

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 now open to the general public.
We ask that you continue to practice safe social distancing requirements.

Thank you!

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Date: Tuesday, February 22, 2022 @ 9:00 AM

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

Present: **King (Zoom), Becker (Chaired the meeting)**, Kehl (Zoom), Grant, Roche, Granger, Leuer (Zoom), Jacoby

Absent: McCormick

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; B. Ryan/Board Chair; D. Farberman/HR Director; J. Wilkinson/Co. Atty.; L. Roberts, T/Genesee Falls; J. Gozelski, T/Castile; A. D. Berwanger, T/Arcade (9:05 AM); J. Davis, T/Covington; D. Blue/County Highway Supt.

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Attorney w/J. Wilkinson			
<p>1. Overnight Travel Authorization: J. Wilkinson to attend County Attorneys' Association of the State of New York (CAASNY) Annual Meeting, The Otesaga Hotel, Cooperstown, New York, May 23-24, 2022 (or any rescheduled date). Personal car will be used. Partial hotel/rooming fee is being paid by CAASNY; the remainder to be paid by County. Registration fee is \$100.00; (total registration is \$250.00 (CAASNY is paying \$150.00). All expenses have been budgeted for.</p>		<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 McCormick</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">APPROVED</p>
<p>2. General Update.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
9:15 AM Board of Elections w/J. Schlick & H. Bush			
<p>1. Professional Services Contract \$5001 or greater: Authorize Chairwoman to sign a contract pursuant to General Municipal Law §104(b) with Warsaw Penny Saver, 72 N Main St, Warsaw NY 14569, for processing and mailing of annual Mail Check cards in an amount not to exceed \$7,273.00; effective February 1, 2022 through April 29,2022.</p>	<p>Annual list maintenance activity required by NYS Election Law.</p> <p>Approximately 25,000 cards will be mailed between April 19-24</p>	<p>Motion: Grant Ayes: 8 Noes: Absent: 1 McCormick</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>

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Department Agenda Item	Discussion	Decision	Action
2. Redistricting:			
<ul style="list-style-type: none"> • <u>SENATE DISTRICT #58</u> - George Borrello <ul style="list-style-type: none"> ○ All of Wyoming County • <u>CONGRESSIONAL DISTRICT #23</u> - Claudia Tenney <ul style="list-style-type: none"> ○ Arcade, Castile, Covington, Gainesville, Genesee Falls, Java, part of Orangeville, Pike, Sheldon, Wethersfield • <u>CONGRESSIONAL DISTRICT #24</u> - Chris Jacobs <ul style="list-style-type: none"> ○ Attica, Bennington, Middlebury, Eagle, Perry, Warsaw, part of Orangeville • <u>ASSEMBLY DISTRICT #147</u> – Dave DiPietro <ul style="list-style-type: none"> ○ All of Wyoming County except Perry • <u>ASSEMBLY DISTRICT #133</u> - Marjorie Byrnes <ul style="list-style-type: none"> ○ Town of Perry Only 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Historian w/C. Amrhein			
<i>At 9:05 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
1. Appropriation: To: 017510.541202 Printing \$300.00 w/01751004.427050 Gifts & donations \$300.00 Reason: For regular printing funds as all funds budgeted for 2022 are encumbered due to an increase in print copies of <i>Historical Wyoming</i> .		Motion: Roche Ayes: 8 Noes: Absent: 1 McCormick	Carried: XXX Defeated: Referred to:
*RESOLUTION			
<i>Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i>			

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Department Agenda Item	Discussion	Decision	Action
2. General Update: <ul style="list-style-type: none"> • The new edition of F. W. Beers <i>1880 History of Wyoming County, NY</i> (new introduction by myself) by SUNYPress is completed. Aprox. 400 pgs., hardcopy \$95.00 is 50% off until end of February. Use code XWEB22 at checkout. Shipping expected June 1st. <ul style="list-style-type: none"> ○ https://sunypress.edu/Books/H/History-of-Wyoming-County-N.Y ○ Softcover will be available for less in about 6 months. • “Wintry Wyoming” article I wrote for the <i>Western New York Heritage</i> magazine is out and available at Tops in Arcade, Attica and Warsaw. • We had seven students in from Warsaw school doing community service as part of their Participation in Government requirement. Three were foreign exchange students. They were a big help in answering letters of research requests and typing up stories for <i>Historical Wyoming</i>. • Gave a talk on Native Americans in our area and Western NY, and the book I wrote, I to the Conable Way “Connect 55” residents. • The three “National Votes for Women Trail” markers are now all approved. One has been delivered, two are in production but Sewald is behind by 12 to 14 weeks so I do not expect to see them before May. Attached is the final wording for the signs. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Pioneer Grounds: <ul style="list-style-type: none"> • Update on National Register process by Cindy Amrhein • Email from Eric Parker received by County Historian • Pioneer Grounds update by Eric Parker 	<i>The Historian's office has been working on this designation since the 1970's. See attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>E. Parker explained that the Pioneer Cabin Association has been holding picnics on this site ever since 1872. Priority is to have the cabin foundation replaced. Some mention of a meeting place stump (currently covered up). Pioneer Cabin Association has provided County Highway with a verbal roof replacement estimate. E. Parker talked about some driveway work that needs to be done. There was some question relative to the trees that needed attention on the property. Wyoming County Forester, E. Stawitzky/Pioneer Forestry was consulted (estimate attached). There was some discussion on past and future tree removal needs. Need for interpretive signage. Working with the Village to provide the signage. Working on rearranging things in the museum. County Historian Amrhein requested a copy of the roof estimate for budgeting purposes. E. Parker explained he was unable to do so, as the quote was verbal.</i></p>			

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Department Agenda Item	Discussion	Decision	Action
9:45 AM Human Resource w/D. Farberman			
1. <u>Overnight Travel Authorization:</u> Dan Farberman and one HR staff (TBD) to attend NYSPELRA 47 th Annual Training Conference in Saratoga Springs, NY, on July 11 – 13, 2022. Conference attendance: \$550; Hotel: \$800; Plus Mileage; Will Use Personal Vehicle		Motion: Granger Ayes: 8 Noes: Absent: 1 McCormick	Carried: XXX Defeated: Referred to: APPROVED
2. <u>Amend Salary Schedule S:</u>		Motion: Jacoby Ayes: 8 Noes: Absent: 1 McCormick	Carried: XXX Defeated: Referred to:
<ul style="list-style-type: none"> • Set the salary of the Deputy Human Resource Director (position #026.569) to \$75,000.00, effective March 14, 2022. • Set the hourly wage of the Human Resource Assistant (position code 001.434) at \$19.23/hr; effective January 11, 2021. Lump Sum and 2022 COLA will adjust accordingly. • Remove the lump sum of \$1,173.05 for the Asst. County Attorney (2nd) as the incumbent has only held the position since 01/05/22. The calculation will be made “behind the scene” for the former incumbent (appointed Co. Atty.; effective 01/01/22). • Lump sum of \$2,946.42 for the Asst. County Attorney (1st) pro-rated to 06/14/21 start date. • Lump sum of \$1,166.48 for the Asst. District Attorney (3rd) pro-rated to 10/12/21 start date. • Include lump sum of \$3,426.38 and 2022 COLA increase for Engineering Technician in the HIGHWAY DEPT. • Lump sum of \$225.19 for the Asst. Public Defender (3rd) 			

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Department Agenda Item	Discussion	Decision	Action
pro-rated to 11/15/21 start date. <ul style="list-style-type: none"> • Lump sum of \$1,219.13 for the Building Inspector (position code 029.029) pro-rated to 07/14/21 start date. • Revise the Undersheriff's 2022 salary to reflect the corrected \$99,897.00 • Revise the Secretary to the Sheriff's 2022 salary to reflect the corrected \$57,750.00 • Revise the Secretary to the Sheriff (Temp.)'s salary to reflect the corrected \$63,281.00 • Set the salary of the 911 Coordinator at \$65,000.00 annually; effective May 02, 2021. • Lump sum of \$3,033.49 for the 911 Coordinator pro-rated to 05/02/21 start date • Revise the 911 Coordinator's COLA increase to reflect the corrected calculation from salary set at \$65,000.00; effective May 02, 2021 to \$1,625.00 for an annual 2022 salary of \$66,625.00. • Revise the Jail Administrator's 2022 salary to reflect the corrected \$80,842.00 			FINANCE
3. <u>Amend Salary Schedule D:</u> <ul style="list-style-type: none"> • Lump sum of \$1,764.46 for the Sr. Planner pro-rated to 07/19/21 start date. • Lump sum of \$857.30 for the Director of Veteran Services pro-rated to 09/13/21 start date. 		Motion: Jacoby Ayes: 8 Noes: Absent: 1 McCormick	Carried: XXX Defeated: Referred to: FINANCE

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Department Agenda Item	Discussion	Decision	Action				
<p>4. <u>Amend Local Law Introductory A, 2022:</u></p> <ul style="list-style-type: none"> Revise the Superintendent of County Highways lump sum to \$1,870.40 to reflect the corrected calculation from salary set at \$80,000.00; effective August 30, 2021 and a revised COLA increase of \$2,000.00 for an annual 2022 salary of \$82,000.00. Lump sum of \$857.30 for the Director of Veteran Services pro-rated to 09/13/21 start date. 		<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 McCormick</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>				
<p>5. <u>Position Fill:</u></p> <p style="text-align: center;">Human Resources</p> <p>Fill one (1) position of <u>Deputy Director of Human Resources</u> (1.0 FTE) (position # 026.569) on Salary Schedule S at an annual salary of \$75,000.00. Person vacating: John Ford, effective March 11, 2022. Position Available: March 14, 2022.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 McCormick</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>				
<p>6. <u>Position Create/Fill:</u></p> <p style="text-align: center;">Human Resources</p> <p>Create and fill one (1) position of <u>Deputy Director of Human Resources</u> (Per Diem) (Temp.) on Salary Schedule S at an hourly rate of \$48.64 per hour, not to exceed \$4,000.00. Position Available: March 14, 2022.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 McCormick</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>				
<p>7. <u>Appropriation:</u></p> <table style="width: 100%; border: none;"> <tr> <td>To: 011430.541010 Office Supplies</td> <td style="text-align: right;">\$2,000.00</td> </tr> <tr> <td style="padding-left: 20px;">w/Any Funds Available</td> <td style="text-align: right;">\$2,000.00</td> </tr> </table> <p>Reason: To purchase a functional desk for payroll.</p>	To: 011430.541010 Office Supplies	\$2,000.00	w/Any Funds Available	\$2,000.00		<p>Motion: Granger Ayes: 8 Noes: Absent: 1 McCormick</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>
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Department Agenda Item	Discussion	Decision	Action		
<p>8. Discussion Items:</p> <ul style="list-style-type: none"> • Service Award Program for All County Employees <ul style="list-style-type: none"> ○ On the cusp of making Pin Awards a reality in 2022 ○ Press Release to be issued by Chairwoman Ryan announcing awards. • Salary Schedule Adjustments as needed • WCCHS CEO and CFO Search update and contract <ul style="list-style-type: none"> ○ Actively searching ○ Contracting with a firm ○ A couple of candidates have been identified and are currently going through the vetting process now. ○ Temporary CFO contract has been extended • Building Codes temp position FYI • PT/Temp HR Clerk • BBJ contract update 				<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p><i>At 9:05 AM there was a motion by Supervisor Roche to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Granger and all voted aye.</i></p> <p><i>Clerk Ketchum, HR Director Farberman, Budget Officer Cook and County Attorney Wilkinson remained.</i></p> <p><i>County Highway Supt. Blue was excused and the Supervisors' YouTube channel was suspended.</i></p> <p><i>At 10:47 AM Budget Officer Cook left the Executive Session.</i></p> <p><i>At 11:00 AM there was a motion by Supervisor Granger to end the executive session and continue the regular meeting. This was seconded by Supervisor Roche and all voted aye.</i></p>					
Civil Service w/D. Farberman					
<p>9. <u>Civil Service update for February 2022</u></p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>		

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County Clerk w/R. Pierce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
	~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/B. Becker (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, March 29, 2022 @ 9:00 AM.**

Committee Chair Initials: _____