

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-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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We ask that you continue to practice safe social distancing requirements.**

Thank you!

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

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

Present: **King (Zoom), Becker (presiding)**, Kehl, Brunner, Leuer (Zoom), Roche, Granger, Jacoby

Absent: Grant

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Wilkinson/Co. Atty.'s office; B. Ryan/Board Chair; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:11 AM); J. Davis, T/Covington (9:16 AM)

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. FYI: The December Committee meeting date will not be changed this year.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
1. FYI- Contract (\$3,000 and under)		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • Crossroads Land Office, Inc., 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. • Stewart Title Insurance Company, 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. 			
DMV w/R. Pierce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Committee Vice Chair Becker, T/Sheldon shared with the committee members that his cousin recently had a good experience with walk in business at the DMV. Board Chair Ryan, T/Warsaw thanked County Clerk Pierce for the informative tour by Supervisors through the Government Center.</i></p>			
9:15 AM Historian w/C. Amrhein			
1. Appropriation:		Motion: Roche	Carried: XXX
To: 017510.541010 Supplies \$134.25		Ayes: 8	Defeated:
w/01751004.427050 Gifts & donations \$134.25		Noes:	Referred to:
Reason: To appropriate funds donated for office use to be used for archival supplies.		Absent: 1 Grant	FINANCE

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Department Agenda Item	Discussion	Decision	Action
2. General Update:			
<ul style="list-style-type: none"> • The National Votes for Women Trail marker for the Wyoming Village Hall is being cast. • I helped with final edits of the <i>Beers 1880 History of Wyoming County</i> to be published in May of 2022. • I did a pictorial winter spread for the January issue of Western New York Heritage Magazine. <ul style="list-style-type: none"> ○ Carried at Tops and Perry Market Place. • We have two people for office help. <ul style="list-style-type: none"> ○ One is a college student doing 12 hours of community work. ○ The other is a person through Community Action for 100 hours who we've had before. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Board Chair Ryan, T/Warsaw thanked County Historian Amrhein for the tour of the Historian's house on Linwood Ave. by members of the Board of Supervisors recently.</i>			
9:30 AM Board of Elections w/J. Schlick & H. Bush			
<i>At 9:11 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
1. <u>2022 Election Expenses Apportioned:</u> 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: Granger Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to:
2. Transfer: From: 011450.542484 Cybersecurity \$52,174.28 To: 011450.520002 IT/Communication \$52,174.28 Reason: Transfer funds to purchase equipment.		Motion: Brunner Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to:
FINANCE			

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Department Agenda Item	Discussion	Decision	Action
10:00 AM Human Resource w/D. Farberman			
<p>1. Position Create/Fill: Health Department Create and fill three (3) positions of COVID Response Specialists (per diem) 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.</p>	<p><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></p> <p>Emergency Fill executed for one (1) position by HR and Chairwoman Ryan effective 11/13/2021.</p>	<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Health Comm. FINANCE</p>
<p>2. Amend Salary Schedule S: Health Department Set salary for the position of Fiscal Administrator (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.</p>		<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Health Comm. FINANCE</p>
<p>3. Position Fill: Health Department Fill one position of Fiscal Officer (Public Health) (position code #136.580) on Salary Schedule S with an hourly wage range of \$21.89/hr. - \$24.63/hr. (Annual Salary equivalent 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.</p>	<p>This position is non-exempt from Fair Labor Standards.</p>	<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Health Comm. FINANCE</p>

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Absent: Grant

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Wilkinson/Co. Atty.'s office; B. Ryan/Board Chair; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:11 AM); J. Davis, T/Covington (9:16 AM)

Department Agenda Item	Discussion	Decision	Action
<i>At 9:16 AM Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i>			
<p>4. Position Revision:</p> <p style="text-align: center;">Health Department</p> <p>Revise the Water Resource Specialist (Temp.) (position code #148.335) at \$19,000 on Salary Schedule S to Water Resource Specialist (Per Diem) (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 12/31/21.</p>		<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Public Health Comm. FINANCE</p>
<p>5. Position Fill:</p> <p style="text-align: center;">Information Technology</p> <p>Fill one (1) position of Network Administrator (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>		<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
<p>6. Position Fill:</p> <p style="text-align: center;">Information Technology</p> <p>Fill one (1) position of IT Assistant (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>		<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>

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Absent: Grant

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Wilkinson/Co. Atty.'s office; B. Ryan/Board Chair; J. Brick, T/Perry; A. D. Berwanger, T/Arcade (9:11 AM); J. Davis, T/Covington (9:16 AM)

Department Agenda Item	Discussion	Decision	Action
<p>7. Position Fill: Fire and Building Codes Fill one (1) position of Account Clerk (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: Brunner Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: Defeated: Referred to: Public Safety Comm. FINANCE</p>
<p>8. Position Fill: Social Services Fill one (1) position of Account Clerk (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: Granger Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE</p>
<p>9. Position Fill: Social Services One (1) position of Clerk (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: Granger Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to: Human Services Comm. FINANCE</p>
<p>10. Position Fill: Sheriff Fill one (1) position of Deputy Sheriff (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: Roche Ayes: 8 Noes: Absent: 1 Grant</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
11. <u>Position Fill:</u> <p style="text-align: center;"><i>Sheriff</i></p> Fill one (1) position of Meal Deliverer (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: Brunner Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
12. <u>Amend Salary Schedule S:</u> <p style="text-align: center;"><i>Treasurer</i></p> To set the salary of the Fiscal Administrator (position code #024.405) to the negotiated amount of \$22.99/hr. (Annual Salary equivalent of \$42,003/annually); effective November 01, 2021	<i>Non-exempt from the Fair Labor Standards Act.</i>	Motion: Brunner Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to: FINANCE
Civil Service w/D. Farberman			
13. <u>November 2021 Civil Service update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10:00 AM Human Resource w/D. Farberman continued			
14. <u>Discussion Items:</u> <ul style="list-style-type: none"> • Covid-19 Vaccine Mandate Compliance • CSEA Bargaining Update • <u>EAP Reports</u> • Request for Executive Session 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
9:45 AM County Attorney w/J. Wujcik			
1. Appropriation: <i>Assigned Counsel</i> To: 011421.542494 HH Grant Expenses \$220.00 w/01142102.430250 Hurrell Harring Grant \$220.00 Reason: Appropriate money to cover investigative and transcription services.		Motion: Roche Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to: FINANCE
<p><i>At 9:37 AM there was a motion by Supervisor Kehl to enter an executive session to discuss the employment and performance history of a particular employee, current litigation and the proposed acquisition of real property. This was seconded by Supervisor Granger and all voted aye. HR Director Farberman, Board Clerk Ketchum, J. Wilkinson and County Attorney Wujcik remained.</i></p> <p><i>At 11:07 AM there was a motion by Supervisor Roche to end the executive session and continue the regular meeting. This was seconded by Supervisor Kehl and all voted aye.</i></p>			
2. Professional Service Contract \$3,001.00 - \$5,000.00: Authorize Chairwoman to sign a contract with WNW Properties LLC , 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: Kehl Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to: APPROVED
3. Professional Service Contract \$3,001.00 - \$5,000.00: Authorize Chairwoman and County Attorney to sign a contract with David H. Nelson , 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: Kehl Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to: APPROVED

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Department Agenda Item	Discussion	Decision	Action
4. Professional Service Contract \$5,001.00 or greater: Authorize Chairwoman to sign a contract with Mark H. Dadd Law Office, PLLC , 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: Kehl Ayes: 8 Noes: Absent: 1 Grant	Carried: XXX Defeated: Referred to:
4. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> NYS Defenders Association, Inc., 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; effective 02/09/22 through 02/08/23. Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 3. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. General Update.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
6. Appoint: County Attorney Two (2) yr. term eff. January 1, 2022 – December 31, 2023 <ul style="list-style-type: none"> Jennifer M. Wilkinson, 11 Exchange Street, Attica NY 14011 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Records Retention w/G. Royce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Next Human Resource Committee Meeting scheduled for **Tuesday, December 28, 2021 @ 9:00 AM.**