



## 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...

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*Thank you!*

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Date: Tuesday, July 27, 2021 @ 9:00 AM

Location: **Supervisors' Chambers, 2<sup>nd</sup> floor of the government center & Zoom Conference Call.**

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

Absent: Kehl, Jacoby

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; J. Davis, T/Covington; J. Brick, T/Perry (9:09 AM); G. Royce/Records Retention (Zoom); J. Cook/Budget Officer (Zoom)

Department Agenda Item	Discussion	Decision	Action
<p><i>County Clerk Pierce introduced her DMV Deputy County Clerk, Wendy Dueppengiesser as a participant in the next discussion. County Clerk Pierce explained that when the appointment mandate was lifted several considerations were made</i></p> <ol style="list-style-type: none"> <li>1. <i>Customer comments</i></li> <li>2. <i>Committee comments</i></li> <li>3. <i>Office space</i></li> <li>4. <i>What other county DMVs are doing</i></li> <li>5. <i>What the future may bring.</i></li> </ol> <p><i>Year to date through June Wyoming County DMV revenues are at 54%.</i></p> <p><i>At 9:09 AM Supervisor Brick, T/Perry entered the meeting during this Agenda Item discussion.</i></p> <p><i>Supervisor Brunner, T/Java asked for Walk-In service to be restored. Dep. County Clerk Dueppengiesser spoke to processing drop offs and dealer paperwork in between appointments. Supervisor Brunner, T/Java offered that she is concerned about the people they are serving and with the current arrangement she's not hearing community service, which is what she is hearing from her community. County Clerk Pierce stated she's hearing positive comments on appointments. Dep. County Clerk Dueppengiesser explained they were taking appointments by hand but there were too many calls to keep up with so they went to automated appointments. Supervisor Becker, T/Sheldon reiterated that the customer service is just not there. While attending the Sheldon picnic he had many attendees approach on opening to the public. County Clerk Pierce explained that the Delevan DMV is the only local DMV open without appointments. County Clerk Pierce added that as of last Friday surrounding counties are still only by appointment. Genesee County's plans are to open without appointments August 1<sup>st</sup>. There was some discussion about being overwhelmed with business if Wyoming County were to open without appointments while the surrounding counties still required appointments. The committee members lobbied for increased public service by opening up to walk-ins. County Clerk Pierce offered to discuss with staff at the DMV and implement a hybrid of appointments and walk-ins for two months</i></p>			
<b>9:15 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<p><b>1. Grant Application and Acceptance:</b> Authorize Chairwoman to sign a grant application and acceptance award with the New York State Board of Elections, 40 N Pearl St Suite 5, Albany NY 12207 for the provision of funding for Early Voting expansion in a minimum amount of \$17,090.61; effective April 7, 2021 through January 28, 2022.</p>	<p><b>Early Voting Expansion Grant.</b> <b>Can also use this funding for another demand printer (\$600 plus change) and 1 ½ new voting machines, at a cost of \$11K each.</b></p>	<p>Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p><b>*RESOLUTION</b></p>

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Department Agenda Item	Discussion	Decision	Action
<b>2. Grant Application and Acceptance:</b> Authorize Chairwoman to sign a grant application and acceptance award with the New York State Board of Elections, 40 N Pearl St Suite 5, Albany NY 12207 for the provision of funding for technology innovation in a minimum amount of \$39,076.87; effective April 7, 2021 through January 27, 2023.	<b>Technology Innovation and Election Resource (TIER) Grant</b>  <i>Commissioner Schlick added that IT Systems Administrator, J. Santullo informed the Board of Elections that the current machines are getting tired.</i>	Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>Budget Officer Cook instructed the Board of Elections to provide a request (not as part of the budget) to purchase the balance of the replacement voting machines with ARPA funding.</b>			
<b>3. Appropriation:</b> <b>To:</b> 01.34.1450.4.42484 Early Voting \$17,090.61 w/01.11.1450.3089 Other, State Aid \$17,090.61 <b>Reason:</b> Early Voting Expansion grant funds.		Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to: <b>FINANCE</b>
<b>9:30 AM County Attorney w/J. Wujcik</b>			
<b>1. General Update</b>	<b>No change from last month.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Human Resource w/D. Farberman</b>			
<b>1. Position Create/Fill:</b> <b>District Attorney</b> Create and fill one (1) position of <b>DA Investigator (Per Diem)</b> on salary schedule S, at an hourly rate of \$40.00/hr., plus mileage, with only those other benefits mandated by law. Position available: July 14, 2021.	<b>Emergency Fill was approved effective July 14, 2021.</b>	Motion: Leuer Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>

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Absent: Kehl, Jacoby

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; J. Davis, T/Covington; J. Brick, T/Perry (9:09 AM); G. Royce/Records Retention (Zoom); J. Cook/Budget Officer (Zoom)

Department Agenda Item	Discussion	Decision	Action
<p><b>2. Position Fill:</b></p> <p style="text-align: center;"><b>District Attorney</b></p> <p>Fill one (1) position of <b>Assistant District Attorney (2nd)</b>, (FT – 1.00 FTE) (position # 005.503) on Salary Schedule S at an annual salary of \$80,000.00. Person vacating: Gregory A. Kilburn, effective 8/13/2021. Position available: August 16, 2021.</p>	<b>ADA Kilburn is moving to another county</b>	Motion: Grant Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>
<p><b>3. Position Fill:</b></p> <p style="text-align: center;"><b>District Attorney</b></p> <p>Fill one (1) position of <b>Assistant District Attorney (3rd)</b>, (FT – 1.00 FTE) (position # 031.503) on Salary Schedule S at an annual salary of \$71,000.00. Person vacating: Chelsie Hamilton, effective 8/13/2021. Position available: August 16, 2021.</p>	<b>ADA Hamilton will take ADA Kilburn's spot.</b>	Motion: Grant Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>
<p><b>4. Position Create/Fill:</b></p> <p style="text-align: center;"><b>Fire and Building Code Enforcement</b></p> <p>Create and fill one (1) position of <b>Keyboard Specialist</b> (FT – 1.00 FTE) on CSEA Schedule A, Job Grade 2, at an hourly rate of \$16.29/hr. - \$17.78/hr. Position Available: August 11, 2021.</p>	<b>To replace the Keyboard Specialist being reassigned to the Planning Dept.</b>	Motion: Brunner Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>

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Department Agenda Item	Discussion	Decision	Action
<p><b>5. Position Fill:</b> <b>Fire and Building Code Enforcement</b> Fill one (1) position of <b>Account Clerk</b> (FT – 1.00 FTE)(position # 027.002) on CSEA Schedule A , Job Grade 4, at an hourly rate of \$17.10/hr. - \$18.82/hr. Person vacating: Kelly Simkins, effective July 25, 2021. Position available: August 4, 2021.</p>	<p><b>Request to fill on an emergency basis has been submitted; effective August 04, 2021.</b></p>	<p>Motion: Brunner Ayes: 7 Noes: Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>
<p><b>6. Position Create/Fill:</b> <b>Sheriff</b> Create and fill one (1) position of <b>Secretary to the Sheriff (FT - 1.00 FTE) (Temp.)</b> salary schedule S, at an annual salary of \$60,268.00. Position Available: August 11, 2021 to last for a period no longer than six months, concluding on February 11, 2022.</p>	<p><b>Position for Carole Cunningham to move into for cross training purposes.</b></p>	<p>Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>
<p><b>7. Position Fill:</b> <b>Sheriff</b> Fill one (1) position of <b>Administrative Assistant (Sheriff)</b> (FT – 1.00 FTE) (position # 099.549), on Salary Schedule S, at an annual salary range equivalent of \$35,000.00 - \$ 42,000.00 based on experience and qualifications. Person vacating: Susan Scott, effective August 10, 2021. Position available: August 11, 2021.</p>		<p>Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>

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<p>8. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Sheriff</b></p> <p>Fill one (1) position of <b>Secretary to the Sheriff</b> (FT – 1.00 FTE) (position # 002.503), and set the salary on Salary Schedule S at \$55,000.00 per year based on experience and qualifications. Person vacating: Carole Cunningham Position Available: August 11, 2021.</p>		<p>Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>
<p>9. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Sheriff</b></p> <p>Fill one (1) position of <b>Deputy Sheriff</b> (FT – 1.00 FTE) (position # 095.083) on WCDSA Schedule , Job Grade 4, at an hourly rate of \$25.45/hr. - \$32.53/hr. Person vacating: Adam Hope, effective August 8, 2021. Position available: August 9, 2021.</p>		<p>Motion: Brunner Ayes: 7 Noes: Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>
<p>10. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Sheriff</b></p> <p>Fill one (1) position of <b>Deputy Sheriff</b> (FT – 1.00 FTE) (position # 074.083) on WCDSA Schedule , Job Grade 4, at an hourly rate of \$25.45/hr. - \$32.53/hr. Person Vacating: Austin Harding, effective August 8, 2021. Position available: August 9, 2021.</p>		<p>Motion: Brunner Ayes: 7 Noes: Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action
<b>11. <u>Position Fill:</u></b>  <p style="text-align: center;"><b>Jail</b></p> Fill one (1) position of <b><u>Meal Deliverer</u></b> , (PT – Variable FTE) (position # 083.598) at an hourly rate of \$12.50/hr. Person Vacating: Kathleen Kelly, effective July 4, 2021. Position available August 4, 2021.		Motion: Brunner Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>
<b>Agenda Items #12 and #14 were acted on together.</b>			
<b>12. <u>Overnight Travel Authorization:</u></b> D. Farberman to attend 2021 New York State Public Employers Labor Relations Association (NYSELRA) Meeting/Conference in Saratoga Springs, NY, September 29 – October 1, 2021 for 2 nights (\$169) + conference registration \$290 (early member fee) Plus mileage and meals. Personal vehicle will be used.	<b>Dan Farberman is a speaker at the event</b>	Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<b>13. <u>Referred from 07-06-21 Finance Committee Mtg.:</u></b> Approve the <b><u>memorandums of understanding</u></b> between the County of Wyoming and the Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO Wyoming County Local 9250-01 Supervisory Unit related to critical staffing in the skilled nursing facility May 2021.	<b>HR Director Farberman didn't feel as if this MOU appeared to be helping.</b>	Motion: Roche Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>14. <u>Overnight Travel Authorization:</u></b> D. Farberman to attend the NYSAC fall conference in Syracuse, NY from September 12-15, 2021. Travel by County car. Estimated cost \$400.75 for conference registration, \$432.00 lodging, employee expenses. Funds budgeted.		Motion: Becker Ayes: 7 Noes: Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>

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Department Agenda Item	Discussion	Decision	Action
<p><i>Treasurer Mayer was invited to the committee meeting. Upon entering the room she requested an executive session. At 10:33 AM there was a motion by Supervisor Becker to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Grant and all voted aye. Clerk Ketchum and HR Director Farberman were excused. Treasurer Mayer and County Attorney Wujcik remained. At 11:14 AM Treasurer Mayer exited the executive session and Clerk Ketchum and HR Director Farberman were invited back into the executive session. At 12:13 PM there was a motion by Supervisor Becker to end the executive session and continue the regular meeting. This was seconded by Supervisor Roche and all voted aye.</i></p>			
<p>15. <b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Highway Leadership Search Update</li> <li>• Request for Executive Session</li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>Walk-in:</b> <b>Position Create/Fill:</b> <b>Treasurer's Office</b> Create and fill one (1) position of <b>Fiscal Administrator</b>, (FT – 1.0 FTE) and place on Salary Schedule S with an approved salary range of \$42,000.00 - \$55,000.00 annually. Position Available: August 11, 2021</p>		<p>Motion: Becker Ayes: 5 Noes: 2 Roche, Leuer Absent: 2 Kehl, Jacoby</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p>
			FINANCE

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Department Agenda Item	Discussion	Decision	Action
<b>Walk-in:</b> <b>Position Abolished:</b> <b>Treasurer's Office</b> Abolish one (1) position of <b>Principle Account Clerk</b> , (Position Code 019.182) CSEA agreement, sch. A, grade 14/step 6 (\$24.45/hr. with an annual salary equivalent of \$44,499.00). Person Vacating: Amanda Green close of business August 18, 2021; Abolish effective 08/19/21.		Motion: Becker Ayes: 5 Noes: 2 Roche, Leuer Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>Walk-in:</b> <b>Position Create/Fill:</b> <b>Treasurer's Office</b> Create and fill one (1) position of <b>Senior Account Clerk (Double Entry)</b> , (1.00 FTE) CSEA agreement, sch. A, grade 6 (\$17.92 - \$19.98) Position Available: August 11, 2021		Motion: Becker Ayes: 5 Noes: 2 Roche, Leuer Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>Walk-in:</b> <b>Compensation Committee Review recommendations.</b>		Motion: Leuer Ayes: 6 Noes: 1 Roche Absent: 2 Kehl, Jacoby	Carried: <b>XXX</b> Defeated: Referred to: <b>FINANCE</b>
<b>Civil Service w/D. Farberman</b>			
16. <b>Civil Service Update for July 2021</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<b>Historian w/C. Amrhein</b>			
	~Nothing to Report~	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     C. Ketchum    ).

Next Human Resource Committee Meeting scheduled for **Tuesday, August 31, 2021 @ 9:00 AM.**