

# HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, September 24, 2019 @ 9:00 AM

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

Absent: Grant, Copeland

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; ; A. D. Berwanger/Board Chair (9:03 AM); J. Ford/Dep. HR Director; J. Wujcik/Co. Attorney; B. Ryan, T/Warsaw (9:06 AM); 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>9:00 AM County Clerk w/R. Pierce</b>			
<b>2020 Budget Hearing</b> <ul style="list-style-type: none"> <li><a href="#">Narrative</a></li> </ul>	<i>County Clerk Pierce acknowledged acceptance to Budget Office modification.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
1. <i>Discussion on Green Light Law and new license plate issuance.</i>	<i>Co. Atty. Wujcik explained the Green Light Law court cases and decision making.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>At 9:03 AM Chairman Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
Review <a href="#">Fulton County Resolution</a> , "Resolution Opposing Governor Cuomo's Proposed Regulations Requiring New License Plates And Fees"	<i>Reviewed</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2020 Budget Hearing</b> <ul style="list-style-type: none"> <li><a href="#">Narrative</a></li> </ul>	<i>County Clerk Pierce acknowledged acceptance to Budget Office modification.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<b>9:45 AM Historian w/C. Amrhein</b>			
<i>At 9:06 AM Supervisor Ryan, T/Warsaw entered the meeting during the below agenda item.</i>			
<p>1. <b>General Update:</b></p> <ul style="list-style-type: none"> <li>• Historic markers for Perry are ordered.</li> <li>• Gave a talk at the Holland Land Office Museum in Batavia</li> <li>• Working on the index for the WWII book.                             <ul style="list-style-type: none"> <li>○ Edits are complete.</li> </ul> </li> <li>• Sally and I will be attending the Gov't Appointed Historians of WNY day conference on the 28<sup>th</sup> in Mount Morris.                             <ul style="list-style-type: none"> <li>○ The state historian will be there.</li> </ul> </li> <li>• Met with Prf. Brew and the GCC Librarian on tweaking the summer history course for next year, which our office was part of.</li> <li>• Sally and I both participate in community events.                             <ul style="list-style-type: none"> <li>○ I set up on Saturday for the Warsaw Legions 100<sup>th</sup> anniversary</li> <li>○ Sally is volunteering with the Kiwanis for the Wine in the Valley.</li> </ul> </li> <li>• Our two young people from Community Action are finishing up and were a great help.</li> <li>• Gnome program is working well.                             <ul style="list-style-type: none"> <li>○ Participants are having fun.</li> <li>○ We will still have kits for next year for people who do not wish to do "Wyo-caching Through History" (geocaching).</li> </ul> </li> <li>• We are now a <i>Pokemon Go</i> stop so I plan on coming up with an event for young people for that.</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><b>2020 Budget Hearing</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Narrative</a></li> <li>• <a href="#">Salary request</a></li> <li>• <a href="#">Historical Property Narrative</a></li> </ul>	<p><i>County Historian Amrhein acknowledged acceptance to Budget Office modification with the addition of unused benefit time for the Asst. County Historian.</i></p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p><b>Walk-In / Appropriation:</b></p> <p>To: 01.46.7510.1.10601 Unused Benefit Time      \$430.05</p> <p style="padding-left: 40px;"><i>w/any funds available</i></p> <p><b>Reason:</b> S. Smith has reached the marker of vacation hours accumulated where she is able to tender a week, which was not figured in last year to this year's budget.</p>		<p>Motion: Brunner</p> <p>Ayes: 7</p> <p>Noes:</p> <p>Absent: 2 Grant; Copeland</p>	<p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;"><b>FINANCE</b></p>
<p><b>Walk-In Item - Appropriation:</b></p> <p>To: 01.46.7510.4.42301 Books &amp; Publications      300.00</p> <p style="padding-left: 40px;">01.46.7510.4.41202 Printing      300.00</p> <p style="padding-left: 40px;">01.46.7510.4.41010 Office Supplies      <u>400.00</u></p> <p>w/01.09.7510.2705 Gifts &amp; donations      \$1,000.00</p> <p><b>Reason:</b> To appropriate funds donated to our office by Thomas W. Perry Irrevocable Family Trust.</p>		<p>Motion: Kehl</p> <p>Ayes: 7</p> <p>Noes:</p> <p>Absent: 2 Grant; Copeland</p>	<p>Carried: <b>XXX</b></p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;"><b>FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action
<b>9:30 AM County Attorney w/J. Wujcik</b>			
<i>Opioid Litigation – Purdue Settlement Update</i>	<i>Reviewed current everts with committee. Should know more about settlement by spring</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>2020 Budget Hearing</i> • <a href="#"><u>County Attorney Assigned Counsel Narrative</u></a>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Weights and Measures w/R. Jines</b>			
1. <i>Weights &amp; Measures Operational Update:</i> • <a href="#"><u>August Summary</u></a> Attached • <a href="#"><u>Financial Report</u></a> Attached	<i>Reviewed</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Departmental Update (as needed):</i> • FYI Incident 8/13/19: Police report received, full report on file at BOS (no further action). • Equipment moved to W&M office, storage room to be used by Veteran’s Services (no further action).	<i>Reviewed</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>2020 Budget Hearing</i>	<i>Reviewed</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>10:00 AM Records Retention w/G. Royce</b>			
<i>2020 Budget Hearing</i> • <a href="#"><u>Narrative</u></a>	<i>County Records Manager Royce acknowledged acceptance to Budget Office modification in an earlier e-mail.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>10:30 AM Human Resource w/J. Ford</b>			
1. <i>Position Fill:</i>  <i>Highway Department</i> One (1) position of <a href="#"><u>Sign Maintenance Supervisor</u></a> (1.0 FTE) (position # 009.276) on CSEA Schedule B, Job Grade 11 at \$19.75/hr. - \$22.19/hr. Person Vacating: Barbara Gwarek, retirement date: September 28, 2019. Position Available: October 2, 2019.		Motion: Granger Ayes: 7 Noes: Absent: 2 Grant; Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <i>Public Works Comm. FINANCE</i>

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Department Agenda Item	Discussion	Decision	Action
<p>2. <b>Position Fill:</b></p> <p style="text-align: center;"><i>Social Services</i></p> <p>One (1) position of <b>Clerk</b> (1.0 FTE) (position # 067.053) on CSEA Schedule A, Job Grade 2 at \$15.89/hr. - \$17.35/hr. Person Vacating: Wendy Schreiner, effective August 16, 2019. Position Available: October 2, 2019.</p>		<p>Motion: Granger Ayes: 7 Noes: Absent: 2 Grant; Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><i>Human Services Comm.</i> <b>FINANCE</b></p>
<p>3. <b>Position Fill:</b></p> <p style="text-align: center;"><i>Jail</i></p> <p>One (1) position of <b>Meal Deliverer (PT)</b> (position # 081.598) on Salary Schedule S at \$11.25/hr. Person Vacating: Naomi Ellis, effective August 25, 2019. Position Available: October 2, 2019.</p>		<p>Motion: Granger Ayes: 7 Noes: Absent: 2 Grant; Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> <b>FINANCE</b></p>
<p>4. <b>Position Fill:</b></p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <b>Dispatcher</b> (PT) <i>Non Union</i> (position # 096.108) following WCSEA Schedule, Job Grade 2 at \$18.29/hr. - \$22.30/hr. Person Vacating: John Green, effective August 30, 2019. Position Available: October 2, 2019.</p>		<p>Motion: Granger Ayes: 7 Noes: Absent: 2 Grant; Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><i>Public Safety Comm.</i> <b>FINANCE</b></p>
<p>5. <b>Purchasing Card Request:</b></p> <ul style="list-style-type: none"> <li>• Employee: Tammy Stachowiak <ul style="list-style-type: none"> <li>○ Requested Maximum Limit: \$1,000.00</li> </ul> </li> </ul>	<p><i>Pre-approval was granted on 08/29/19 by Committee Chair Tallman.</i></p>	<p>Motion: Kehl Ayes: 7 Noes: Absent: 2 Grant; Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to: <b>APPROVED</b></p>
<p>6. <b>Amend Resolution Number 19-356</b> (<a href="#">see attached</a>); passed by the Board of Supervisors on August 13, 2019, to reflect an effective date of January 01, 2020 for the reassignment of the Domestic Violence Coordinator.</p>		<p>Motion: Becker Ayes: 7 Noes: Absent: 2 Grant; Copeland</p>	<p>Carried: <b>XXX</b> Defeated: Referred to: <b>FINANCE</b></p>
<p><b>2020 Budget Hearing</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Narrative</a> <ul style="list-style-type: none"> <li>○ <a href="#">Follow up budget questions</a></li> </ul> </li> <li>• <a href="#">Organizational Chart</a></li> </ul>	<p><i>Dep. HR Director Ford acknowledged acceptance to Budget Office modification.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<b>Civil Service w/J. Ford</b>			
<p>7. <a href="#">Civil Service Update for September 2019</a></p>	<p><i>Reviewed</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
<i>2020 Budget Hearing</i>	<i>Budget adjustments approved</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Supervisor Leuer, T/Middlebury questioned formation of the Safety Officer position. Currently working on a salary range and minimum qualifications. Anticipated to be a county expense the first year with potential for Worker's Compensation to contribute towards the position in subsequent years. Wyoming County's Worker's Compensation is self-funded. Actuarial calculates rates. Save all questions for Worker's Compensation Board of Trustees' meeting next Tuesday. Great debate on whether or not the position would help to reduce rates.</i>			
<i>Chairman Berwanger shared CEO Eichenauer's email of 09/23/19 relative to Union President's time. Reviewed section 9.2 of current union agreement. Questioned Dep. HR Dir. Ford on how it happened then instructed him to put a stop to it. The number of formal grievances is very low... There was some discussion over union business becoming disruptive to the employee's regular county work responsibilities...</i>			
<b>10:15 AM Board of Elections w/H. Bush</b>			
1. <b>Professional Services Contract \$5,001 or greater:</b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>ESSVR, LLC (f/k/a Election Systems &amp; Software, LLC)</b> , 11128 John Galt Blvd Suite 200, Omaha, NE 68137 for the provision of annual maintenance of software in an amount not to exceed \$5,504.75; effective December 1, 2019 through November 30, 2020.	<b>Per a post committee discussion with J. Bush, this request is a provision for software maintenance contained in the original service agreement authorized by Res. 01-138 and passed on 05/08/2001. This is the annual renewal authorized by Sec. 5.1 contained therein. Election Systems &amp; Software, LLC became ESSVR, LLC in 2018.</b>	Motion: Brunner Ayes: 7 Noes: Absent: 2 Grant; Copeland	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
2. <b>FYI – Tenex Training:</b> Tenex will be providing on-site training to BOE staff as well as Joe Santullo and Todd MacConnell on October 3, 2019. The training will be on how to use e-poll books and the on demand ballot printer system for Early Voting.	The cost of the training is \$1,600. However, Allegany County will be training with us and splitting the cost.  <b>Tenex will bill each county separately</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2020 Budget Hearing</b> • <a href="#"><u>Narrative</u></a>	<b>Election Commissioner Bush acknowledged acceptance to Budget Office modification.</b>	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, October 29, 2019 @ 9:00 AM.**