

# 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...

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*Thank you!*

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Date: Tuesday, December 28, 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>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 AM County Clerk w/R. Pierce</b>			
	1. <b>Approval of Resolution</b> allowing County Clerk to accept Mortgage Tax Retention in the sum of \$ 200,100.00 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 2022 to March 2023.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM County Attorney w/J. Wujcik &amp; J. Wilkinson</b>			
1. <b>Amend Schedule G:</b> <b>County Attorney</b> Under County Attorney to increase the yearly stipend plus corresponding fringe provided through NYS Indigent Legal Services HH Grant (Contract CSTWIDEHH52 - year 3). Said amount to be paid biweekly and retroactive from 4/1/2020 through 3/31/2023 as follows: • <b>Secretary to the County Attorney</b> (position code 007.503) was \$4,000.00 increase to \$5,000.00	<i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 3.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

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Absent:

Also Present:

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<b>2. <i>Position Fill:</i></b> <p style="text-align: center;"><i>County Attorney</i></p> One (1) position of <b>Assistant County Attorney (2<sup>nd</sup>)</b> , Sch. S, to replace Jennifer Wilkinson, Esq. who is being appointed as County Attorney effective January 1, 2022. <b>Position available date: 1/5/2022</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>3. <i>Amend Salary Schedule S:</i></b> <p style="text-align: center;"><i>County Attorney</i></p> Set salary for the position of <b>Assistant County Attorney (2<sup>nd</sup>)</b> (position code #004.503) on Salary Schedule S at \$57,500 annually, with eligibility for an additional \$5,000.00 upon completing 1 year of service and meeting pre-established goals. With eligibility for an additional \$7,500.00 upon completing 2 years of service and meeting pre-established goals. This position will be eligible for cost of living increases after completing one year of service. Effective January 05, 2022.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>4. <i>2021 Appropriation:</i></b> To: 011420.510601 - Unused benefit time           \$12,957.01 w/any funds available                               \$12,957.01 Reason: To pay unused benefit time for James Wujcik; last day of work 12/31/2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>5. <i>General Update.</i></b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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<b>9:30 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
1. <b>Amend Resolution No. 20-284</b> Authorize Chairwoman to sign an amended contract with <b>New York State Board of Elections</b> , 40 N Pearl St Suite 5, Albany NY 12207, to reflect the following revisions: <ul style="list-style-type: none"> <li>Amended contract term 12/21/2019-12/31/2023</li> </ul>	<b>Elections Cybersecurity Remediation Grant Program</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>Professional Services Contract \$5,001 or greater:</b> Authorize Chairwoman to sign extended contract with <b>ESSVR, LCC (f/k/a Election Systems and Software, LCC)</b> 11128 John Galt Blvd, Suite 200, Omaha NE 68137 for annual software maintenance and support in an amount not to exceed \$6,000; effective December 1, 2021 through November 30, 2022.	This request is a provision for software maintenance contained in the original service agreement authorized by Res. 01-138 and passed on 05/08/2001. This is the annual renewal authorized by Sec. 5.1 contained therein.  Having difficulty securing invoice at this time this is an approximate maximum amount anticipated.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:45 AM Human Resource w/D. Farberman</b>			
1. <b>Amend Salary Schedule S:</b> <b>County Attorney</b> Set salary for the position of <b>Assistant County Attorney (2nd) (1.0 FTE)(position code #004.503)</b> on Salary Schedule S at \$57,500 annually, with eligibility for an additional \$5,000.00 upon completing 1 year of service and meeting pre-established goals. With eligibility for an additional \$7,500.00 upon completing 2 years of service and meeting pre-established goals. This position will be eligible for cost of living increases after completing one year of service. Effective January 05, 2022.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>2. <b>Position Fill:</b></p> <p style="text-align: center;"><b>County Attorney</b></p> <p>Fill one (1) position of <b>Assistant County Attorney (2<sup>nd</sup>)</b> (1.0 FTE) (position # 004.503) on Salary Schedule S at an annual salary of \$57,500. Person Vacating: Jennifer M. Wilkinson, effective January 1, 2022. Position Available: January 5, 2022.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>3. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><b>Social Services</b></p> <p>Create and fill one (1) position of <b>Social Services Program Specialist Trainee</b> (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Person vacating the <b>Social Services Program Specialist</b> position: Cherie May, effective November 26, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> <li>Promoted to Social Services Program Specialist (position #130.359) (Grade 10) after twelve months of satisfactory performance during the training period. Funded by current Social Services Program Specialist.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>4. <b>Position Create/Fill:</b> <b>Social Services</b> Create and fill one (1) position of <b>Social Services Program Specialist Trainee</b> (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Person vacating the <b>Social Services Program Specialist</b> position: <del>Jillian Calmes</del> Brian Logsdon, effective August 17, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> <li>Promoted to Social Services Program Specialist (position # 120.359) (Grade 10) after twelve months of satisfactory performance during the training period. Funded by current Social Services Program Specialist.</li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. <b>Position Create/Fill:</b> <b>Social Services</b> Create and fill one (1) position of <b>Caseworker Trainee</b> (1.0 FTE) on CSEA Schedule A, Job Grade 12 at \$20.20/hr-\$23.14/hr. Person vacating the <b>Caseworker</b> position: Dawn Nugent, effective November 28, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> <li>Promoted to Caseworker (position # 166.042) (Grade 14) after six months of satisfactory performance during the training period. Funded by current Caseworker.</li> </ul>		<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
<p>6. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><b>Social Services</b></p> <p>Create and fill one (1) position of <b>Caseworker Trainee</b> (1.0 FTE) on CSEA Schedule A, Job Grade 12 at \$20.20/hr-\$23.14/hr. Person vacating the <b>Caseworker</b> position: Kris Howe, effective November 28, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> <li>Promoted to Caseworker (position # 006.042) (Grade 14) after six months of satisfactory performance during the training period. Funded by current Caseworker.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>7. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Public Defender</b></p> <p>Fill one (1) position of <b>Assistant Public Defender (6<sup>th</sup>)</b> (1.0 FTE) (position # 012.503) on Salary Schedule G at an annual salary of \$70,000. Person Vacating: Amber R. Poulos, effective December 14, 2021. Position Available: January 5, 2022.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>8. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Human Resources</b></p> <p>One (1) position of <b>Payroll Clerk</b> (1.0 FTE) (position # 12.828.508), on Salary Schedule S at an hourly rate to be determined based on education and experience. Person Vacating: Susan Friedhaber, effective January 13, 2022. Position Available: December 14, 2021.</p>	<b>This position was approved for emergency fill.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>9. Position Create/Fill:</b> <b>Human Resources</b> One (1) position of <b>Payroll Clerk (Temp.) (1.0 FTE)</b> on Salary Schedule S, at an hourly rate of \$21.42/hour. Position Available: December 14, 2021.</p>	<p><i>This position will hold the departing Payroll Clerk to accomplish cross training with the newly hired Payroll Clerk for a period of several weeks. Once the departing Payroll Clerk leaves, this position will expire.</i></p> <p><i>This position was approved for emergency fill.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>10. Amend Salary Schedule G:</b> <b>County Attorney</b> To increase the <i>stipend</i> for the Secretary to the County Attorney (<i>position code 007.503</i>) on Salary Schedule G from \$4,000 to \$5,000 annually, effective, retroactively from 4/1/2020 through 3/31/2023.</p>	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 3.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>11. Amend Salary Schedule G:</b> <b>Public Health</b> To set the salary of the <b>COVID Response Assistant</b> (position code 146.630) to \$18.00 per hour effective January 1, 2022: Salary and fringe fully reimbursed by HRI grant for ELC COVID response, approved by Resolution #20-355.</p>	<p><i>Duties have evolved to include testing &amp; vaccination clinics, insurance billing, NYS reporting, etc.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>12. Amend Salary Schedule G:</b> <b>Public Health</b> To set the benefits of the <b>Fellowship Coordinator</b> (#157.645) to a Benefit Package consistent with Salary Schedule S. 100% of salary and benefits for this position are reimbursed from the NYS PH Fellowship Program grant from HRI, approved by Resolution #21-429.</p>	<p><i>Given the duties and duration of this position (program management, DOH liaison, staff supervision, performance benchmarking) it is more appropriate to Schedule S benefits.</i></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
13. <i>Discussion Items:</i> <ul style="list-style-type: none"> <li>• <a href="#">11-2021 EAP Reports</a></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
14. <i>Civil Service update for December 2021</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Historian w/C. Amrhein</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</b>			
	<i>~Nothing to Report~</i>	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, January 25, 2022 @ 9:00 AM.**

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