fill:</p> <p style="text-align: center;">Jail</p> <p>Fill one (1) position of Meal Deliverer (PT – variable FTE) (position # 097.598) on salary schedule S, at an hourly rate of \$12.50/hr. Person Vacating: Dale Bettis, effective June 10, 2021. Position Available: July 7, 2021.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>2. Position Abolish/Create/Fill:</p> <p style="text-align: center;">Jail</p> <p>Abolish one (1) position of Food Service Helper (FT – 1.0 FTE) (position # 093.119), effective July 14, 2021.</p> <p>Create/Fill one (1) position of Assistant Cook (FT – 1.0 FTE) on CSEA Schedule B, Job Grade 3, at an hourly rate of \$14.99/hr - \$16.22/hr. Position Available: July 14, 2021.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>3. Position Create/Fill:</p> <p style="text-align: center;">Jail</p> <p>Create and fill two (2) positions of Food Service Helper (per diem) on CSEA Schedule B, Job Grade 2 at an hourly rate of \$14.74/hr - \$15.96/hr. Positions Available: July 14, 2021.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>4. Increase FTEs</p> <p style="text-align: center;">Jail</p> <p>Increase the FTEs of one (1) position of Assistant Cook (.80 FTE) (position # 094.016) to 1.00 FTE on CSEA Schedule B, Job Grade 3, at an hourly rate of \$14.99/hr. No change in hourly rate. Position Available: July 14, 2021. ^{cyj}</p>	<p>S/B less annually due to OT being incurred under current PT position.</p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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Absent:

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<p>5. Position Fill:</p> <p style="text-align: center;">Sheriff</p> <p>Fill one (1) position of Dispatcher (Non-Union) (PT – Variable FTE) (position # 097.108), following WCSEA Job Grade 2, at an hourly rate of \$19.78/hr – \$24.12/hr. Person Vacating: Kaylee Anderson, effective June 26, 2021, 2021. Position Available: July 7, 2021.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>6. Position Create/Fill:</p> <p style="text-align: center;">Buildings and Grounds</p> <p>Create and fill one (1) position of Building Maintenance Mechanic (FT – 1.0 FTE) on CSEA Schedule B, Job Grade 9, at an hourly rate of \$19.04/hr - \$21.03/hr. Position Available: July 14, 2021.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>7. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>Fill one (1) position of Principal Social Services Program Specialist (FT – 1.0 FTE) on CSEA Schedule A, Job Grade 15, at an hourly rate of \$21.35/hr - \$24.83/hr. Person Vacating: Tracy Redman, effective August 7, 2021. Position Available: August 7, 2021.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>8. Position Abolish:</p> <p style="text-align: center;">Health Department</p> <p>Abolish one position of Nurse Practitioner, (PT - .6 fte) (position # 066.311) effective July 14, 2021.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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9. <u>Position Abolish:</u> Health Department Abolish one position of Nurse Practitioner , (FT – 1 fte) (position # 023.197) effective July 14, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10. <u>Position Create/Fill:</u> Health Department Create and fill one (1) position of Nurse Practitioner (Per Diem) on Schedule S at an hourly rate of \$52.00/hr with only those benefits mandated by law. Position Available: July 14, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
11. <u>Position Create/Fill:</u> Health Department Create and fill one (1) position of Community Health Nurse II , (FT - 1.0fte) on CSEA, Schedule A, Grade 18, at an hourly rate of \$26.65/hr - \$30.16/hr. Position Available: July 19, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
12. <u>Amend Schedule S:</u> <ul style="list-style-type: none"> • Set the salary of Nurse Practitioner (per diem) #133.311 within the Public Health Department to reflect an hourly rate of \$55.00; effective July 14, 2021. Grant funded. • Remove the position of Laborer (position code 004.144) under ANIMAL CONTROL from the salary schedule as it does not belong on this schedule...^{cjk} 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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13. <i>Discussion Items:</i> <ul style="list-style-type: none"> • Juneteenth Holiday • EAP Usage Report • Building Codes Staffing Plan • Executive Session 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
14. <i>Review/Approve MOU for Critical Staffing in Skilled Nursing Facility May 2021</i> ^{cjk}		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
14. Civil Service update for June 2021		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, July 27, 2021 @ 9:00 AM.**