

# HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, June 25, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer (9:12 AM), Copeland (9:43 AM)

Absent: Becker

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; D. Farberman/HR Director; A. D. Berwanger/Board Chair; J. Brick, T/Perry (9:12 AM);

J. Davis, T/Covington (9:58 AM)

| Department Agenda Item  | Discussion   | Decision  | Action  |
|---|--|---|---|
| <b>9:15 AM Board of Elections w/J. Schlick &amp; H. Bush</b>  |  |   |   |
| <p><b>1 Grant Application and Acceptance Award:</b><br/>                     Authorize Chairman to sign a grant application with the New York State Board of Elections 40 N. Pearl Street Suite 5 Albany NY 12207 for re-imbusement of costs related to the implementation of early voting and eligible expenses such as additional voting equipment, staffing, and poll site expenses in a minimum amount of \$27,477.00; effective dates to be determined.</p>  |  | Motion: Brunner<br>Ayes: 6<br>Noes:<br>Absent: 3 Leuer; Becker;<br>Copeland | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br>* <b>RESOLUTION</b> |
| <p><b>2. Grant Application and Acceptance Award:</b><br/>                     Authorize Chairman to sign a grant application with the New York State Board of Elections 40 N. Pearl Street Suite 5 Albany NY 12207 for initial technology costs of electronic poll books, associated software, on-demand ballot printers and cyber security software required to implement early voting in a minimum amount of \$35,368.00; effective dates to be determined.</p>   |  | Motion: Brunner<br>Ayes: 6<br>Noes:<br>Absent: 3 Leuer; Becker;<br>Copeland | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br>* <b>RESOLUTION</b> |
| <p><b>Budget Officer Cook to provide appropriation for numbers 1 and 2 during Finance Committee.</b></p>  |  |   |   |
| <p><b>At 9:12 AM Supervisor Brick, T/Perry and Supervisor Leuer, T/Middlebury entered the meeting during the below agenda item.</b></p>   |  |   |   |
| <p><b>3. FYI:</b></p> <ul style="list-style-type: none"> <li>• Update on 2019 Mail Check Process                             <ul style="list-style-type: none"> <li>○ \$5,017 – last year MailCheck</li> <li>○ Warsaw Penny Saver may be able to help out if we start early enough</li> </ul> </li> <li>• 07/16/19 Bid Opening for Electronic Poll Books at State BOE.                             <ul style="list-style-type: none"> <li>○ Meeting w/ them in July</li> </ul> </li> </ul>  | Commissioner Schlick will give an update/explanation of the process that was used to complete the 2019 mail check process. | Motion:<br>Ayes:<br>Noes:<br>Absent:  | Carried:<br>Defeated:<br>Referred to:                                       |
| <p><b>4. FYI ~ Contract (\$3,000 and under):</b></p> <ul style="list-style-type: none"> <li>• <b>Erie County Board of Elections</b>, 134 W. Eagle Street, Buffalo, NY 14202 for printing of the “mail check” postcards sent directly to Wyoming County voters with instructions on the 2019 Primary at no charge.</li> <li>• <b>Elma Press</b>, 5751 Clinton Street, Elma, NY 14059 for 24,000 post card stock for printing of the above mentioned mail check postcards to Wyoming County voters in the amount of \$635.00.</li> <li>• <b>United States Post Office</b>, Erie County Board of Elections, Attn: Summara Wilson, 134 W. Eagle Street, Buffalo, NY 14202 for postage of the above mentioned mail check postcards in the amount of \$2,491.00.</li> </ul> |  | Motion:<br>Ayes:<br>Noes:<br>Absent:  | Carried:<br>Defeated:<br>Referred to:                                       |
| <p>4. Review of NYSAC’s white paper, <a href="#"><u>“A New Landscape: Voting Reform Laws in New York State”</u></a></p>   | <p>@ <b>Board Chair Berwanger</b></p>  | Motion:<br>Ayes:<br>Noes:<br>Absent:  | Carried:<br>Defeated:<br>Referred to:                                       |

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|---|--|--------------------------------------|---------------------------------------|
| <b>9:00 AM Historian w/C. Amrhein</b>   |  |                                      |                                       |
| <b>Pioneer Cabin Grounds w/E. Parker:</b> <ul style="list-style-type: none"> <li>General Update</li> </ul>  | <i>Deferred to next month...</i>           | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>1. FYI ~ Contract (\$3,000 and under):</b> <ul style="list-style-type: none"> <li><b>Michael Sparling, Artist</b>, 39 Water St., Perry, NY 14530 for the creation and drawing of 19 gnomes for the summer history tour project; \$475.00; effective April 1, 2019 through June 30, 2019.</li> </ul>  |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>2. General Update:</b> <ul style="list-style-type: none"> <li>Waiting for word by the end of June on the historic marker for Perry.</li> <li>Went to the NYS Archives Conference on June 5-6. I found the workshops to be very beneficial on collections care. My presentation was well received.</li> <li>I have had one conservator come so far to inspect the judge's portraits and work up a quote.</li> <li>I was unable to apply for Greater Hudson Heritage Network this year due to not having quotes back in time. Quotes are still needed however as I am still working with Judge Mohun on checking into getting funding from the Bar Association. Another conservator is coming on the 26<sup>th</sup> of June.</li> <li>Going again on June 24<sup>th</sup> to the Migrant Center for any files that pertain to their work in Wyoming County.</li> <li>Final inventory is completed on the WCCH historic items and entered into the database. This will pass on to them so they can present to their board for a decision.</li> <li>Our summer program will start mid-July instead of June 1<sup>st</sup> due to delays in getting all parts needed on time.</li> <li>Gave a draft copy of WWII book to Jim Gillen (originator of the project) for any corrections. All that is left to complete is corrections and the index.</li> <li>Our office will be helping with an American History College summer Course through GCC. The students will be researching here using local primary documents to compare with the rest of America on national events.</li> <li>Matt Kierstead came to our office for bridge photos. He is working for NYS Parks on doing an interactive board for Letchworth Park on the images and will hopefully be using some of ours</li> <li>The Federation of Historical Societies used our office for their meeting on June 19<sup>th</sup>.</li> <li>Made up certificates of appreciation for the five Warsaw HS Students who did their 15 hours of community service with me.</li> <li>Received our notice and forms to sign to receive a \$1000 bequeath from the Thomas Perry estate. (Nephew of Cordelia Greene) for use with anything related to <i>Historical Wyoming</i>. (Sent to county atty. for review.)</li> </ul> |  | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |
| <b>3. Miscellaneous:</b> <ul style="list-style-type: none"> <li>July 5<sup>th</sup> Floating Holiday – closing the office</li> </ul>  | <i>No action, however no objections...</i> | Motion:<br>Ayes:<br>Noes:<br>Absent: | Carried:<br>Defeated:<br>Referred to: |

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J. Davis, T/Covington (9:58 AM)

| Department Agenda Item   | Discussion | Decision   | Action   |
|--|------------|--|--|
| <b>9:30 AM Records Retention w/G. Royce</b>  |            |  |  |
| <i>At 9:43 AM Supervisor Copeland, T/Wethersfield entered the meeting during the below agenda item.</i>  |            |  |  |
| <p>1. <b>FYI:</b></p> <ul style="list-style-type: none"> <li>• Worked in County Clerk office helping with back wall boxes. Preparing them for retention or disposal. Approx. 80 cubic feet for Records Center along with records that have met retention.</li> <li>• Also, purchased (2) scanners for office and preparing pistol permits for scanning. This project will last for years as we get a chance from other work to scan. At some point it would be nice to also scan Building Permits and Naturalization due to accessibility and despair of records</li> <li>• Public Defender office we have removed 300 cubic feet of records that were removed from Linwood cellar and are currently being retained at the Center.</li> </ul>  |            | <p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>                  | <p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>   |
| <p>2. <b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• I have some questions regarding the storing of records for the new clinic in Arcade.</li> <li>• I am under the understanding that the billing for Dr. Deahn will be done by himself... so at this time the billing records for Arcade Clinic or just Dr. Deahn not a county record when it comes to retaining records.</li> <li>• I can also reach out to Don for guidance with my questions.                             <ul style="list-style-type: none"> <li>○ <i>Our clinics; our records</i></li> <li>○ <i>Talk to WCCH COO, M. Corcimiglia, K. Kreutzer will oversee clinics on behalf of WCCH</i></li> <li>○ <i>Buying Dr. Deahn's practice in totality; effective 07/01/19</i></li> <li>○ <i>Billing employees will be Co. employees</i></li> </ul> </li> </ul> |            | <p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>                  | <p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>   |
| <b>9:45 AM County Attorney w/J. Wujcik</b>   |            |  |  |
| <p>1. <b>Overnight Travel Authorization:</b></p> <p>J. Wilkinson to attend NY Public Welfare Association 150th Annual Summer Conference, Honoring our Reason for Being Raison d'Être, The Saratoga Hilton Hotel, Saratoga Springs, New York, July 14-17, 2019. Registration fee of \$189.00 paid by employee (to be reimbursed by County Attorney from 01.34.1420.4.40402). Hotel, meals and mileage (to be reimbursed by County Attorney from 01.34.1420.4.40503); personal car will be used.</p>   |            | <p>Motion: Grant</p> <p>Ayes: 8</p> <p>Noes:</p> <p>Absent: 1 Becker</p> | <p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;"><b>APPROVED</b></p> |
| <b>9:45 AM County Clerk w/R. Pierce</b>  |            |  |  |
| ~Nothing to Report~  |            | <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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| Department Agenda Item  | Discussion | Decision  | Action   |
|---|------------|---|--|
| <b>DMV w/R. Pierce</b>  |            |   |  |
| <i>At 9:58 AM Supervisor Davis, T/Covington entered the meeting during the below agenda item.</i>   |            |   |  |
| <b>1. Discussion on newly passed Green Light Law</b> <ul style="list-style-type: none"> <li>• NYS Co. Clerk’s Assoc. meeting July 8<sup>th</sup> in Syracuse</li> <li>• Some County Clerks will issue, some won’t</li> <li>• Some sending applicants to State DMV Office in Syracuse</li> <li>• Erie Co. Clerk filed lawsuit, Monroe Co. to follow</li> <li>• Co. Clerk Pierce leans towards not issuing, but will wait to see what successes the bigger counties achieve.</li> </ul>   |            | Motion:<br>Ayes:<br>Noes:<br>Absent:  | Carried:<br>Defeated:<br>Referred to:  |
| <b>10:00 Human Resource w/D. Farberman</b>  |            |   |  |
| <b>1. Position Fill:</b><br><p style="text-align: center;"><i>Sheriff</i></p> One (1) position of <b>Correction Officer</b> (1.0 FTE) (position code 025.065) following WCSEA Schedule, Job Grade 3 at \$21.16/hr - \$25.96/hr (July 1 Rates). Person Vacating: Troy Rowe, effective May 30, 2019. Position Available: July 3, 2019.  |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker   | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><p style="text-align: center;"><i>Public Safety Committee</i></p> <b>FINANCE</b> |
| <b>2. Position Create/Fill:</b><br><p style="text-align: center;"><i>Health Department</i></p> One (1) position of <b>Health Insurance Enrollment Specialist</b> (0.6 FTE) on Salary Schedule G at a rate of \$23.00/hr for the period from August 1, 2019 – July 31, 2024.   |            | (Full funded by Navigator Grant)<br><br>Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker   | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><p style="text-align: center;"><i>Public Health Committee</i></p> <b>FINANCE</b> |
| <b>3. Amend Salary Schedule G:</b><br>“Consumer Assistance for the NYS of Health – Wyoming County Navigator Program” (approved by Resolution 19-260) for the period from 8/1/2019 – 7/31/2024: <ul style="list-style-type: none"> <li>• Director of Aging and Youth                     \$1,000.00</li> <li>• Fiscal Officer I (OFA)                                 \$1,000.00</li> <li>• Public Health Administrator                     \$3,516.00</li> <li>• PH Fiscal Administrator                             \$3,516.00</li> </ul> Remove from Schedule G (effective July 27, 2019): <ul style="list-style-type: none"> <li>• Director of Nursing (Public Health)             \$2,516.00</li> </ul> |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker   | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><p style="text-align: center;"><i>Public Health Committee</i></p> <b>FINANCE</b> |
| <b>4. Amend Salary Schedule D:</b><br>Set the stipend for the Medical Director, PT (position code 116.403) under the PUBLIC HEALTH DEPT to \$16,945.00 annually, effective August 1, 2019.  |            | (A reduction of \$12,000 annually due to transition of Pre-Hospital Care Medical Director Services (EMS) to the Emergency Services Department)<br><br>Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><p style="text-align: center;"><i>Public Health Committee</i></p> <b>FINANCE</b> |

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J. Davis, T/Covington (9:58 AM)

| Department Agenda Item  | Discussion | Decision  | Action  |
|---|------------|---|---|
| <p><b>5. Amend CSEA Collective Bargaining Agreement:</b><br/>See attached <a href="#">MOU</a> regarding placement of two jail kitchen positions within the unit:</p> <ul style="list-style-type: none"> <li>• Cook (position code 077.061) to become a Food Service Helper on CSEA Schedule B, Grade 2.</li> <li>• Cook, PT (position code 078.061) to become an Assistant Cook on CSEA Schedule B, Grade 3.</li> </ul> |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br>* <b>RESOLUTION</b>               |
| <p><b>6. Amend Salary Schedule S:</b><br/>To remove two jail kitchen titles which have been added to the CSEA general unit:</p> <ul style="list-style-type: none"> <li>• Cook (position code 077.061)</li> <li>• Cook, PT (position code 078.061)</li> </ul>  |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><b>FINANCE</b>                    |
| <p><b>7. Amend CSEA Collective Bargaining Agreement:</b><br/>See attached <a href="#">MOU</a> regarding placement of newly created WCCHS position of Rad Tech IV within the unit on CSEA Schedule WCCHS at grade 18A.</p>   |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br>* <b>RESOLUTION</b>               |
| <p><b>8. Amend Salary Schedule X Handbook:</b><br/>The addition of '<a href="#">Mid-Levels</a>' to the '<a href="#">Continuing Medical Education (CME)</a>' section of the handbook.</p>  |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br>* <b>RESOLUTION</b>               |
| <p><b>9. Amend Salary Schedule X:</b><br/>To add detailed salary and FTE information for current employees of the clinics to be on boarded, <a href="#">as attached</a>.</p>  |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><b>FINANCE</b>                        |
| <p><b>10. Amend Salary Schedule S:</b><br/>To set the annual salary of the County Fire Coordinator (position code 008.352) under CIVIL DEFENSE to \$45,000.00 annually, and set the position FLSA status to Exempt, effective July 1, 2019.</p>   |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><b>PS Committee</b><br><b>FINANCE</b> |
| <p><b>11. Overnight Travel Authorization:</b><br/>Daniel Farberman and John Ford to attend NYSPELRA 2019 conference in Saratoga Springs, NY, July 16-19. Personal cars will be used. Costs: Conference Fee: \$275 (Dan); \$425 (John) Employee Expenses: \$650 (Dan); \$650 (John) Mileage: \$265 (Dan); \$265 (John)</p>   |            | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><b>APPROVED</b>                   |

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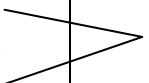
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|---|--|---|---|
| <p>12. <b>2019 Appropriation:</b><br/> <b>To:</b> 01.34.1431.4.41204 Advertising Expense \$11,000.00<br/>                     w/ any funds available<br/> <b>Reason:</b> To pay for planned recruiting expenses for 2019.</p>   |  | Motion: Brunner<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><b>FINANCE</b>  |
| <p>13. <b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Salary Schedule X/Arcade Clinics Progress Update</li> <li>• <a href="#">HR Activity Report</a></li> <li>• Salary Schedule P Handbook revisions</li> <li>• Salary Schedule I Handbook revisions (referred from 06/11/19 Committee of the Whole)</li> </ul>            |  <p><i>Both deferred for one month...</i></p>   | Motion:<br>Ayes:<br>Noes:<br>Absent:                    | Carried:<br>Defeated:<br>Referred to:                                   |
| <p>14. <b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>• Public Defender Effman not satisfied with Civil Service requirements for recruiting of new position in his office.</li> <li>• Committee members may be called...</li> </ul>   |  | Motion:<br>Ayes:<br>Noes:<br>Absent:                    | Carried:<br>Defeated:<br>Referred to:                                   |
| <b>Civil Service w/D. Farberman</b>   |  |   |   |
| <p>15. <a href="#">Civil Service update for June 2019</a></p>   |  | Motion:<br>Ayes:<br>Noes:<br>Absent:                    | Carried:<br>Defeated:<br>Referred to:                                   |
| <b>Weights and Measures w/</b>  |  |   |   |
| <p>1. <b>Disposition of Fixed Asset:</b><br/>                     Declare surplus 1952 Stric M-100 Trailer. The trailer is currently parked behind Highway and has not been used for 10+ years. Request permission to declare surplus and transfer ownership to the Strykersville American Legion, 3960 Main Street, Strykersville, NY 14145.</p> | Trailer is not on the fixed asset report, no sticker noted, not insured. Transferable registration (February 1988) issued to Wyoming County Civil Defense at 145 North Main Street, Warsaw, NY | Motion: King<br>Ayes: 8<br>Noes:<br>Absent: 1 Becker    | Carried: <b>XXX</b><br>Defeated:<br>Referred to:<br><br><b>APPROVED</b> |
| <p>2. <b>Weights &amp; Measures Operational Update:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">May summary</a> attached</li> </ul>  |  | Motion:<br>Ayes:<br>Noes:<br>Absent:                    | Carried:<br>Defeated:<br>Referred to:                                   |

Signature of Committee Chairman: p/D. Tallman (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, July 30, 2019 @ 9:00 AM.**

Committee Chair Initials: \_\_\_\_\_