

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Monday, November 25, 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			
<p>1. FYI: Change date of the December 31, 2019 Committee Meeting to Tuesday, December 17, 2019 at 9:00 a.m. due to the Christmas / New Year holiday season.</p>	<p><i>Changes to date, time and location are the privilege of the Committee Chair ~ no action required.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
9:00 AM County Clerk w/R. Pierce			
<p>1. FYI- Contract (\$3,000 and under)</p> <ul style="list-style-type: none"> • Crossroads Land Office, Inc., 25 E. Main St., Suite 200, Rochester, NY 14614 for rental space in the County Clerk's office in the amount of \$ 3000.00 annually, effective 1/1/2020 through 12/31/2020. • Stewart Title Insurance Company, 130 Pearl St., Buffalo, NY 14202 for rental of space in the County Clerk's office in the amount of \$ 3000.00 annually, effective 1/1/2020 through 12/31/2020. • Rental space is increased by \$ 250.00 from 2019. I will do an increase every 3 or 4 years and it has not increased since 2016. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. Update on Green Light legislation</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
DMV w/R. Pierce			
	<p>~Nothing to Report~</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
9:15 AM County Attorney w/J. Wujcik			
<p>1. General Update.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<p>2. Overnight Travel Authorization: Janet Bensman to attend NY Public Welfare Association Our 151st Annual Winter Conference, Our 20/20 Vision for Social Services, The Albany Marriott Hotel, Albany, New York, January 21 - 23, 2020. Hotel/rooming fee of \$288.00 (2 nights at \$144.00 each at Home 2 Suites, Albany Airport/Wolf Road, Albany, NY; arriving January 21 and departing January 23, 2020) to be paid from 01.34.1420.4.40402. Registration fee of \$180.00 being paid by County Attorney to be paid from 01.34.1420.4.40402; County car will be used; meal plan not being purchased; DSS to reimburse for meals (01.39.6010.4.40405), gas (01.39.6010.4.40403) and e-z pass card (01.39.6010.4.40405).</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Weights and Measures w/R. Jines			
<p>1. Weights & Measures Operational Update:</p> <ul style="list-style-type: none"> • October Summary Attached • Financial Report Attached 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. FYI ~ Contract (\$3,000 and under):</p> <ul style="list-style-type: none"> • National Petroleum Equipment, Inc., 100 County Road 1682, Cullman, AL 35058, for purchase of a Gorman-Rupp 1.5” self- priming explosion proof centrifugal pump not to exceed \$1,750.00 including freight; effective November 25, 2019 through delivery. <i>Per discussion at the August 27, 2019 Human Resource Committee meeting.</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. Request permission for a temporary increase in procurement card credit limit for L. Paolucci to \$1,750 in order to complete the above purchase.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Historian w/C. Amrhein			
<p>1. Appropriation: To: 01.46.7510.4.42301 Books & Publications \$375.00 W/ 01.09.7510.2705 Gifts & donations \$375.00 Reason: To appropriate funds given for the WWII book.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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2. Appropriation: To: 01.46.7510.4.41204 advertising \$100.00 W/ 01.09.7510.2705 Gifts & donations \$100.00 Reason: To appropriate funds donated to our office for office use to be used for <i>Historical Wyoming</i> Christmas promotion.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Request permission to close the office on November 29th (day after Thanksgiving) using our personal days.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. General update: <ul style="list-style-type: none"> • Meeting with hospital committee on historic items to decide where items go • Attended Java marker dedication on Nov 8th. Still waiting on Perry's. Did a status nudge email to Sewahs casting & emailed Pomeroy Foundation. • Met with Prof. Paul Brew on outline for the spring American History GCC course that we are involved in. • Sally Smith will be ringing the bell at Tops on Nov. 23rd and 30th • Donated to the stuff-the-truck. • Students are coming in for Participation in Government and Renee Duquette guidance counselor for Warsaw HS has been in to volunteer. • Arts Council Grant was submitted for next year's summer history program. Reviews were good from participants of this year's gnome hunt. • WWII book is done and is out for a proof copy. Library of Congress # has been applied for. • Jim Gillen wishes the proceeds for his book to go to the county historian's office. <i>(Signed statement)</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Human Resource w/D. Farberman			
1. Position Abolish/Create/Fill: Highway <ul style="list-style-type: none"> • Abolish: One (1) position of <u><i>Sign Maintenance Working Supervisor</i></u> (position # 095.550) on CSEA Schedule. • Create/Fill: One (1) position of <u><i>Heavy Equipment Operator</i></u> (1.0 FTE) on CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Position Available: December 11, 2019. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Position Create/Fill: Office for the Aging Create two (2) positions of <i>Meal Site Manager (Per Diem)</i> at a rate of \$11.80/hr. with only those benefits mandated by law; effective 12/16/19	<i>Paperwork on its way to J. Ford</i> <i>Details provided by Dir. Aldinger 11/21/19</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>3. Position Fill: <i>Office for the Aging</i> One (1) position of <u>Case Manager</u> (1.0 FTE) (position # 277.040) on CSEA Schedule A, Job Grade 15 at \$21.35/hr - \$24.83/hr. Person Vacating: Patricia Dutton, effective April 30, 2020. Position Available: May 1, 2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. Position Fill: <i>Jail</i> One (1) position of <u>Meal Deliverer (PT)</u> (position # 094.598) on Salary Schedule S at \$11.25/hr. Person Vacating: Mary Jane Smith, effective October 28, 2019. Position Available: December 4, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. Position Fill: <i>Sheriff</i> One (1) position of <u>Deputy Sheriff</u> (1.0 FTE) position # 094.598) on WCDSA Schedule at \$23.08/hr - \$29.51/hr. Person Vacating: Mandi Jorgensen, effective November 17, 2019. Position Available: December 4, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. Extend Position: To set the duration of the appointment of the <i>Clerk (Temporary)</i> (position # 174.503) in the Social Services Department to last for a second six month term, effective September 13, 2019, to end no later than March 13, 2020.</p>	<p><i>Per NYS Civil Service Law, Section 64 I (b).</i> <i>Paperwork on its way to C. Ketchum</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>7 Amend CSEA Collective Bargaining Agreement: To authorize Director of Human Resources to sign MOU pertaining to <u>Highway Department vehicle differential stipend</u>, as attached.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>8. Amend CSEA Collective Bargaining Agreement: To authorize Director of Human Resources to sign <u>Health Department positional upgrades</u> MOU, as attached.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>9. Discussion Items:</p> <ul style="list-style-type: none"> • Sheriff and Jail CBAs Awaiting Ratification • Benefit Time Donation Request Procedure (<u>Policy Attached</u>) • Sexual Harassment Training • <u>HR Activity Report</u> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>10. <u>Amend Salary Schedule D as follows:</u></p> <ul style="list-style-type: none"> • Amend the title of Budget Officer, PT (stipend) (position code 004.502) by removing “, PT (stipend)” 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>11. <u>Amend Salary Schedule S as follows:</u></p> <ul style="list-style-type: none"> • Under the BOARD OF ELECTIONS remove Deputy Commissioner (R) (position code 004.502); eff 06/19/19 line. • Under the DISTRICT ATTORNEY remove the Secretary to the District Atty, PT (Temp) (position code 030.503) not to exceed 6 mos. line • Under the DISTRICT ATTORNEY remove the Assistant District Atty (Temporary), PT (position code 028.503) line. No one has been in the position for 12 mos. • Under HUMAN RESOURCE remove the six (6) positions of Exam Monitor, PT (position codes 016.528, 017.528, 018.528, 019.528, 029.528, 030.528) as they are no longer used. • Under the PUBLIC DEFENDER remove the 2020 COLA for the Assistant Public Defender (5th) (position code 010.503) in the amount of \$488 position is not eligible for an increase at this time. • Under PUBLIC HEALTH include the 2.5% 2020 COLA (\$1,200) for the Public Health Program Coordinator (position code 140.609); effective 01/01/2020 • Under PUBLIC HEALTH include the 2.5% 2020 COLA (\$1,750) for the Director of Clinical and Community Services (position code 141.610); effective 01/01/2020 • Under TREASURER include the 2.5% 2020 COLA (1,125) for the Deputy County Treasurer (position code 007.503); effective 01/01/2020. • Under ZONING DEPARTMENT remove the Zoning Enforcement Officer (position code 023.554 effective 01/01/19 line. • Under ZONING DEPARTMENT include a \$2,000 increase for the Zoning Enforcement Officer (position code 026.554) contingent upon completion of 2 years and satisfactory performance and meeting pre-established goals 		<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>12. Amend <u>Salary Schedule S</u> as follows: Contingent upon ratification of the membership. Board of Supervisors' action deferred until after that occurs.</p> <ul style="list-style-type: none"> • Under SHERIFF include the 5% 2020 COLA (\$4,325), consistent with the Deputy Sheriff Association Agreement for the Undersheriff (position code 010.500); effective 01/01/2020 • Under SHERIFF include the 5% 2020 COLA (\$2,733), consistent with the Deputy Sheriff Association for the Secretary to the Sheriff (position code 002.503); effective 01/01/2020 • Under SHERIFF include the 4% 2020 COLA (\$.70/hr.), consistent with the Sheriff Employees' Association for the Administrative Assistant (Sheriff) (position code 099.549); effective 01/01/2020 • Under JAIL remove the Jail Administrator (position code 063.497) line that is effective 01/01/19. • Under JAIL include the 4% 2020 COLA (\$2,879) consistent with the Sheriff Employees' Association for the Jail Administrator (position code 063.497) • Under JAIL amend the Director of Food Services (position code 075.596) to reflect a 2020 salary of \$47,265, no longer hourly with an annual wage equivalent. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>13. Amend <u>Salary Schedule I</u> as follows: Contingent upon ratification of the membership. Board of Supervisors' action deferred until after that occurs.</p> <ul style="list-style-type: none"> • Remove the Sheriff (position code 004.500) line that is effective 01/01/19. • Include the 5% 2020 COLA (\$4,701), consistent with the Deputy Sheriff Association Agreement for the Sheriff (position code 004.500); effective 01/01/2020. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>14. Introduction of Local Law X, year 20XX, entitled "County of Wyoming, A Local Law amending salaries for certain county officers" Contingent upon ratification of the membership. Board of Supervisors' action deferred until after that occurs.</p> <ul style="list-style-type: none"> • Cost of living increase for the Wyoming County Sheriff. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Civil Service w/D. Farberman			
15. <u>Civil Service update for November 2019</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
<i>Records Manager, Royce would like to wish everyone a Happy Thanksgiving!!!</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, December 17, 2019 @ 9:00 AM.**