

HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, December 17, 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			
1. FYI: Change date of the January 28, 2020 Committee Meeting to Tuesday, January 21, 2020 at 9:00 a.m. due to the NYSAC Winter Conf. being held 01/26/20 – 01/29/20.	<i>Changes to date, time and location are the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Board of Elections w/J. Schlick & H. Bush			
1. <u>2019 Election Expenses Apportioned:</u> Pursuant to §4-136 of the Election Laws of the State of New York. The total amount of \$27,726.00 or about 10% of the Wyoming County Board of Elections levy or \$1.112 per voter.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Clerk w/R. Pierce			
1. Approval of Resolution allowing County Clerk to accept Mortgage Tax Retention in the sum of \$ 200,100 from the State Tax Commission to cover the expenses incurred in connection with Article 11 of NYS Law, collecting of mortgage taxes, for the period April 2020 to March 2021. I did increase this from \$ 181,500.00 that we received last year. I do increase this about every 4 years. The increase does need state approval but a resolution needs to be done first before I can send it in for approval.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
1. Discussion on Green Light Law.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM County Attorney w/J. Wujcik			
1. Reappoint: County Attorney Two (2) yr. term eff. January 1, 2020 – December 31, 2021 • James Wujcik, 11 Exchange St., Attica, NY 14011		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Historian w/C. Amrhein			
1. Updates: • WWII book is done. We have two book signings. One at Warsaw Library and one at Bibliotech Café. • Perry's Historic Markers are being delivered and should be here before the end of the year. I would like to know what is needed for the formality of gifting them to the town of Perry as they are really their markers, I just did the research and paperwork through my office to get them. • Out in the public: Sally is still ringing the bell at Tops. We both attended the Middlebury Christmas dinner. • Revenue for Oct1st- December 17th for sales of <i>Historical Wyoming</i> was \$1369.85. I can give a more detailed y report for the year 2019 in my January 2020agenda.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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10:00 AM Records Retention w/G. Royce			
<p>1. FYI:</p> <ul style="list-style-type: none"> Thank you to Supervisors and Budget Dept. for Record Retention 2020 Budget request. Records Retention has been very conscious of our dollars by utilizing our boxes numerous times along with our recycling capabilities of the reuse of binders and clips sent to departments in need. 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>2. FYI:</p> <ul style="list-style-type: none"> The Retention Center is the new home of a large piano scanner that currently was in IT. In near future we will be trained on the process of scanning Code records. We will be able to send them copy of records / maps replacing the handling of permanent records that we cannot replace. We are currently using this process with Pistol Permits for the County Clerk's Office. Pistol Permits are not a permanent record however, they are 6 years after age of 90. Due to multiple amendments with additions and transfers, the less handling of the record will keep the integrity and accuracy of original permit record . 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
10:15 AM Human Resource w/D. Farberman			
<p><i>The red strikethrough and light blue italicized lettering represents recommendations by the Compensation Committee in addition to post 12/10/19 Compensation Committee meeting input by the Department Head.</i></p>			
<p><i>Referred from 12/10/19 Committee of the Whole for further action:</i></p> <p style="text-align: center;"><i>Amend Salary Schedule "S" and "D":</i></p> <p><i>To provide one time stipends plus corresponding fringe to the following:</i></p> <p><i>To be paid out in December 2019 Effective 01/01/20.</i> Part of town assessment support revenue.</p> <ul style="list-style-type: none"> ✓- Secretary to the Director of Real Property \$800.00 ✓- County Assessor \$800.00 Director of Real Property <i>\$1,500.00 \$5,000.00</i> <ul style="list-style-type: none"> <i>Reflective of the Bennington revaluation project with the potential to revisit for 2021, contingent upon progress of the project.</i> 	<p>Amounts are paid to compensate for the added work and responsibilities of contracting with 3 additional towns in 2019 with light staff.</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><i>Referred from 12/10/19 Committee of the Whole for further action:</i> Amend Salary Schedules “D” and “S”: To increase salaries under REAL PROPERTY TAX SERVICES for the following positions:</p> <ul style="list-style-type: none"> • RPTS Assessor - by \$4,000 and set the salary at \$69,000 (still eligible for the 2020 COLA / 2020 salary would be \$70,725); effective October 01, 2019 January 01, 2020 • Assessment Account Specialist (Position Code 020.578) increase hourly rate by \$1/hr.; effective 01/01/20 • ✓ - Real Property Appraiser (Per Diem) – set the hourly rate to \$27.25 (still eligible for the 2020 COLA); effective October 01, 2019 <p>Change due to the addition of Arcade in the assessment program.</p>	<p>Assessment Account Specialist:</p> <ul style="list-style-type: none"> • eff. 01/01/19 - \$16.25/hr. • eff. 11/18/19 - \$19.40/hr. (Res. #19-506) 	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><i>Referred from 12/10/19 Committee of the Whole for further action:</i> Amend Salary Schedule “D”:</p> <ul style="list-style-type: none"> • Set the salary of the Director of Real Property Tax Services within the Department of Real Property Tax Services at \$ _____; effective October 01, 2019. (changed due to the addition of Arcade in the assessment program) 	<p>Recommended salary of the RPTS Assessor puts that position’s salary higher than the Director’s.</p> <p><i>(2020 base salary will be \$70,107.00 w/an annual stipend of \$10,763.00 for Cty. Wide Assessing Services)</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>1. Position Abolish Social Services One (1) position of Scanner (position # 168.488) on CSEA Schedule WCCHS, Job Grade 1A at \$12.25/hr. Person Vacated: Peggy Dehr, effective December 6, 2019.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. Position Create/Fill: Social Services One (1) position of Social Services Program Specialist Trainee (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Position Available: January 15, 2020.</p>	<p><i>To convert to Social Services Program Specialist after one year upon satisfactory performance during the training period. Funded by current Social Services Program Specialist position (#166.359).</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<p>3. Position Fill:</p> <p style="text-align: center;"><i>Social Services</i></p> <p>One (1) position of <u>Social Services Program Specialist</u> (1.0 FTE) (position # 114.359) on CSEA Schedule A, Job Grade 10 at \$18.93/hr - \$21.42/hr. Person Vacating: Judy Strathearn, effective November 13, 2019. Position Available: December 10, 2019.</p>	<p><i>Emergency Fill Approved by Chairman on December 10, 2019.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>4. Position Fill:</p> <p style="text-align: center;"><i>Social Services</i></p> <p>One (1) position of <u>Support Investigator</u> (1.0 FTE) (position # 070.266) on CSEA Schedule A, Job Grade 10 at \$19.40/hr - \$21.95/hr. Person Vacating: Amy Joy, effective December 22, 2019. Position Available: January 8, 2020.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. Position Fill:</p> <p style="text-align: center;"><i>Social Services</i></p> <p>One (1) position of <u>Clerk</u> (1.0 FTE) (position # 167.053) on CSEA Schedule A, Job Grade 2 at \$16.29/hr - \$17.78/hr. Person Vacating: Cassie Hill, effective November 13, 2019. Position Available: January 8, 2020.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. Position Create/Fill:</p> <p style="text-align: center;"><i>Office for the Aging</i></p> <p>Two (2) positions of <u>Meal Site Manager (Per Diem)</u> on Salary Schedule F, at an hourly rate of \$11.80/hr, with only those benefits mandated by law; Position Available: January 15, 2020</p>	<p><i>Electronic Create/Fill document unavailable.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>7. Position Create/Fill:</p> <p style="text-align: center;"><i>Information Technology</i></p> <p>One (1) position of <u>Information Technology Assistant</u> (1.0 FTE) on Salary Schedule S, at an annual rate of \$40,000.00; Position Available: January 15, 2020.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>8. Position Fill:</p> <p style="text-align: center;"><i>Highway</i></p> <p>One (1) position of <u>Bridge Construction Mechanic</u> (1.0 FTE) (position # 069.038) on CSEA Schedule B, Job Grade 9 at \$19.04/hr – \$21.03. Person Vacating: George White, effective December 7, 2019. Position Available: January 8, 2020.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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9. <u>Amend Resolution # 19-214</u> <ul style="list-style-type: none"> To extend the terms of the MOU for a duration to be recommended by the committee. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10. Discussion Items: <ul style="list-style-type: none"> <u>Hiring Policy/Letter (See attached letter)</u> Payroll Check Printing 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
11. The Wyoming County Board of Supervisors hereby ratifies the Tentative Agreement between the Wyoming County Sheriff's Employee's Association (S.E.A.) and the County of Wyoming/Wyoming County Sheriff dated January 1, 2020 to December 31, 2022 , subject to agreement between the County and SEA representatives as to actual contract language reflecting the negotiated changes.	4% - effective 01/01/20 4% - effective 01/01/21 4% - effective 01/01/22	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
12. The Wyoming County Board of Supervisors hereby ratifies the Tentative Agreement between the Wyoming County Deputy Sheriff's Association (D.S.A.) and the County of Wyoming/Wyoming County Sheriff dated January 1, 2020 to December 31, 2022 , subject to agreement between the County and SEA representatives as to actual contract language reflecting the negotiated changes.	5% - effective 01/01/20 5% - effective 01/01/21 5% - effective 01/01/22	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
13. <u>Civil Service update for December 2019</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Weights & Measures w/R. Jines			
1. Weights & Measures Operational Update: <ul style="list-style-type: none"> <u>November Summary Attached</u> <u>Financial Report Attached</u> 		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, January 21, 2020 @ 9:00 AM.**

Committee Chair Initials: _____