

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...

**Committee meetings are open to the general public.
We ask that you continue to practice safe social distancing requirements.**

Thank you!

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Date: Tuesday, December 28, 2021 @ 9:00 AM

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

Present: **King**, Kehl, Grant (9:02 AM), Brunner, Leuer (Zoom – 9:06 AM), Roche, Granger, Jacoby (Zoom – 1:06 AM)

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Wilkinson/County Attorney “elect”; J. Brick, T/Perry; J. Davis, T/Covington (9:06 AM); B. Ryan/Board Chair (9:06 AM); A. D. Berwanger, T/Arcade (9:07 AM)

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. Approval of Resolution 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: Kehl Ayes: 5 Noes: Absent: 4 Becker, Leuer, Grant, Jacoby	Carried: XXX Defeated: Referred to: *RESOLUTION
DMV w/R. Pierce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wilkinson			
1. Amend Schedule G: County Attorney 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: • Secretary to the County Attorney (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> <i>*Retroactive date of 04/01/2020 was verified by the Public Defender’s office. Resolution No. 21-512 passed November 9, 2021 referenced.</i>	Motion: Brunner Ayes: 5 Noes: Absent: 4 Becker, Leuer, Grant, Jacoby	Carried: XXX Defeated: Referred to: FINANCE

Committee Chair Initials: _____

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Wilkinson/County Attorney “elect”; J. Brick, T/Perry; J. Davis, T/Covington (9:06 AM); B. Ryan/Board Chair (9:06 AM); A. D. Berwanger, T/Arcade (9:07 AM)

Department Agenda Item	Discussion	Decision	Action
2. Position Fill: <p style="text-align: center;"><i>County Attorney</i></p> One (1) position of <u>Assistant County Attorney (2nd)</u> , Sch. S, to replace Jennifer Wilkinson, Esq. who is being appointed as County Attorney effective January 1, 2022. Position available date: 1/5/2022		Motion: Granger Ayes: 5 Noes: Absent: 4 Becker, Leuer, Grant, Jacoby	Carried: XXX Defeated: Referred to: FINANCE
<i>At 9:02 AM Supervisor Grant, T/Bennington entered the meeting during the below agenda item.</i>			
<i>At 9:04 AM County Attorney Wujcik entered the meeting during the below agenda item.</i>			
3. Amend Salary Schedule S: <p style="text-align: center;"><i>County Attorney</i></p> Set salary for the position of <u>Assistant County Attorney (2nd)</u> (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: Granger Ayes: 6 Noes: Absent: 3 Becker, Leuer, Jacoby	Carried: XXX Defeated: Referred to: FINANCE
<i>At 9:06 AM Supervisors Leuer, T/Middlebury and Jacoby, T/Wethersfield joined the meeting via Zoom during the below agenda item.</i>			
4. 2021 Appropriation: 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: Grant Ayes: 8 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: FINANCE

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Wilkinson/County Attorney “elect”; J. Brick, T/Perry; J. Davis, T/Covington (9:06 AM); B. Ryan/Board Chair (9:06 AM); A. D. Berwanger, T/Arcade (9:07 AM)

Department Agenda Item	Discussion	Decision	Action
<i>At 9:06 AM Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i>			
5. General Update.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Board of Elections w/J. Schlick & H. Bush			
<i>At 9:07 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
1. Amend Resolution No. 20-284 Authorize Chairwoman to sign an amended contract with New York State Board of Elections , 40 N Pearl St Suite 5, Albany NY 12207, to reflect the following revisions: <ul style="list-style-type: none"> Amended contract term 12/21/2019-12/31/2023 	Elections Cybersecurity Remediation Grant Program	Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: *RESOLUTION
2. Professional Services Contract \$5,001 or greater: Authorize Chairwoman to sign extended contract with ESSVR, LCC (f/k/a Election Systems and Software, LCC) 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: Granger Ayes: 8 Noes: Absent: 1 Becker	Carried: XXX Defeated: Referred to: *RESOLUTION

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Wilkinson/County Attorney “elect”; J. Brick, T/Perry; J. Davis, T/Covington (9:06 AM); B. Ryan/Board Chair (9:06 AM); A. D. Berwanger, T/Arcade (9:07 AM)

Department Agenda Item	Discussion	Decision	Action
<p>Walk-in: Misc.</p> <ul style="list-style-type: none"> • Revenue contracts with School Districts for ballot printing. <ul style="list-style-type: none"> ○ \$.21 (one sided) / \$.25 (two sided) ○ To be presented to committee next month. ○ County Attorney review complete ○ Waiting on the School Districts to approve and execute. • Anticipating execution of a \$20K interdepartmental contract with IT for 2022. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Human Resource w/D. Farberman			
<p>1. Amend Salary Schedule S: County Attorney Set salary for the position of Assistant County Attorney (2nd) (1.0 FTE)(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.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: <p style="text-align: center;">Action taken above</p>

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Wilkinson/County Attorney “elect”; J. Brick, T/Perry; J. Davis, T/Covington (9:06 AM); B. Ryan/Board Chair (9:06 AM); A. D. Berwanger, T/Arcade (9:07 AM)

Department Agenda Item	Discussion	Decision	Action
<p>2. Position Fill:</p> <p style="text-align: center;">County Attorney</p> <p>Fill one (1) position of <u>Assistant County Attorney (2nd)</u> (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>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;">Action taken above</p>
<p>3. Position Create/Fill:</p> <p style="text-align: center;">Social Services</p> <p>Create and fill one (1) position of <u>Social Services Program Specialist Trainee</u> (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Person vacating the Social Services Program Specialist position: Cherie May, effective November 26, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> • 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. 		<p>Motion: Grant</p> <p>Ayes: 8</p> <p>Noes:</p> <p>Absent: 1 Becker</p>	<p>Carried: XXX</p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;">Human Services Comm. FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
<p>4. Position Create/Fill: <i>Social Services</i> Create and fill one (1) position of <u>Social Services Program Specialist Trainee</u> (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Person vacating the Social Services Program Specialist position: Jillian Calmes Brian Logsdon, effective August 17, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> 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. 		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Human Services Comm.</i> FINANCE</p>
<p>5. Position Create/Fill: <i>Social Services</i> Create and fill one (1) position of <u>Caseworker Trainee</u> (1.0 FTE) on CSEA Schedule A, Job Grade 12 at \$20.20/hr-\$23.14/hr. Person vacating the Caseworker position: Dawn Nugent, effective November 28, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> Promoted to Caseworker (position # 166.042) (Grade 14) after six months of satisfactory performance during the training period. Funded by current Caseworker. 		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;"><i>Human Services Comm.</i> FINANCE</p>

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Absent: **Becker**

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Department Agenda Item	Discussion	Decision	Action
<p>6. <u>Position Create/Fill:</u> Social Services Create and fill one (1) position of Caseworker Trainee (1.0 FTE) on CSEA Schedule A, Job Grade 12 at \$20.20/hr-\$23.14/hr. Person vacating the Caseworker position: Kris Howe, effective November 28, 2021. Position Available: January 12, 2022.</p> <ul style="list-style-type: none"> • Promoted to Caseworker (position # 006.042) (Grade 14) after six months of satisfactory performance during the training period. Funded by current Caseworker. 		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Human Services Comm. FINANCE</p>
<p>7. <u>Position Fill:</u> Public Defender Fill one (1) position of Assistant Public Defender (6th) (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>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Public Safety Comm. FINANCE</p>
<p>8. <u>Position Fill:</u> Human Resources One (1) position of Payroll Clerk (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>	<p>This position was approved for emergency fill.</p>	<p>Motion: Granger Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Wilkinson/County Attorney “elect”; J. Brick, T/Perry; J. Davis, T/Covington (9:06 AM); B. Ryan/Board Chair (9:06 AM); A. D. Berwanger, T/Arcade (9:07 AM)

Department Agenda Item	Discussion	Decision	Action
<p>9. Position Create/Fill: Human Resources One (1) position of Payroll Clerk (Temp.) (1.0 FTE) on Salary Schedule S, at an hourly rate of \$21.42/hour. Position Available: December 14, 2021 through January 13, 2022.</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: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>FINANCE</p>
<p>10. Amend Salary Schedule G: County Attorney To increase the <i>stipend</i> for the Secretary to the County Attorney (position code 007.503) 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><i>Action taken above</i></p>
<p>11. Amend Salary Schedule G: Public Health To set the salary of the COVID Response Assistant (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 & vaccination clinics, insurance billing, NYS reporting, etc.</i></p>	<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Health Comm. FINANCE</p>

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Absent: **Becker**

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Department Agenda Item	Discussion	Decision	Action
<p>12. Amend Salary Schedule G: Public Health To set the benefits of the Fellowship Coordinator (#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: Kehl Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Public Health Comm. FINANCE</p>
<p>13. Amend Salary Schedule S: Health Department Set salary for the position of Fiscal Officer (Public Health) (position code #136.580) on Salary Schedule S at \$45,000.00 annually, with eligibility for an additional \$2,000 upon permanent appointment and meeting pre-established goals. Effective January 10, 2022.</p>	<p><i>Approval to fill within the salary range of \$40,000 to \$45,000 annually was granted by Human Resource Committee on 11/30/2021; presented as an “FYI” at Public Health Committee on 12/1/2021 and approved by Finance Committee on 12/7/2021. The selected candidate is Master’s prepared with public employment accounting and administrative experience.</i></p>	<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Public Health Comm. FINANCE</p>
<p>14. Discussion Items: • <u>11-2021 EAP Reports</u></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
15. <i>Civil Service update for December 2021</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Historian w/C. Amrhein			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	~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, January 25, 2022 @ 9:00 AM.**

Committee Chair Initials: _____