

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/UCcfZs0H1gcOlb67vIR8g-Ow>)

Date: Tuesday, August 30, 2022 @ 9:00 AM

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

Present: **King, Becker,** Kehl, Grant, Roche, Granger, McCormick, Leuer

Absent: Jacoby

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

Department Agenda Item	Discussion	Decision	Action	
9:00 AM Historian w/C. Amrhein				
1. UPDATES: <ul style="list-style-type: none"> • Fair booth demographic snapshot • \$250 check from SUNY for writing Beer's History of Wyoming County introduction • New Wyoming County Underground Railroad map is in final proof stage • Attended Wyoming County Bar Association reception to celebrate the Lemmon Slave Case Exhibit • Judges' portraits restoration update. Working with Judge Mohun for funding through the Bar Association to have Hon. James E. Norton restored. • Updated information on historic register process. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:	
9:15 AM County Attorney w/J. Wilkinson				
1. Appropriation: To: 011420.542301 Books, Subscriptions \$1,958.43 w/01142000.412890 Other Dept. Income \$1,958.43 Reason: To increase unbudgeted revenue.		50% Chargeback for Westlaw; Revenue from Dadd, Nelson, Wilkinson & Wujcik	Motion: Kehl Ayes: 8 Noes: Absent: 1 Jacoby	Carried: XXX Defeated: Referred to: FINANCE
2. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> • Zack Baisley, Esq., 32 Ivy Bridge Way, Rochester, New York 14624 for outside counsel for conflict cases at \$150.00 per hour in an amount not to exceed \$3,000.00; effective August 24, 2022 through December 31, 2022. (MUNIS CONTRACT #687) ↓ - (Pending contract entry in MUNIS/currently in a CREATED status) 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:	
3. FYI – Ag Center <ul style="list-style-type: none"> • Contract signed • Anticipate closing soon. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:	

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<p>2. Amend the Schedule G Employee Benefit Handbook: (CURRENT) Disability Leave Schedule "G" employees may be eligible to receive disability leave consistent with the County's NYS Statutory Disability Plan. (PROPOSED) Disability Leave Schedule "G" employees will be eligible to receive disability leave consistent with the County's NYS Statutory Disability Plan. Additionally, Schedule "G" employees may be eligible for disability benefits available to Schedule "S" employees and / or CSEA represented employees with proper advance approval and authority.</p>		<p>Motion: Leuer Ayes: 8 Noes: Absent: 1 Jacoby</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p>3. Amend the Schedule C, D, and S Employee Benefit Handbooks by adding the following language: Flexible Benefits Plan (FSA) An employee who works 30 or more hours per week or 130 hours or more per month and are eligible for health insurance in accordance with the requirements of this schedule shall be eligible to participate in the Wyoming County Flexible Benefits Plan (FSA) (effective 1/1/19) as of the first day of the next month following their date of hire, in accordance with the plan provisions.</p>		<p>Motion: Leuer Ayes: 8 Noes: Absent: 1 Jacoby</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
4. Amend Salary Schedule S: <ul style="list-style-type: none"> Set the hourly wage of the Finance Clerk I (position code 002.494) under BUDGET to \$21.00 / hr.; effective 07/18/22 		Motion: Becker Ayes: 8 Noes: Absent: 1 Jacoby	Carried: XXX Defeated: Referred to: FINANCE
5. Amend Resolution No. 22-158: Authorize Chairman to sign an amended contract with Warsaw Pennysaver , 72 N. Main Street, Warsaw, NY, 14569, to reflect an increase in print advertising of \$35,000.00 not to exceed total contract amount of \$59,000.00. (MUNIS CONTRACT # Change Order 121) ↓	\$35,000.00 appropriation was approved during the 08/16/22 Board Meeting (Res. #22-390). This is housekeeping to enable the department to spend approved appropriated funds.	Motion: Grant Ayes: 8 Noes: Absent: 1 Jacoby	Carried: XXX Defeated: Referred to: *RESOLUTION
6. Discussion Items: <ul style="list-style-type: none"> <u>EAP Report</u> MUNIS Update: <ul style="list-style-type: none"> Supervisor Kehl, T/Attica read an e-mail he received from IT Director Sikes relative to Civil Service data transfer from ACS to MUNIS. Chairwoman Ryan and Supervisor Kehl met with Director Sikes regarding the conversion/transition from ACS to MUNIS. Director Sikes understands the project is a priority and was instructed to have a plan in place prior to year end. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
7. Discussion Items: <ul style="list-style-type: none"> Service Awards – Refer to 09/13/22 Committee of the Whole meeting 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: 09/13/22 C. O. W.
8. Amend Salary Schedule "S": <ul style="list-style-type: none"> Set the hourly wage of the Payroll Clerk I (position code 12.828.508) under HUMAN RESOURCE to \$21.00 / hr.; effective 06/06/22 		Motion: Becker Ayes: 8 Noes: Absent: 1 Jacoby	Carried: XXX Defeated: Referred to: FINANCE

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
Civil Service w/D. Farberman			
<u>Civil Service update for August 2022</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM County Attorney w/J. Wilkinson continued			
<p><i>At 9:46 AM the committee entered into a discussion with the attorney over legal matters, a privileged attorney / client discussion pursuant to §4503 of the Civil Practice Law and Rules... Board Clerk Ketchum, Budget Officer Cook & Director Farberman remained.</i></p> <p><i>At 10:14 AM the committee resumed its regular meeting.</i></p>			
4. <i>General/Litigation Update.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:14 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 Kehl and all voted aye.</i></p> <p><i>Board Clerk Ketchum, Budget Officer Cook & Director Farberman remained.</i></p> <p><i>At 10:54 AM there was a motion by Supervisor Roche to end the executive session and continue the regular meeting. This was seconded by Supervisor Kehl and all voted aye.</i></p>			
<p>Amend Salary Schedule "S":</p> <ul style="list-style-type: none"> • Set the salary of the Undersheriff (position code 010.500) under SHERIFF at \$108,849.00 per year.; effective 08/01/22 through 12/31/22 		Motion: Leuer Ayes: 8 Noes: Absent: 1 Jacoby	Carried: XXX Defeated: Referred to: FINANCE
<p><i>HR Director Farberman to distribute the results of the Compensation Committee for 2023 to all Supervisors. Agenda blocks to amend salary schedules and introduce a local law will be presented next month.</i></p>			

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Department Agenda Item	Discussion	Decision	Action
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:
Committee Chair's Agenda			
	~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, September 27, 2022 @ 9:00 AM.**

Committee Chair Initials: _____