

## HUMAN RESOURCE COMMITTEE MEETING AGENDA

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...

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We ask that you continue to practice safe social distancing requirements.**

*Thank you!*

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Date: Tuesday, February 22, 2022 @ 9:00 AM

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

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

Absent:

Also Present:

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 Attorney w/J. Wilkinson</b>			
1. <b>Overnight Travel Authorization:</b> J. Wilkinson to attend County Attorneys' Association of the State of New York (CAASNY) Annual Meeting, The Otesaga Hotel, Cooperstown, New York, May 23-24, 2022 (or any rescheduled date). Personal car will be used. Partial hotel/rooming fee is being paid by CAASNY; the remainder to be paid by County. Registration fee is \$100.00; (total registration is \$250.00 (CAASNY is paying \$150.00). All expenses have been budgeted for.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>General Update.</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
1. <b>Professional Services Contract \$5001 or greater:</b> Authorize Chairwoman to sign a contract pursuant to General Municipal Law §104(b) with <i>Warsaw Penny Saver</i> , 72 N Main St, Warsaw NY 14569, for processing and mailing of annual Mail Check cards in an amount not to exceed \$7,273.00; effective February 1, 2022 through April 29, 2022.	<b>Annual list maintenance activity required by NYS Election Law.</b>  <i>Approximately 25,000 cards will be mailed between April 19-24</i> <b>Supporting documentation pending.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>9:30 AM Historian w/C. Amrhein</b>			
<b>1. Appropriation:</b> To: 017510.541202 Printing \$50.00 w/01751004.427050 Gifts & donations \$50.00 <b>Reason:</b> For regular printing funds as all funds budgeted for 2022 are encumbered due to an increase in print copies of <i>Historical Wyoming</i> .		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. General Update:</b> <ul style="list-style-type: none"> <li>• The new edition of F. W. Beers <i>1880 History of Wyoming County, NY</i> (new introduction by myself) by SUNYPress is completed. Aprox. 400 pgs., hardcopy \$95.00 is 50% off until end of February. Use code XWEB22 at checkout. Shipping expected June 1<sup>st</sup>.               <ul style="list-style-type: none"> <li>○ <a href="https://sunypress.edu/Books/H/History-of-Wyoming-County-N.Y">https://sunypress.edu/Books/H/History-of-Wyoming-County-N.Y</a></li> <li>○ Softcover will be available for less in about 6 months.</li> </ul> </li> <li>• “Wintery Wyoming” article I wrote for the <i>Western New York Heritage</i> magazine is out and available at Tops in Arcade, Attica and Warsaw.</li> <li>• We had seven students in from Warsaw school doing community service as part of their Participation in Government requirement. Three were foreign exchange students. They were a big help in answering letters of research requests and typing up stories for <i>Historical Wyoming</i>.</li> <li>• Gave a talk on Native Americans in our area and Western NY, and the book I wrote, I to the Conable Way “Connect 55” residents.</li> <li>• The three “National Votes for Women Trail” markers are now all approved. One has been delivered, two are in production but Sewald is behind by 12 to 14 weeks so I do not expect to see them before May. <b>Attached</b> is the final wording for the signs.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>3. Pioneer Grounds:</b> <ul style="list-style-type: none"> <li>• Update on National Register process by Cindy Amrhein</li> <li>• <b>Email</b> from Eric Parker received by County Historian</li> <li>• Pioneer Grounds update by Eric Parker</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>9:45 AM Human Resource w/D. Farberman</b>			
1. <b><u>Overnight Travel Authorization:</u></b> Dan Farberman and one HR staff (TBD) to attend NYSPELRA 47 <sup>th</sup> Annual Training Conference in Saratoga Springs, NY, on July 11 – 13, 2022. Conference attendance: \$550; Hotel: \$800; Plus Mileage; Will Use Personal Vehicle		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b><u>Amend Salary Schedule S:</u></b> <ul style="list-style-type: none"> <li>• Set the salary of the <b>Deputy Human Resource Director</b> (position #026.569) to \$75,000.00, effective March 14, 2022.</li> <li>• Set the hourly wage of the <b>Human Resource Assistant</b> (position code 001.434) at \$19.23/hr; effective January 11, 2021. Lump Sum and 2022 COLA will adjust accordingly.</li> <li>• Remove the lump sum of \$1,173.05 for the <b>Asst. County Attorney (2<sup>nd</sup>)</b> as the incumbent has only held the position since 01/05/22. The calculation will be made “behind the scene” for the former incumbent (appointed Co. Atty.; effective 01/01/22).</li> <li>• Lump sum of \$2,946.42 for the <b>Asst. County Attorney (1<sup>st</sup>)</b> pro-rated to 06/14/21 start date.</li> <li>• Lump sum of \$1,166.48 for the <b>Asst. District Attorney (3<sup>rd</sup>)</b> pro-rated to 10/12/21 start date.</li> <li>• Include lump sum of \$3,426.38 and 2022 COLA increase for <b>Engineering Technician</b> in the HIGHWAY DEPT.</li> <li>• Lump sum of \$225.19 for the <b>Asst. Public Defender (3<sup>rd</sup>)</b></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>pro-rated to 11/15/21 start date.</p> <ul style="list-style-type: none"> <li>• Lump sum of \$1,219.13 for the <b>Building Inspector</b> (position code 029.029) pro-rated to 07/14/21 start date.</li> <li>• Revise the <b>Undersheriff's</b> 2022 salary to reflect the corrected \$99,897.00</li> <li>• Revise the <b>Secretary to the Sheriff's</b> 2022 salary to reflect the corrected \$57,750.00</li> <li>• Revise the <b>Secretary to the Sheriff (Temp.)'s</b> salary to reflect the corrected \$63,281.00</li> <li>• Set the salary of the <b>911 Coordinator</b> at \$65,000.00 annually; effective May 02, 2021.</li> <li>• Lump sum of \$3,033.49 for the <b>911 Coordinator</b> pro-rated to 05/02/21 start date</li> <li>• Revise the <b>911 Coordinator's</b> COLA increase to reflect the corrected calculation from salary set at \$65,000.00; effective May 02, 2021 to \$1,625.00 for an annual 2022 salary of \$66,625.00.</li> <li>• Revise the <b>Jail Administrator's</b> 2022 salary to reflect the corrected \$80,842.00</li> </ul>			

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>3. <b><u>Amend Salary Schedule D:</u></b></p> <ul style="list-style-type: none"> <li>Lump sum of \$1,764.46 for the <b>Sr. Planner</b> pro-rated to 07/19/21 start date.</li> <li>Lump sum of \$857.30 for the <b>Director of Veteran Services</b> pro-rated to 09/13/21 start date.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>4. <b><u>Amend Local Law Introductory A, 2022:</u></b></p> <ul style="list-style-type: none"> <li>Revise the <b>Superintendent of County Highways</b> lump sum to \$1,870.40 to reflect the corrected calculation from salary set at \$80,000.00; effective August 30, 2021 and a revised COLA increase of \$2,000.00 for an annual 2022 salary of \$82,000.00.</li> <li>Lump sum of \$857.30 for the <b>Director of Veteran Services</b> pro-rated to 09/13/21 start date.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. <b><u>Position Fill:</u></b></p> <p style="text-align: center;"><b>Human Resources</b></p> <p>Fill one (1) position of <b><u>Deputy Director of Human Resources</u></b> (1.0 FTE) (position # 026.569) on Salary Schedule S at an annual salary of \$75,000.00. Person vacating: John Ford, effective March 11, 2022. Position Available: March 14, 2022.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>6. <b><u>Position Create/Fill:</u></b></p> <p style="text-align: center;"><b>Human Resources</b></p> <p>Create and fill one (1) position of <b><u>Deputy Director of Human Resources</u></b> (Per Diem) (Temp.) on Salary Schedule S at an hourly rate of \$48.64 per hour, not to exceed \$4,000.00. Position Available: March 14, 2022.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>7. Appropriation:</b> To: 011430.541010 Office Supplies \$2,000.00 w/Any Funds Available \$2,000.00 <b>Reason:</b> To purchase a functional desk for payroll.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>8. Discussion Items:</b> <ul style="list-style-type: none"> <li>• Service Award Program for All County Employees</li> <li>• Salary Schedule Adjustments as needed</li> <li>• WCCHS CEO and CFO Search update and contract</li> <li>• BBJ contract update</li> <li>• Building Codes temp position FYI</li> <li>• PT/Temp HR Clerk</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
<b>9. <u>Civil Service update for February 2022</u></b>		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:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>Records Retention w/G. Royce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/S. King (minutes prepared by \_\_\_\_\_).

Next Human Resource Committee Meeting scheduled for **Tuesday, March 29, 2022 @ 9:00 AM.**