

## 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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Date: Tuesday, November 30, 2021 @ 9:00 AM

Location: **Supervisors' Chambers, 2<sup>nd</sup> 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
<b>Committee Chair's Agenda</b>			
1. <b>FYI:</b> The December Committee meeting date will not be changed this year.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 AM County Clerk w/R. Pierce</b>			
1. <b>FYI- Contract (\$3,000 and under)</b>		Motion:	Carried:
<ul style="list-style-type: none"> <li>• <b>Crossroads Land Office, Inc.</b>, 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 1/1/2022 through 12/31/2022.</li> <li>• <b>Stewart Title Insurance Company</b>, 130 Pearl St., Buffalo, NY 14202 for rental of space in the County Clerk's office in the amount of \$ 3000.00 annually, effective 1/1/2022 through 12/31/2022.</li> </ul>		Ayes: Noes: Absent:	Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Historian w/C. Amrhein</b>			
1. <b>Appropriation:</b>		Motion:	Carried:
To: 017510.541010 Supplies \$134.25		Ayes:	Defeated:
w/01751004.427050 Gifts & donations \$134.25		Noes:	Referred to:
<b>Reason:</b> To appropriate funds donated for office use to be used for archival supplies.		Absent:	

Committee Chair Initials: \_\_\_\_\_

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Absent:

Also Present:

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<b>2. General Update:</b>			
<ul style="list-style-type: none"> <li>• The National Votes for Women Trail marker for the Wyoming Village Hall is being cast.</li> <li>• I helped with final edits of the <i>Beers 1880 History of Wyoming County</i> to be published in May of 2022.</li> <li>• I did a pictorial winter spread for the January issue of Western New York Heritage Magazine.               <ul style="list-style-type: none"> <li>○ Carried at Tops and Perry Market Place.</li> </ul> </li> <li>• We have two people for office help.               <ul style="list-style-type: none"> <li>○ One is a college student doing 12 hours of community work.</li> <li>○ The other is a person through Community Action for 100 hours who we've had before.</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<b>1. <u>2022 Election Expenses Apportioned:</u></b> Pursuant to §4-136 of the Election Laws of the State of New York. The total amount of \$28,858.00 or about 10% of the Wyoming County Board of Elections levy or \$1.0911 per voter.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. Transfer:</b> <b>From:</b> 011450.542484 Cybersecurity                   \$52,174.28 <b>To:</b> 011450.520002 IT/Communication           \$52,174.28 <b>Reason:</b> Transfer funds to purchase equipment.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:45 AM County Attorney w/J. Wujcik</b>			
<b>1. Professional Service Contract \$3,001.00 - \$5,000.00:</b> Authorize Chairwoman to sign a contract with <b>WNW Properties LLC</b> , 11 Exchange Street, Attica, New York 14011 for the rental of office space at 11 Exchange Street, Attica, New York by the County Attorney's Office in the amount of \$1,200.00 per quarter effective January 1, 2022 through December 31, 2022; annual amount \$4,800.00.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: \_\_\_\_\_

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
2. <b>Professional Service Contract \$3,001.00 - \$5,000.00:</b> Authorize Chairwoman and County Attorney to sign a contract with <b>David H. Nelson</b> , 11 Exchange Street, Attica, New York 14011 for the rendering of legal services to the Resource Unit of the Wyoming County Department of Social Services at the rate of \$80.00 per hour effective January 1, 2022 through December 31, 2022 (not to exceed \$5,000.00 annually).		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <b>Professional Service Contract \$5,001.00 or greater:</b> Authorize Chairwoman to sign a contract with <b>Mark H. Dadd Law Office, PLLC</b> , 166 Main Street, Attica, New York 14011, for legal services to be provided in an amount not to exceed \$20,000.00 annually; effective January 1, 2022 through December 31, 2022.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. <b>FYI ~ Contract (\$3,000 and under):</b> • <b>NYS Defenders Association, Inc.</b> , 194 Washington Avenue, Suite 500, Albany, NY 12210-2314 for one (1) license for the computerized Public Defense Case Management System Maintenance and Support Agreement in the amount of \$500.00 for the 2022 calendar year. Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 3.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. <b>Appropriation:</b> <b>Assigned Counsel</b> To: 01.34.1421.4.42494 HH Grant Expenses \$220.00 w/01.11.1421.302510 Hurrell Harring Grant \$220.00 <b>Reason:</b> Appropriate money to cover investigative and transcription services.	<b>MUNIS accts. pending...</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
6. <b>General Update.</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>7. <i>Appoint:</i></b> <p style="text-align: center;"><b>County Attorney</b></p> Two (2) yr. term eff. January 1, 2022 – December 31, 2023 •		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>10:00 AM Human Resource w/D. Farberman</b>			
<b>1. <i>Position Create/Fill:</i></b> <p style="text-align: center;"><b>Health Department</b></p> Create and fill three (3) positions of <b>COVID Response Specialists (per diem)</b> and place on Salary Schedule G at an hourly rate of \$29.50. Position #1 Available: November 13, 2021. Positions #2 & #3 Available: December 15, 2021 No benefits except those required by law.	<i>Salary and fringe expense fully funded by the HRI Contract #6444-01 COVID-19 Enhanced Detection and Response grant, approved by BOS Resolutions 20-355 and 21-380. To assist with COVID response (testing, vaccination, case investigation, contact tracing).</i>  <b>Emergency Fill executed for one (1) position by HR and Chairwoman Ryan effective 11/13/2021.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. <i>Amend Salary Schedule S:</i></b> <p style="text-align: center;"><b>Health Department</b></p> Set salary for the position of <b>Fiscal Administrator</b> (position code #089.405) on Salary Schedule S at \$50,000 annually, with eligibility for an additional \$2,000 upon permanent appointment and meeting pre-established goals. Effective December 12, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>3. <i>Position Fill:</i></b> <p style="text-align: center;"><b>Health Department</b></p> Fill one position of <b>Fiscal Officer (Public Health)</b> (position code #136.580) on Salary Schedule S with a salary range of \$40,000 - \$45,000 dependent upon education and experience. Position Available December 13, 2021. Due to promotion of J. Merrill to the position of Fiscal Administrator.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>4. <b>Position Revision:</b></p> <p style="text-align: center;"><b>Health Department</b></p> <p>Revise the <b>Water Resource Specialist (Temp.)</b> (position code #148.335) at \$19,000 on Salary Schedule S to <b>Water Resource Specialist (Per Diem)</b> (position code #148.335) at \$40 per hour on Salary Schedule S, with no other benefits except those required by law, not to exceed amount budgeted. This position was scheduled to sunset on <span style="background-color: yellow;">          </span>.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Information Technology</b></p> <p>Fill one (1) position of <b>Network Administrator</b> (1.0 FTE) (position code # 015.496) on Salary Schedule S at an annual salary between \$45,000 and \$60,000 per year. Person Vacating: Scot Mantelli, effective November 4, 2021. Position Available: December 8, 2021.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Information Technology</b></p> <p>Fill one (1) position of <b>IT Assistant</b> (1.0 FTE) (position code #004.310) on Salary Schedule S at an annual salary \$40,000 per year. Person Vacating: Vacant. Position Available: December 8, 2021.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>7. Position Fill:</b> <i>Fire and Building Codes</i> Fill one (1) position of <u>Account Clerk</u> (1.0 FTE) (<i>position code # 027.002</i>), on CSEA Schedule A, Job Grade 4, at an hourly rate of \$17.10 – \$18.82. Person Vacating: Samantha Grisewood, effective November 12, 2021. Position Available: December 8, 2021</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>8. Position Fill:</b> <i>Social Services</i> Fill one (1) position of <u>Account Clerk</u> (1.0 FTE) (<i>position # 066.002</i>), on CSEA Schedule A, Job Grade 4, at an hourly rate of \$17.10 – \$18.82. Person Vacating: Pam Fiegl, effective November 8, 2021. Position Available: December 8, 2021</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>9. Position Fill:</b> <i>Social Services</i> One (1) position of <u>Clerk</u> (1.0 FTE) (<i>position code #067.053</i>), on CSEA Schedule A, Job Grade 2, at an hourly rate of \$16.29 – \$17.78. Person Vacating: Michelle Tamol, effective November 9, 2021. Position Available: December 8, 2021</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>10. Position Fill:</b> <i>Sheriff</i> Fill one (1) position of <u>Deputy Sheriff</u> (PT – Variable FTE) (<i>position # 108.504</i>)(NON-UNION), following WCDSA Schedule , Job Grade 4, at an hourly rate of \$25.45 – \$27.43. Person Vacating: Vaughn Collingridge, effective November 27, 2021. Position Available: December 8, 2021.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
11. <b>Position Fill:</b>  <p style="text-align: center;"><i>Sheriff</i></p> Fill one (1) position of <b>Meal Deliverer</b> (PT – Variable FTE) (position # 090.598) on Salary Schedule S at an hourly rate of \$12.50 per hour. Person Vacating: Daniel Hill, effective November 17, 2021. Position Available: December 8, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
12. <b>Amend Salary Schedule S:</b>  <p style="text-align: center;"><i>Treasurer</i></p> To set the salary of the <b>Fiscal Administrator</b> (position code #024.405 ) to the negotiated amount of \$42,000/annually		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
13. <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>• Covid-19 Vaccine Mandate Compliance</li> <li>• CSEA Bargaining Update</li> <li>• <b>EAP Reports</b></li> <li>• Request for Executive Session</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
14. <b>November 2021 Civil Service update</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</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, December 28, 2021 @ 9:00 AM.**

Committee Chair Initials: \_\_\_\_\_