

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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...

Date: Tuesday, February 23, 2021 @ 9:00 AM

Location: *Supervisors’ Committee Room, 2nd floor of the government center & Zoom Conference Call. Meetings remain closed to the public.*

The public can observe via *BOS YouTube Channel* (<https://www.youtube.com/channel/UCcfZs0H1gcOl67v1R8g-Ow>)

Present: *King (Zoom), Becker*, Kehl, Grant, Brunner (9:02 AM), Leuer (9:09 AM - Zoom), Roche, Granger (Zoom), Jacoby (Zoom)

Absent:

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington; J. Cook/Budget Officer (9:06 AM - Zoom)

Department Agenda Item	Discussion	Decision	Action
Committee Chair’s Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
1. Home Rule Request to extend Local Mortgage Recording Tax – additional one quarter percent (1/4%). This will be effective through 11/30/2024. <ul style="list-style-type: none"> • Senate Bill # <ul style="list-style-type: none"> ○ S.04484 • Assembly Bill # <ul style="list-style-type: none"> ○ No same as... 	<ul style="list-style-type: none"> • Current Local Law expires on 11/30/21 (The new local law should expire through 11/30/2024 (three (3) years) to run concurrently with the Home Rule Request) • Current Home Rule Request expires 11/30/21 • The Local Law should be introduced end of Aug. 2021 at the very latest. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: <i style="color: red;">No action until there is a same as number in the NYS Assembly.</i>
<i>At 9:02 AM Supervisor Brunner, T/Java entered the meeting during the below agenda item discussion.</i>			
2. Introductory Local Law “___” and Set Public Hearing “ <i>A Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on real Property</i> ”	We can’t ask for this until we get #1.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
3. FYI: <ul style="list-style-type: none"> • Extension of Expired Documents <ul style="list-style-type: none"> ○ All driver licenses and permits that expired March 1, 2020, or after continue to be extended by Executive Order at least through March 16, 2021 (notification of the extension date was received by County Clerk Pierce late 02/18/21). ○ In addition, in-person transactions are still required to be done by appointment only. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Present: **King (Zoom), Becker**, Kehl, Grant, Brunner (9:02 AM), Leuer (9:09 AM - Zoom), Roche, Granger (Zoom), Jacoby (Zoom)

Absent:

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington; J. Cook/Budget Officer (9:06 AM - Zoom)

Department Agenda Item	Discussion	Decision	Action
Special Presentation by Board Chair Ryan, T/Warsaw.			
<i>At 9:06 AM Budget Officer Cook entered the meeting via Zoom during the below Agenda Item.</i>			
<i>Chairwoman Ryan made a presentation in honor of the 43 + years of service Dixie Perkins provided to Wyoming County upon her retirement. Ms. Perkins began her career as a Motor Vehicle Cashier on April 17, 1977 and retired as the Wyoming County Workers' Compensation Program Administrator on February 19, 2021. Chairwoman Ryan presented Ms. Perkins with a clock that commemorates her county service. Ms. Perkins was accompanied by the new Wyoming County Workers' Compensation Program Administrator, Tracy Vacinek.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Human Resource w/D. Farberman			
1. <i>Position Fill:</i> <i>Buildings and Grounds</i> One (1) position of <i>Laborer</i> (position # 025.144) (FT – 1.0 FTE) on CSEA Schedule B, Grade 8, at an hourly rate of \$18.33 - \$20.32/hr. Person Vacating: Grady Naylor, effective March 10, 2021. Position Available: March 10, 2021.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE
<i>At 9:09 AM Supervisor Leuer, T/Middlebury entered the meeting during the below agenda item.</i>			
2. <i>Positions Create/Fill:</i> <i>Buildings and Grounds</i> One (1) position of <i>Building Maintenance Mechanic</i> (FT – 1.0 FTE) on CSEA Schedule B, Grade 9, at an hourly rate of \$19.04 – \$21.03/hr. Position Available March 10, 2021.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE

Committee Chair Initials: _____

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Absent:

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington; J. Cook/Budget Officer (9:06 AM - Zoom)

Department Agenda Item	Discussion	Decision	Action
Walk-in: <i>Position Fill:</i> Buildings and Grounds One (1) position of <u>Working Supervisor</u> (position # 043.276) (FT – 1.0 FTE) on CSEA Schedule B, Grade 10, at an hourly rate of \$19.58 - \$22.30/hr. Person Vacating: Ryan Paddock, effective January 29, 2021. Position Available: March 03, 2021.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE
<i>At 9:10 AM Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i>			
3. <i>Positions Create/Fill:</i> Sheriff Two (2) positions of <u>Deputy Sheriff</u> (PT – Variable FTE) (Non Union) following the WCDSA schedule at an hourly rate of \$25.45 - \$27.43/hr. Position Available: March 10, 2021.		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
4. <i>Position Fill:</i> Jail One (1) position of <u>Correction Officer</u> (position # 053.065) (PT –variable FTE) (Non-Union) following WCSEA Job Grade 3, at an hourly rate of \$22.89 - \$25.02/hr. Person Vacating: Teresa Jagusiak, effective January 20, 2021. Position Available: March 2 3, 2021.		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
5. <i>Position Fill:</i> Jail One (1) position of <u>Correction Officer</u> (position # 019.065) (FT –1.0 FTE) on WCSEA Job Grade 3, at an hourly rate of \$22.89 - \$25.02/hr. Person Vacating: Zachary Konfederath, effective February 6, 2021. Position Available: March 2 3, 2021.		Motion: Kehl Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE

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Absent:

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; A. D. Berwanger, T/Arcade; J. Brick, T/Perry; J. Davis, T/Covington; J. Cook/Budget Officer (9:06 AM - Zoom)

Department Agenda Item	Discussion	Decision	Action
<p>6. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <i>Meal Deliverer</i> (PT – Variable FTE) (Position # 094.598) on Salary Schedule S at an hourly rate of \$12.50/hr . Person Vacating: Margaret Gayford, effective January 29, 2021. Position Available: March 2 3, 2021.</p>		<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Safety Comm. FINANCE</p>
<p>7. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Social Services</i></p> <p>One (1) position of <i>Clerk</i> (FT – 1.0 FTE) (Position # 074.053) on CSEA Schedule A, Job Grade 2 at an hourly rate of \$16.29 – \$17.78/hr. Person Vacating: Nancie Hardie, effective January 15, 2021. Position Available: March 2 3, 2021.</p>		<p>Motion: Grant Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Human Services Comm. FINANCE</p>
<p>8. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Zoning</i></p> <p>One (1) position of <i>Zoning Enforcement Officer</i> (FT – 1.0 FTE) (Position # 026.554) on Salary Schedule S at an hourly rate of \$18.02/hr. Person Vacating: Jenna Marley, effective April 1, 2021. Position Available: April 2, 2021.</p>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Planning Comm. FINANCE</p>
<p>9. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Zoning</i></p> <p>One (1) position of <i>Zoning Enforcement Officer</i> (FT – 1.0 FTE) (Position # 023.554) on Salary Schedule S at an hourly rate of \$21.81/hr. Person Vacating: Alyssa Cutcliffe, effective January 20, 2021. Position Available: March 2 3, 2021.</p>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Planning Comm. FINANCE</p>

HR Director Farberman explained that he plans to have the newly appointed Zoning Enforcement Officer sign an indemnification agreement to repay any exorbitant training expenses associated in obtaining the appropriate certifications as Zoning Enforcement Officer in addition to a 3 year non-compete clause. There was discussion over legal action being taken against a new employer and not the employee. County Attorney Wujcik explained that courts typically don't like long term agreements. Chairwoman Ryan, T/Warsaw explained that the agreement between the county, towns and villages for Fire and Building Code Enforcement services states that once a municipality opts out of the county program, they can never opt back in.

Committee Chair Initials: _____

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Absent:

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Department Agenda Item	Discussion	Decision	Action
<p>10. Abolish/Create/Fill: <i>Fire and Building Codes</i> Abolish: One (1) position of <u>Plans Examiner</u> (FT – 1.0 FTE) (Position # 016.472) on CSEA Schedule A Job Grade 6 at an hourly rate of \$17.92 - \$19.98/hr . Effective March 10, 2021 Create/Fill: One (1) position of <u>Building Inspector</u> (FT – 1.0 FTE) on Salary Schedule S at an hourly rate of \$20.80/hr. Position Available March 10, 2021.</p>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>
<p>11. Position Fill: <i>Highway</i> One (1) position of <u>Heavy Equipment Maintenance Operator</u> (FT – 1.0 FTE) (Position # 002.420) on CSEA Schedule B/Grade 9 starting hourly wage of \$19.04. Person Vacating: James Woods, effective July 11, 2020. Position Available: March 3, 2021.</p>		<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE</p>
<p>12. Position Fill: <i>Health Department</i> One (1) position of <u>Public Health Nurse</u> (position #127.197) (FT – 1.0 FTE) on CSEA Schedule A, Grade 18, at an hourly rate of \$26.65 - \$30.16/hr. Person Vacating: Erin Herman (Calteaux); effective March 12, 2021. Position Available: March 15, 2021.</p>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE</p>
<p>13. Position Create/Fill: <i>Health Department</i> One (1) position of <u>Registered Professional Nurse</u> (Per Diem – Variable FTE) (Non-Union) following CSEA Schedule A, Grade 10B + 10% at an hourly rate of \$29.30 - \$31.91/hr. Position Available: March 15, 2021.</p>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE</p>

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Absent:

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Department Agenda Item	Discussion	Decision	Action
14. <i>Discussion Items:</i> <ul style="list-style-type: none"> • EAP Report • Request for executive session 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
15. <i>Civil Service update for February 2021</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 9:45 AM there was a motion by Supervisor Grant to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Brunner and all voted aye.</i></p> <p><i>Clerk Ketchum, Budget Officer Cook, County Attorney Wujcik and HR Director Farberman remained.</i></p> <p><i>At 10:33 AM there was a motion by Supervisor Kehl to end the executive session and continue the regular meeting. This was seconded by Supervisor Brunner and all voted aye.</i></p>			
9:15 AM County Attorney w/J. Wujcik			
1. <i>General Update, including pending litigation</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>The committee had a discussion with the county attorney over the above agenda item which is a privileged attorney / client discussion pursuant to §4503 of the Civil Practice Law and Rules...</i></p>			
Human Resource w/D. Farberman & Budget Officer J. Cook			
1. <i>Cell phone reimbursements</i> Budget Officer Cook explained that it is getting increasingly difficult to get the appropriate supporting documentation from departments. Departments give a whole host of reasons why this is occurring. Budget Officer Cook suggested the reimbursement become a taxable benefit through payroll... The committee instructed Human Resource Director Farberman to follow up with departments on providing appropriate supporting documentation according to the provisions of the reimbursement contract.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
Motion for HR Director Farberman to send a reminder out to the Department Heads on providing timely supporting documentation for cell phone reimbursement according to the provisions of the written agreement each employee must sign to be eligible.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: APPROVED
2. <i>WCCH return to work physicals.</i> WCCH is invoicing the county for non-hospital county employee return to work physicals. Budget Officer Cook is opposed to this practice. She will call WCCH CFO Amy Chase to inquire further.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
1. <i>Update:</i> <ul style="list-style-type: none"> I will be there in March with my annual report. We have been asked to help WCCH out with a mess of old records found up on roof top room, so unfortunately I have put my report off but I will definitely be there in March. Hope you all are staying healthy. Thanks 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Historian w/C. Amrhein			
1. <i>Update:</i> <ul style="list-style-type: none"> <u>See attached e-mail.</u> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
Board of Elections w/J. Schlick & H. Bush			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Vice Committee Chairman: p/B. Becker (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, March 30, 2021 @ 9:00 AM.**