

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, July 30, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Historian w/C. Amrhein			
<i>Deferred from 06-25-19 Human Resource Committee:</i>		Motion:	Carried:
<ul style="list-style-type: none"> • Pioneer Cabin Grounds w/E. Parker: <ul style="list-style-type: none"> ○ General Update 		Ayes: Noes: Absent:	Defeated: Referred to:
1. Appropriation: To: 01.46.7510.4.41010 supplies \$101.81 01.46.7510.4.41410 software <u>355.19</u> w/01.09.7510.2705 Gifts & donations \$457.00 Reason: Funds donated by people for use in the office and yard sale, to purchase supplies and Microsoft software needed for new laptop.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. General Update: <ul style="list-style-type: none"> • "Where in Wyoming are the History Gnomes?" summer history program. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM Weights and Measures w/L. Paolucci			
1. Discussion: In the context of increased duties associated with EH and W&M, as well as salaries of comparable titles, review proposal to adjust HD EH titles of PH Sanitarian and PH Technician		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Weights & Measures Operational Update: <ul style="list-style-type: none"> • June Summary attached • Wyoming County Fair W&M Booth 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
1. Position Fill: <p style="text-align: center;"><i>Sheriff</i></p> One (1) position of Correction Officer, PT (position # 070.065) following WCSEA Schedule, Job Grade 3 at \$21.16/hr - \$25.96/hr. Person Vacating: Walter Strathearn, effective June 6, 2019. Position Available: August 7, 2019.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>2. Position Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <i>Correction Officer, PT (position # 053.065)</i> following WCSEA Schedule, Job Grade 3 at \$21.16/hr - \$25.96/hr. Person Vacating: Jordan McGinnis, effective July 5, 2019. Position Available: August 7, 2019.</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 Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <i>Food Service Helper (1.0 FTE) (position # XXX.XXX)</i> following CSEA Schedule B, Job Grade 2 at \$14.38/hr - \$15.57/hr. Person Vacating: Brian Foote, effective June 12, 2019. Position Available: July 01, 2019.</p>	<p>Emergency Fill signed by:</p> <ul style="list-style-type: none"> • <i>Sheriff Rudolph 06/24/19</i> • <i>HR Director Farberman 06/24/19</i> • <i>Vice Chair Ryan 07/16/19</i> 	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>4. Position Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <i>Sheriff Deputy Investigator (1.0 FTE) (position # 083.085)</i> following WCDSA Schedule, Job Grade 6 at \$27.09/hr - \$32.21/hr. Person Vacating: Jason Mayer, effective July 26, 2019. Position Available: August 7, 2019.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>5. Position Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <i>Sheriff Deputy Sergeant (1.0 FTE) (position # 009.086)</i> following WCDSA Schedule, Job Grade 6 at \$27.09/hr - \$32.21/hr. Person Vacating: Daniel Hummel, effective July 30, 2019. Position Available: August 7, 2019.</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 Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <i>Meal Deliverer, PT (position code# 091.598)</i> on Salary Schedule S at a rate of \$11.25/hr. Person Vacating: Patricia Mason, effective June 1, 2019. Position Available: July 29, 2019.</p>	<p>Emergency Fill signed by:</p> <ul style="list-style-type: none"> • <i>Sheriff Rudolph 07/22/19</i> • <i>HR Director Farberman 07/22/19</i> • <i>Vice Chair Ryan 07-26-19.</i> 	<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 Create/Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>Two (2) positions of <i>Meal Deliverer, PT</i> on Salary Schedule S at a rate of \$11.25/hr. Position Available: August 14, 2019.</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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<p>8. Position Fill:</p> <p style="text-align: center;">Sheriff</p> <p>One (1) position of Deputy Sheriff (1.0 FTE) (position # 003.083) following WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$29.51/hr. Person Vacating: Brad McGinnis, effective August 7, 2019. Position Available: August 7, 2019.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>9. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>One (1) position of Senior Account Clerk (1.0 FTE) (position # 095.216) on CSEA Schedule A, Job Grade 6 at \$17.48/hr-\$19.50/hr. Person Vacating: Katherine Chmura, effective July 12, 2019. Position Available: August 7, 2019.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>10. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>One (1) position of Social Services Program Specialist Trainee (1.0 FTE) (position # 116.359) on CSEA Schedule A, Job Grade 8 at \$18.29/hr-\$21.16/hr. Person Vacating: Delores Neeley, effective July 19, 2019. Position Available: August 7, 2019.</p>	<p><i>To convert to Social Services Program Specialist after six months upon satisfactory performance during the training period. Incumbent left employment during the training period.</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>11. Position Create/Fill:</p> <p style="text-align: center;">Social Services</p> <p>One (1) position of Social Services Program Specialist Trainee (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.29/hr-\$21.16/hr. Position Available: August 14, 2019.</p>	<p><i>To convert to Social Services Program Specialist after six months upon satisfactory performance during the training period. Funded by current Social Services Program Specialist position.</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>12. Position Create/Fill:</p> <p style="text-align: center;">Social Services</p> <p>One (1) position of Caseworker Trainee (1.0 FTE) on CSEA Schedule A, Job Grade 12 at \$19.71/hr-\$22.58/hr. Position Available: August 14, 2019.</p>	<p><i>To convert to Caseworker after six months upon satisfactory performance during the training period. Funded by current Caseworker position.</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>13. Position Abolish/Create/Fill:</p> <p style="text-align: center;">Health Department</p> <ul style="list-style-type: none"> • Abolish one (1) position of Emergency Preparedness Coordinator (1.0 FTE) (Position # 120.470) on Schedule S, effective August 14, 2019. • Create/fill (1) position of Public Health Program Coordinator (1.0 FTE) on Salary Schedule S at an annual salary \$48,000.00 annually, effective August 14, 2019. 	<p><i>Funded by HRI PHEP grant and NYSDOH DWE grant. Selected candidate should be eligible for Schedule S COLA adjustment at 1/1/2020. (Per PH Admin. Paolucci)</i></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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Department Agenda Item	Discussion	Decision	Action
<p>14. Position Fill: Health Department One (1) position of Public Health Sanitarian (1.0 FTE) (Position # 055.198), CSEA Schedule A, Grade 14 at \$20.67/hr - \$23.85/hr. Person vacating: A. Meyer, effective August 14, 2019. Position available: August 14, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>15. Position Fill: Health Department One (1) position of Public Health Technician (1.0 FTE) (Position # 064.199), CSEA Schedule A, Grade 12 at \$19.71/hr - \$22.58/hr. Person vacating: R. Stevens, effective August 14, 2019. Position Available: August 14, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>16. Position Fill: Health Department One (1) position of Keyboard Specialist (1.0 FTE) (Position # 052.337), CSEA Schedule A, Grade 2 at \$15.89/hr - \$17.35/hr. Person vacating: Michelle Smith, effective August 5, 2019. Position available: August 7, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>17. Position Abolish/Create/Fill: Health Department</p> <ul style="list-style-type: none"> • Abolish one (1) position of Director of Nursing (1.0 FTE) (Position # 037.097) on Schedule S, effective August 14, 2019. • Create/fill one (1) position of Director of Clinical and Community Services (1.0 FTE) on Schedule S; salary to be determined (not to exceed amount budgeted), effective August 14, 2019. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>18. Implementation of Weights and Measures Work Plan Discussion and approval of environmental health staffing model in light of ongoing support of weights and measures functions.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

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Department Agenda Item	Discussion	Decision	Action
<p>19. Position Abolish/Create/Fill: Youth Bureau</p> <ul style="list-style-type: none"> • Abolish one (1) position of Caseworker (1.0 FTE) (position # 016.042) on CSEA Schedule A, Job Grade 14 at \$20.67/hr-\$23.85/hr. Person Vacating: Jamie Hudson, effective September 9, 2019. • Create/fill one (1) position of Youth Program Coordinator (1.0 FTE) on CSEA Schedule A, Job Grade 6 at \$17.48/hr-\$19.50/hr. Position available: August 14, 2019. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>20. Amend Salary Schedule S: To set the annual salary of the Network Administrator (position # 015.496) to \$57,000.00 annually, effective July 8, 2019. To increase to \$60,000.00 after six months with satisfactory performance.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>21. Amend Salary Schedule S: Amend \$5k stipend for Deputy County Treasurer to (1.00 FTE) (position code #007.503) with an annual salary of \$45,000.00; effective June 3, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>22. Amend Salary Schedule S: To increase the Assessment Account Specialist, PT under Real Property Tax Services to 1100 hours per year (from 728 hrs. / Annual Wage Equivalent \$17,875), effective August 14, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>23. Amend Salary Schedule G: Amend position of Staff Social Worker under Public Defender to reflect 25 hours per week, \$26.92/hr. at 1300 hours per year maximum (from 20 hrs/week and 1040 per year with an Annual Wage Equivalent not to exceed \$35,000).</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>24. Adopt Voting Leave Policy: As attached. (Also see attached FAQ)</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>25. Adopt Salary Schedule P Handbook: As attached.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

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Department Agenda Item	Discussion	Decision	Action
26. <i>Amend Salary Schedule I Handbook:</i> As <i>attached</i> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
27. <i>Amend Salary Schedule S Handbook:</i> As <i>attached</i> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
28. <i>Amend Salary Schedule D Handbook:</i> As <i>attached</i> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
29. <i>Amend Salary Schedule C Handbook:</i> As <i>attached</i> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
30. <i>Amend Salary Schedule X Handbook:</i> As <i>attached</i> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
31. <i>Adopt Recommendations of Compensation Committee:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
32. <i>Adopt Schedule "D" 360 Appraisal:</i> As <i>attached</i> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
33. <i>Amend Salary Schedule "S":</i> To set the annual salary of the 911 Coordinator (position # 101.452) to \$65,000.00 annually, effective May 5, 2019.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
34. <i>Discussion Items:</i> <ul style="list-style-type: none"> • WCCHS Clinic Work From Home Policy • Salary History Questions Prohibited in Hiring • Harassment Law Changes <ul style="list-style-type: none"> ○ Standard Lowered – “Severe and Pervasive” changed to “More Than Petty Sights and Trivial Inconveniences.” Burden shifted to employer. ○ Language Offered ○ Firefighter training • Discipline Log Review • Sheriff Bargaining Update • DA Grant Change • <i>EAP Quarterly Report</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
35. <i>Appropriation:</i> To: 01.34.1431.4.41206 Operating Exp. – Other \$10,000.00 <i>w/Any Funds Available</i> \$10,000.00 Reason: To cover unbudgeted background check expenses due to acquisition of Clinics.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
36. <i>Civil Service update for June 2019</i>	<i>See Attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Clerk w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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County Attorney w/J. Wujcik			
	<i>~Nothing to Report~</i>	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:
Board of Elections w/J. Schlick & H. Bush			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by _____).

Next Human Resource Committee Meeting scheduled for **Tuesday, August 27, 2019 @ 9:00 AM.**