

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!

*The public may continue to observe meetings via **BOS YouTube Channel** (<https://www.youtube.com/channel/UCcfZs0H1gcOlb67v1R8g-Ow>)

Date: Tuesday, May 31, 2022 @ 9:00 AM

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

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

Absent: **Becker**, Grant, McCormick,

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; E. J. Gozelski, T/Castile; J. Davis, T/Covington; B. Ryan/Board Chair; A. D. Berwanger, T/Arcade; D. Farberman/HR Dir.; G. Kolo/Dep. HR Dir.

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Board of Elections w/J. Schlick & H. Bush			
<p>1. <i>Position Fill:</i> <b style="text-align: center;"><i>Board of Elections</i> Twenty (20) positions of <u>Election Inspector (per diem)</u> position codes 020.622, 021.622, 022.622, 023.622, 024.622, 025.622, 026.622, 027.622, 028.622, 029.622, 030.622, 031.622, 032.622, 033.622, 034.622, 035.622, 036.622, 037.622, 038.622, 039.622) on Salary Schedule S with an hourly rate of \$12.50. Positions available due to resignations. Position available date: June 08, 2022.</p>		Motion: Kehl Ayes: 6 Noes: Absent: 3 Becker, Grant, McCormick	Carried: XXX Defeated: Referred to: FINANCE
<p>2. <i>Amend Salary Schedule S:</i></p> <ul style="list-style-type: none"> • To increase all <i>Election Inspector (per diem)</i> positions under BOARD OF ELECTIONS to an hourly rate of \$13.20/hr. effective June 08, 2022. 		Motion: Kehl Ayes: 6 Noes: Absent: 3 Becker, Grant, McCormick	Carried: XXX Defeated: Referred to: FINANCE
9:15 AM County Attorney w/J. Wilkinson			
<p>1. <i>Request Permission for Procurement Card:</i></p> <ul style="list-style-type: none"> • Approval of issuance of procurement card to Jennifer M. Wilkinson in the amount of \$500.00 to be used pursuant to Wyoming County Purchasing Card Procedures. 		Motion: Kehl Ayes: 6 Noes: Absent: 3 Becker, Grant, McCormick	Carried: XXX Defeated: Referred to: APPROVED

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
<p>2. FYI:</p> <ul style="list-style-type: none"> • Assigned Counsel <ul style="list-style-type: none"> ○ NYS Indigent Legal Services Lawsuit. ○ Assigned Counsel's rate is currently \$75.00/hr. ○ Rates are currently under litigation in the state legislature to increase. ○ Counties fund this program. • NYS has re-opened statute of limitation for adult sexually abused. There is a one year window. • Thank you to Board Clerk Ketchum for providing the Committee on Open Government's opinion letter relative to non-committee member participation in committee meetings. Supervisor Kehl, T/Attica questioned whether the opinion is extended to participation by the Board Clerk and the Budget Officer. 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>3. Professional Service Contract (\$5,001 or greater): Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Thomson Reuters, 610 Opperman, P.O. Box 64833, Eagan, MN 55123 for new service of Westlaw Proflex, Westlaw All Analytical, Enterprise Access, Government; Westlaw Edge National primary Law, Enterprise Access and Government 3 year contract effective 8/1/2022 in the amount of \$598.08/month; (\$7,176.97/year); with a 3% increase the second year (\$616.02/month; \$7,392.24/year) and 3% increase the third year (\$634.50/month; \$7,614.00/year). Includes a 2 month bridge amount of current rate of \$465.27/month beginning on the date order is processed. Number of passwords increased to three (3). Additional passwords for support staff provided at no charge. This will replace the current Westlaw online research plan. (MUNIS CONTRACT #470)</p>	<p>NOTE: The current Westlaw Classic would renew at \$574.97/month, however, it is no longer being updated. All improvement, growth, etc. is in the Edge platform.</p> <p>Free training available to attorneys and staff.</p>	<p>Motion: Kehl</p> <p>Ayes: 6</p> <p>Noes:</p> <p>Absent: 3 Becker, Grant, McCormick</p>	<p>Carried: XXX</p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>

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Department Agenda Item	Discussion	Decision	Action
9:45 AM Human Resource w/D. Farberman			
1. Position Fill: <i>Human Resources</i> Fill one (1) position of Payroll Clerk (1.0 FTE) (Position Code 12.828.508) on Salary Schedule S with an hourly rate of \$21 per hour (salary equivalent \$38,220); effective June 6, 2022 to replace Nicole Durfee, who resigned. Upon successful completion of six month probationary period, rate of pay will increase to \$21.50 per hour.	<i>This position was approved for emergency fill by Chairwoman Ryan on 5/4/22.</i>	Motion: Kehl Ayes: 6 Noes: Absent: 3 Becker, Grant, McCormick	Carried: XXX Defeated: Referred to: FINANCE
2. Correct Amending Resolution No. 22-160: <ul style="list-style-type: none"> Correct Resolution 22-160 for 2021-2022 Year #2 to reflect 1063 employees (an increase of 10 employees) for a total of \$21,685.20. All else remains the same. (MUNIS CONTRACT #Not applicable this year)		Motion: Kehl Ayes: 6 Noes: Absent: 3 Becker, Grant, McCormick	Carried: XXX Defeated: Referred to: *RESOLUTION
3. Approve the following MOU's with CSEA as approved by the Board of Managers on 05/24/22: 1. Dialysis Registered Nurse 2. Dialysis RN Team Leader 3. Respiratory Therapist I, II & Senior 4. Corrections to Wage Progression		Motion: Jacoby Ayes: 6 Noes: Absent: 3 Becker, Grant, McCormick	Carried: XXX Defeated: Referred to: *RESOLUTION
4. Approve Increase of Purchase Card Limit: To increase the limit of previously approved purchase card to \$1,000 for Gabrielle Kolo , Deputy Human Resources Director, for use as directed in the approved policy.		Motion: Jacoby Ayes: 6 Noes: Absent: 3 Becker, Grant, McCormick	Carried: XXX Defeated: Referred to: APPROVED

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Department Agenda Item	Discussion	Decision	Action
5. Discussion Items: <ul style="list-style-type: none"> • Schedule Meeting of Compensation Committee • <u>EAP Report</u> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
6. <u>Civil Service update for April 2022</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wilkinson continued			
4. General/Litigation Update (Attorney / Client privileged discussion)	All remained. The YouTube channel was suspended.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
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:

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Department Agenda Item	Discussion	Decision	Action
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, June 28, 2022 @ 9:00 AM.**

Committee Chair Initials: _____