

# HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, August 27, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; D. Farberman/HR Director; A. D. Berwanger/Board Chair (9:05 AM); J. Wujcik/Co. Attorney; B. Ryan, T/Warsaw; J. Brick, T/Perry

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM County Attorney w/J. Wujcik</b>			
<p><i>At 9:03 AM there was a motion by Supervisor Kehl, T/Attica to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Granger, T/Castile and all voted aye.</i></p> <p><i>Clerk Ketchum, Budget Officer Cook, HR Dir. Farberman and Co. Attorney Wujcik remained.</i></p> <p><i>At 9:05 AM Chairman Berwanger, T/Arcade entered the session</i></p> <p><i>At 9:15 AM there was a motion by Supervisor Copeland, T/Wethersfield to end the executive session and continue the regular meeting. This was seconded by Supervisor Kehl, T/Attica and all voted aye.</i></p>			
<p><b>2. General Updates:</b></p> <ul style="list-style-type: none"> <li>• Working with DA O'Geen on the Red Flag Law implementation                             <ul style="list-style-type: none"> <li>○ Reporting someone unstable – restricting their ability to carry a pistol.</li> <li>○ Would have to petition court...</li> </ul> </li> <li>• Raise the Age</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 AM Board of Elections w/J. Schlick, H. Bush &amp; T. MacConnell</b>			
<i>Prior to the start of the Board of Elections Agenda Supervisor Leuer, T/Middlebury entered the meeting...</i>			
1. <u><a href="#">2019 Early Voting Pamphlet</a></u> distributed		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>HAVA Shoebox \$10K for renovations eligible for reimbursement</i>	<i>Can charge back for staffing/early voting Renovations were close to \$10K @ K. Wiedemann Early Voting State option</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>3 Appropriation:</b></p> <p><b>To:</b> 01.34.1450.4.42484 Early Voting \$12,000.00 w/01.11.1450.3089 Other State Aid \$12,000.00</p> <p><b>Reason:</b> To purchase electronic poll books and associated hardware/software with the Capital Projects Program Grant and to pay for renovations to the board of elections using the Aid to Localities Grant.</p>	<p>The total amount of the Capital Projects Program Grant is \$35,368.18 and the amount of the Aid to Localities Grant is <del>\$27,477.00</del> \$15,000.00. Both grants are to assist with costs associated to the implementation of Early Voting.</p> <p><i>@ H. Bush, 66 days before early voting begins... Above amount cut to \$15K Warsaw site will pilot e Poll Books</i></p>	Motion: Grant Ayes: 9 Noes: Absent:	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>

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Department Agenda Item	Discussion	Decision	Action
<p>4. <b>Proposal to Amend Salary Schedule "S":</b></p> <ul style="list-style-type: none"> <li>• Currently @\$1,000 for 2-Technicians</li> <li>• Proposed \$500 per voting event</li> </ul>	<p><i>IT Director MacConnell will socialize the proposal during Finance Committee on 09/03/19.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><i>Will need internet connection at poll sites for e-poll books. The District Attorney's office will have a lot of this connectivity already installed due to efforts to go paperless at every court, secure wireless routers will be available that the Board of Elections can possibly use for voting events. JCOPE funds may cover. Need local court approval. T. MacConnell working on... Will run Warsaw site with secure Wi-Fi this year as a PILOT.</i></p>			
<b>9:30 AM Historian w/C. Amrhein</b>			
<p>1. <b>Grant Application:</b> Authorize Chairman to sign a grant application with <b>Arts Council of Wyoming County</b>, 31 S. Main St., Perry, NY 14530, for the provision of funding for a county wide summer history program in a minimum amount of \$500.00; effective January 1, 2020 through December 31, 2020. Deadline Oct. 25<sup>th</sup>.</p>		<p>Motion: Becker Ayes: 9 Noes: Absent:</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p>
<b>APPROVED</b>			
<p>2. <b>Fair Update:</b></p> <ul style="list-style-type: none"> <li>• 5 new Historical Wyoming subscribers</li> <li>• 12 signups for gnome hunt</li> <li>• Following are fair stats: We get a mini snapshot of demographics by the entry slips to win a year subscription to <i>Historical Wyoming</i>. The 258 entries at our booth were as follows: Wyoming-185, Out of County-61 out of state-4, (2FL, NJ, MD), unknown-8. Out of county were: Allegany 15, Genesee 12, Livingston 10, Cattaraugus 10, Erie 9, Monroe 3, Ontario 1, Orleans 1.</li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p>
<p>3. <b>General Update:</b></p> <ul style="list-style-type: none"> <li>• Hospital artifact inventory was completed and updated database of items given to head of that committee.</li> <li>• Our office collaborated with a professor of GCC summer history course. Students had to research using primary records.</li> <li>• We had two young people from Community Action working in the office this summer helping compile kits for the summer program and filing.</li> <li>• Both historic markers for the town of Perry have been approved by the Pomeroy foundation. When they are received I'll work with the town on setting up publicity and an unveiling event.</li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
<p><b>4. Grant Application and Acceptance:</b>                      Authorize Chairman to sign a grant application and acceptance award with Pomeroy Foundation, 492 E. Brighton Ave., Syracuse, NY 13210, for the provision of funding two historic roadside markers at \$1,100 each (\$2,200); effective July 16, 2019 through December 31, 2019.                      (Contract sent to county attorney)</p>		Motion: King Ayes: 9 Noes: Absent:	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<p><b>5. Appropriation:</b>                      To: 01.46.7510.2. 20809 other \$2,200.00                      w/01.03.7510.128901 Grant \$2,200.00  <b>Reason:</b> To appropriate funds received from the Pomeroy Foundation for the Historic Marker Program for two markers for the town of Perry.</p>		Motion: King Ayes: 9 Noes: Absent:	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>9:45 AM Weights and Measures w/R. Jines &amp; L. Paolucci</b>			
<p><b>1. Equipment Discussion:</b></p> <ul style="list-style-type: none"> <li>• Inspection of Weights &amp; Measures equipment noted that some items require safety upgrades and/or repairs.                             <ul style="list-style-type: none"> <li>○ See attached letter from NYS Ag. &amp; Markets</li> </ul> </li> <li>• Discuss proposed repairs (timing, etc.).                             <ul style="list-style-type: none"> <li>○ It is believed that the safety upgrades could be retro fitted.</li> </ul> </li> <li>• The proposed equipment repairs are not Petroleum Quality Funding eligible</li> <li>• Excess funds in 2019 budget due to Director's Leave of Absence</li> <li>• <b>Proceed with having repairs done this year. \$3,000 estimate.</b></li> </ul>		Motion: Copeland Ayes: 9 Noes: Absent:	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<p><b>2. Weights &amp; Measures Operational Update:</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>July Summary Attached</u></a></li> </ul>	<i>Reviewed and attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>3. Departmental Update (as needed):</b></p> <ul style="list-style-type: none"> <li>• Incident 8/13/19                             <ul style="list-style-type: none"> <li>○ See attached July report...</li> </ul> </li> <li>• Equipment storage                             <ul style="list-style-type: none"> <li>○ Rearranged storage area between Veterans Services and Weights &amp; Measurers to accommodate Veteran Service's needs.</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>Supervisor Brick questioned ownership of a strip of property covered in golden rod, pointing out that it is in desperate need of mowing... PH Admin. Paolucci was instructed to see who it belongs to and ask County Highway to mow. Get a waiver from property owner to do so...</b></p>			

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Department Agenda Item	Discussion	Decision	Action
<b>Human Resource w/D. Farberman</b>			
<p><b>Amend Salary Schedule I Handbook:</b></p> <ul style="list-style-type: none"> <li>• Addition of <u>Meal Reimbursement</u> Section.</li> </ul>	<p><i>As amended, see attached.</i></p>	<p>Motion: Kehl Ayes: 6 Noes: 3 Tallman; Leuer; Becker Absent:</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="color: red;"><b>NC RESOLUTION</b></p>
<p><b>Amend Salary Schedule C:</b></p> <ul style="list-style-type: none"> <li>• <u>ON CALL PAY</u> <ul style="list-style-type: none"> <li>○ Remove the following language from the policy: <i>WCCHS Information Technology employees scheduled on call shall receive a \$100.00 pay allowance per day between Fridays at 5:00 PM through Mondays at 7:00 AM and on Holidays.</i></li> <li><i>WCCHS Information Technology employees scheduled on call shall receive a \$50.00 pay allowance per shift each weekday shift beginning at 5:00 PM Monday through 7:00 AM Friday.</i></li> </ul> </li> <li>○ Replace with the following language: <i>WCCHS Information Technology employees scheduled on call shall receive a \$100.00 pay allowance per day between 7:00 AM to the following day at 7:00 AM on Weekends and Holidays.</i></li> <li><i>WCCHS Information Technology employees scheduled on call shall receive a \$50.00 pay allowance per day beginning at 5:00 PM to the following day at 7:00 AM on Weekdays.</i></li> </ul>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="color: red;"><b>*RESOLUTION</b></p>
<p><b>1. Position Fill:</b></p> <p style="text-align: center;"><b>Buildings and Grounds</b></p> <p>One (1) position of <u>Building Maintenance Mechanic</u> (1.0 FTE) (position # 005.032) on CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Person Vacating: Dennis Sanders, effective upon finding a replacement candidate, departure date is 12/31/2019. Position Available: September 11, 2019.</p>	<p><b><i>Will be vacated once replacement found, incumbent will move to Building Maintenance Mechanic (Temporary) position to be created.</i></b></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="color: red;"><b>Public Works Comm. FINANCE</b></p>
<p><b>2. Position Fill:</b></p> <p style="text-align: center;"><b>Buildings and Grounds</b></p> <p>One (1) position of <u>Laborer</u> (1.0 FTE) (position # 006.144) on CSEA Schedule B, Job Grade 8 at \$17.88/hr - \$19.83/hr. Person Vacating: David Paddock, effective September 6, 2019. Position Available: September 7, 2019.</p>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="color: red;"><b>Public Works Comm. FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action
<p><b>3. Position Create/Fill:</b>  <i>Buildings and Grounds</i>                      One (1) position of <u><a href="#">Building Maintenance Mechanic (Temporary)</a></u> following CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Position Available: September 11, 2019 – December 31, 2019.</p>	<p><i>Temporary position to hold incumbent of Building Maintenance Mechanic during training/transition period for new hire. To sunset 12/31/2019.</i></p>	<p>Motion: Brunner                      Ayes: 9                      Noes:                      Absent:</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:   <i>Public Works Comm.</i>  <b>FINANCE</b></p>
<p><b>4. Position Fill:</b>  <i>Sheriff</i>                      One (1) position of <u><a href="#">Deputy Sheriff Sergeant</a></u> (1.0 FTE) (position # 084.086) on WCDSA Schedule, Job Grade 6 at \$27.09/hr - \$32.21/hr. Person Vacating: Christopher Kobylanski, effective August 29, 2019. Position Available: September 4, 2019.</p>		<p>Motion: Copeland                      Ayes: 9                      Noes:                      Absent:</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:   <i>Public Safety Comm.</i>  <b>FINANCE</b></p>
<p><b>5. Position Fill:</b>  <i>Sheriff</i>                      One (1) position of <u><a href="#">Deputy Sheriff</a></u> (1.0 FTE) (position # 074.083) on WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$29.51/hr. Person Vacating: Aaron Chase, effective September 1, 2019. Position Available: September 4, 2019.</p>	<p><i>Moving to Investigator...</i></p>	<p>Motion: Copeland                      Ayes: 9                      Noes:                      Absent:</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:   <i>Public Safety Comm.</i>  <b>FINANCE</b></p>
<p><b>6. Position Fill:</b>  <i>Sheriff</i>                      One (1) position of <u><a href="#">Deputy Sheriff, PT</a></u> (position # 100.083) following WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$24.88/hr. Person Vacating: Justin Bliss, effective August 25, 2019. Position Available: September 4, 2019.</p>		<p>Motion: Copeland                      Ayes: 9                      Noes:                      Absent:</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:   <i>Public Safety Comm.</i>  <b>FINANCE</b></p>
<p><b>7. Position Fill:</b>  <i>Sheriff</i>                      One (1) position of <u><a href="#">Deputy Sheriff, PT</a></u> (position # 102.083) following WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$24.88/hr. Person Vacating: Austin Harding, effective September 8, 2019. Position Available: September 9, 2019.</p>		<p>Motion: Copeland                      Ayes: 9                      Noes:                      Absent:</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:   <i>Public Safety Comm.</i>  <b>FINANCE</b></p>
<p><b>8. Abolish <u><a href="#">Salary Schedule P Benefit Pamphlet</a></u>; effective 08/12/19:</b>  <ul style="list-style-type: none"> <li>• As adopted by BOS Resolution 18-350; 08/14/18</li> <li>• Superseded by Salary Schedule P Handbook; as adopted by BOS Resolution 19-325; 08/13/19</li> </ul> </p>		<p>Motion: Becker                      Ayes: 9                      Noes:                      Absent:</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:   <b>*RESOLUTION</b></p>

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Department Agenda Item	Discussion	Decision	Action
9. <u>Amend Salary Schedule C, D, P, S and X Handbooks:</u> <ul style="list-style-type: none"> <li>• Bereavement Leave                             <ul style="list-style-type: none"> <li>○ Rescind and Replace</li> </ul> </li> </ul>	<i>Mirrors CSEA contract language...</i>	Motion: Grant Ayes: 9 Noes: Absent:	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
10. <b>Overnight Travel Authorization:</b> T. Stachowiak to attend NYS Civil Service Institute in Albany, NY, September 23-26; October 21-24; December 3-6; 2019. Mileage: ~\$150 x 3 sections / Hotel: ~\$800 x 3 sessions Food Expenses / No Conference Fee	<i>Use Co. car, if available...</i>	Motion: Granger Ayes: 9 Noes: Absent:	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
11. <i>Discussion Items:</i> <ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>	<i>Withdrawn</i>  <i>By Director Farberman</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
12. <i>Civil Service Update for August 2019</i>	<u><a href="#">See Attached.</a></u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Clerk w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Next Human Resource Committee Meeting scheduled for **Tuesday, September 24, 2019 @ 9:00 AM.**

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