

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, March 30, 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, Becker*, Kehl, Grant, Brunner, Leuer (9:58 AM – Zoom), Roche, Granger, Jacoby

Absent:

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; B. Ryan/Board Chair; J. Cook/Budget Officer (Zoom); A. D. Berwanger, T/Arcade; J. Davis, T/Covington (9:44 AM)

Department Agenda Item	Discussion	Decision	Action
Committee Chair’s Agenda			
1. <i>2021 Winter Virtual NYSAC Conf. Resolutions:</i> <ul style="list-style-type: none"> <u>Resolution Requesting Enactment of Civil Service Reforms</u> <u>Resolution of Praise and Thanks to Our County Employees, Bravely and Selflessly Fighting COVID-19 and Providing Life Saving Services</u> 		Motion: Roche Ayes: 8 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: *RESOLUTION
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. <i>New York State Senate Bill S 04484 and New York State Assembly Bill A.06183, AN ACT to Amend Chapter 185 of the Laws of 2005, Amending the Tax Law Relating to Authorizing the County of Wyoming to Impose a County Recording Tax on Obligations Secured by a Mortgage on Real Property, in Relation to the Expiration Thereof.</i>	<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: Brunner Ayes: 8 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: *RESOLUTION
2. Introductory Local Law “E” and Set Public Hearing “A <i>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. <i>FYI: Extension of Expired Documents</i> <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 April 16, 2021. In addition, in-person transactions are still required to be done by appointment only. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; B. Ryan/Board Chair; J. Cook/Budget Officer (Zoom); A. D. Berwanger, T/Arcade; J. Davis, T/Covington (9:44 AM)

Department Agenda Item	Discussion	Decision	Action
9:15 AM Board of Elections w/J. Schlick & H. Bush			
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 the provision of processing and mailing of annual Mail Check cards in an amount not to exceed \$6,277.98; effective April 12, 2021 until completion.	Annual list maintenance activity required by NYS Election Law. Mailing 23,535 cards.	Motion: Becker Ayes: 8 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: *RESOLUTION
Town Caucuses are to be held no earlier than March 2nd and no later than July 22nd this year.			
2. Appropriation: To: 01.34.1450.2.20201 Computer Equipment 2,100.00 01.34.1450.4.42482 Cyber Security Grant 17,964.28 w/01.11.1450.3089 Other State Aid 20,064.28 Reason: Appropriate grant funds.		Motion: Granger Ayes: 8 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE
9:30 AM County Attorney w/J. Wujcik			
1. General Update:	<i>Withdrawn</i> <i>By the County Attorney 03/29/21</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Human Resource w/D. Farberman			
1. Position Fill: Highway One (1) position of Heavy Equipment Operator (position # 044.163B) (FT – 1.0 FTE) on CSEA Schedule B, Grade 9, at an hourly rate of \$19.04 – 21.03/hr. Person Vacating: Jean Wolcott-Willis, effective April 10, 2021. Position Available: April 7 11 , 2021.		Motion: Jacoby Ayes: 8 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE

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<p>2. Position Fill:</p> <p style="text-align: center;"><i>Highway</i></p> <p>One (1) position of <u>Heavy Equipment Operator</u> (position # 028.038B) (FT – 1.0 FTE) on CSEA Schedule B, Grade 9, at an hourly rate of \$19.04 – 21.03/hr. Person Vacating: Richard Brown, effective October 31, 2020. Position Available: April 7, 2021.</p>		<p>Motion: Jacoby Ayes: 8 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Works Comm. FINANCE</p>
<p>3. Position Fill:</p> <p style="text-align: center;"><i>Social Services</i></p> <p>One (1) position of <u>Community Services Worker</u> (position # 157.315) (FT – 1.0 FTE) on CSEA Schedule A, Grade 6, at an hourly rate of \$17.92 – 19.98/hr. Person Vacating: Karen Duboy, effective March 12, 2021. Position Available: April 7, 2021.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Human Services Comm. FINANCE</p>
<p>4. Position Abolish/Create/Fill:</p> <p style="text-align: center;"><i>Social Services</i></p> <p>Create one (1) position of <u>Social Services Program Specialist Trainee</u> (FT - 1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Position Available: April 14, 2021.</p>	<p><i>Promoted to a Social Services Program Specialist (Grade 10) after twelve months of satisfactory performance during the training period. Funded by current Social Services Program Specialist (position # 122.359).</i></p>	<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Human Services Comm. FINANCE</p>
<p>5. Position Create/Fill:</p> <p style="text-align: center;"><i>Real Property Tax Services</i></p> <p>One (1) position of <u>GIS Technician</u> (Per Diem - Variable FTE) (Temporary) at an hourly rate of \$35/hr. Position Available: March 25, 2021. Position to last for a period of six months from approval, until October 14, 2021, unless abolished or renewed by action of the Board of Supervisors.</p>	<p><i>Emergency Request to fill prior to full Board of Supervisors approval has been submitted.</i></p>	<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>FINANCE</p>

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Department Agenda Item	Discussion	Decision	Action
<p><i>Public Health Administrator, L. Paolucci was present to offer a first-hand explanation to the below request. She benchmarked salary and job description against similar counties. The position is 100% grant funded. Supervisor Brunner, T/Java offered that she felt this position was worthy of the proposed increase. Supervisor Grant, T/Bennington was concerned. In principle would prefer to see an increase wait until the month of May. At which time the federal stimulus funding is expected. Supervisor Granger, T/Gainesville expressed his concern for CSEA, Schedules S and D employee raises... Public Health Admin. Paolucci explained that she thought long and hard about making the request and added that grant dollars were identified to offset county levy impact.</i></p>			
<p><i>At 9:44 AM Supervisor Davis, T/Covington entered the meeting during the below Agenda Item.</i></p>			
<p>6. Amend Salary Schedule S: <i>Public Health</i> Increase the annual salary of the Public Health Program Coordinator (position # 140.609) from \$49,200 to \$58,000, effective April 14, 2021.</p>	<p>This position has primary responsibility for both Public Health Emergency Preparedness, including COVID-19 response, and also the Public Water Program; salary & fringe expense are offset by grant funds (NYSDOH PHEP and DWE). The candidate incumbent has been employed by Wyoming County for 20+ years and was provisionally appointed in 2018 upon Brian Meyers' promotion to EMS Director without salary adjustment since accepting the position. Incumbent will be permanently appointed based on successful examination, request salary adjustment to be more in line with position expectations and surrounding counties' salary ranges.</p>	<p>Motion: Brunner Ayes: 7 Noes: 1 Grant Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Public Health Comm. FINANCE</p>
<p>7. Amend Salary Schedule S: To grant a \$2,000 increase in annual compensation to the Zoning Enforcement Officer (position # 026.554) in the Zoning department upon the completion of 2 years of service, with satisfactory performance and all established goals met. \$2,000 to be added to base hourly wage based on annual hours.</p>		<p>Motion: Brunner Ayes: 7 Noes: 1 Grant Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">Planning Comm. FINANCE</p>

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
8. <i>Amend Salary Schedule G:</i> To create an annual stipend on Salary Schedule G, to be assigned to <i>Fiscal Officer I</i> (position # 010.282) in the Mental Health Department of Salary Schedule S, in the amount of \$1,500.00 per year, payable annually prior to the end of April each year for four years.	<i>Funded from the SAMHSA STOP-Act grant</i>	Motion: Jacoby Ayes: 7 Noes: 1 Grant Absent: 1 Leuer	Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE
9. <u>Resolution to Amend and Restate the County of Wyoming 457 Deferred Compensation Plan document</u>		Motion: Brunner Ayes: 8 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: *RESOLUTION

At 9:48 AM Supervisor Leuer, T/Middlebury entered the meeting during the below Agenda Item.

10. <i>Discussion Items:</i> <ul style="list-style-type: none"> • Public Health Department <ul style="list-style-type: none"> ○ Discussed in great detail under #6 above. • IT Director Recruitment and IT Department Structure w/B. Sikes <ul style="list-style-type: none"> ○ Restructuring of the IT Department <ul style="list-style-type: none"> ▪ Current vacancies within the department <ul style="list-style-type: none"> • 2 Information Technicians • 1 Information Specialist ▪ Would like to make one of the Technicians an Administrative Assistant with Help Desk capabilities. ▪ There was some discussion over where a GIS Technician would be housed, eventually. ▪ Creation of two (2) Assistant Directors (one for the hospital/D. Flint and one for the county side/J. Santullo), which also creates a succession plan for the department. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
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As per Supervisor Brunner, T/Java, the methodology utilized by the IT Director Search Committee for the below proposed stipend is the difference between the Director of Information Technology's annual salary (\$105,589.00) and the Information Systems Administrator's annual salary (\$71,750.00), prorated for 6 months.

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Department Agenda Item	Discussion	Decision	Action
<p>Amend Salary Schedule D: To approve a one-time stipend of \$25,000 for Acting Information Technology Director, J. Santullo; effective through March 28, 2021.</p>		<p>Motion: Kehl Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: FINANCE</p>
	<ul style="list-style-type: none"> ▪ GIS services are needed by 911, Real Property Tax Services, the Sheriff’s Dept. and Planning. ▪ Supervisor Davis, T/Covington vocalized his support of housing the GIS Technician in the Planning Dept. He added that the Genesee Finger Lakes Regional Planning Council has had a lot of discussion over broadband. All good. ▪ There was some discussion over only one IT employee now that knows set up for the voting machines. Director Sikes has talked to Mr. Santullo last week. The plan going forward would be an Inter-Departmental Agreement and have additional staff from IT with the knowledge of setting up the machines. Supervisor Davis, T/Covington stressed that the agreement should take some priority. Director Sikes agreed... 	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>11. Position Fill: <i>Sheriff’s Dept.</i> One (1) position of 911 Coordinator (position # 101.452) (FT – 1.0 FTE) on Salary Schedule S, currently with an annual salary of \$66,625.00. Person Vacating: William Sikes, effective March 28, 2021. Position Available: March 29, 2021. Approved salary range not to exceed \$65,000.00 per year.</p>	<p>Salary Schedule S provides an additional \$50 - \$100/day on call pay in addition to the annual salary.</p> <p style="text-align: right; background-color: yellow;">Supporting documentation pending.</p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE</p>
	<ul style="list-style-type: none"> ▪ Relocate IT staff to one central location v. several departments throughout the county. (DSS provides funding for the Information Systems Administrator, Director Sikes to reach out to Commissioner Barber for additional information). ▪ Mr. Santullo’s skills are highly underutilized in his role at DSS. <ul style="list-style-type: none"> • Review of Dept. Head performance evaluations – what Committee Chairs need to know... <ul style="list-style-type: none"> ○ Chairwoman Ryan will issue an e-mail to all Committee Chairs reminding everyone to get Department Head evaluations done and the importance of completing them on a regular basis. ○ Supervisor Leuer, T/Middlebury requested a review of Hospital Administrator McTernan’s performance evaluation with the Board of Supervisors. Board of Managers, President, R. Kosmerl will 	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
be invited to the Finance Committee to provide the review.			
<ul style="list-style-type: none"> • EAP Monthly Report • EAP Training Report 			
Civil Service w/D. Farberman			
11. Civil Service update for March 2021		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:58 AM there was a motion by Supervisor Becker to enter an executive session to discuss pending litigation. This was seconded by Supervisor Kehl and all voted aye. Board Clerk Ketchum, HR Director Farberman and Budget Officer Cook remained. The YouTube video was suspended.</i></p> <p><i>At 11:00 AM there was a motion by Supervisor Roche to end the executive session and continue the regular meeting. This was seconded by Supervisor Granger and all voted aye.</i></p>			
Records Retention w/G. Royce			
1. Review of 2020 Annual Report		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Historian w/C. Amrhein			
At the request of County Historian Amrhein, Chairwoman Ryan brought The B. & O. Freight Depot in Warsaw story (compiled by Sally Smith), in the Winter 2021 issue of Historical Wyoming, to everyone's attention.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>In closing, Board Chair Ryan brought to the Supervisors' attention the priorities that were established during the "Advance" they attended on March 18th. Top priority was given to the creation of a Senior Planner, GIS Technician, updated Strategic Plan and Broadband. Creation of a Sr. Planner would be the first step...</i></p>			
11. Position Create/Fill: Planning Dept. Create one (1) position of Senior Planner (position # pending) (FT – 1.0 FTE) and place on Salary Schedule D, Position Available: April 14, 2021. Approved salary range commensurate with knowledge, skills and ability.	<p><i>Several counties have shared organizational structure and salaries with the Clerk to the Board...</i></p> <p><i>Livingston County's Job description will be the basis for the Wyoming County Job description.</i></p>	Motion: Leuer Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Planning Committee FINANCE

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Signature of Committee Chairman: p/S. King (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, April 27, 2021 @ 9:00 AM.**