

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...

**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/UCcfZs0H1gcOlb67v1R8g-Ow>)

Date: Tuesday, August 31, 2021 @ 9:00 AM

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

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

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM County Clerk w/R. Pierce			
1. Home Rule Request to extend Local Mortgage Recording Tax – additional one quarter percent (1/4%). This will be effective through 11/30/2024. <ul style="list-style-type: none"> • As of 06/23/21: <ul style="list-style-type: none"> ○ S. 04484 <ul style="list-style-type: none"> ▪ 05/26/21 – passed senate ○ A.06183 <ul style="list-style-type: none"> ▪ 06/09/21 – passed assembly ▪ 06/09/21 – returned to senate 	<ul style="list-style-type: none"> • Current Local Law expires on 11/30/21 (The new local law should expire through 11/30/2024 (three (3) years) to run concurrently with the Home Rule Request) • Current Home Rule Request expires 11/30/21 • The Local Law should be introduced end of Aug. 2021 at the very latest. • NYSAC reporting that there are still hundreds of bills (including home rule bills) that have not yet been delivered to the governor. They have until the end of the year to be delivered. The bill is with the Senate. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: NO ACTION REQUIRED
2. Introductory Local Law “E” and Set Public Hearing “ A Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on real Property ”	We can't ask for this until we get #1.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to: NO ACTION REQUIRED
DMV w/R. Pierce			
1. Discussion on DMV Appointments		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

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9:15 AM County Attorney w/J. Wujcik			
1. <i>General Update:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Board of Elections w/J. Schlick & H. Bush			
1. <i>Position Fill:</i> <i>Board of Elections</i> Fill ten (10) positions of <u>Election Inspector (Per Diem)</u> on Salary Schedule S, at an hourly rate of \$12.50/hr. Position available: September 13, 2021.	<i>Position Codes:</i> 029.622 131.622 042.622 047.622 050.622 044.622 030.622 136.622 038.622 025.622	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Historian w/C. Amrhein			
1. <i>General Update:</i> <ul style="list-style-type: none"> • 2022 Gnome Hunt – Summer history activity • <u>Fair highlights</u> • Permission to close office to the public for 2 weeks to prepare for inventory. • Historical Wyoming fan mail <u>attached</u>. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:	
Human Resource w/D. Farberman			
1. <i>Position Create/Fill:</i> <i>Health Department</i> Create and fill one (1) position of <u>Public Health Corps Graduate Fellow</u> , (1.00 FTE) and place on Salary Schedule G with an annual salary of \$54,483.00. Position Available: September 20, 2021. <i>Benefit package consistent with current CSEA Bargaining Agreement.</i>	<i>Salary and fringe expense fully funded by the NYS Public Health Corps Fellowship Program through Health Research, Inc./New York State Department of Health</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>2. Position Create/Fill: Health Department Create and fill two (2) positions of Public Health Corps Fellow, (1.00 FTE) and place on Salary Schedule G with an annual salary of \$41,398.00. Position available September 20, 2021. Benefit package consistent with current CSEA Bargaining Agreement.</p>	<p>Salary and fringe expense fully funded by the NYS Public Health Corps Fellowship Program through Health Research, Inc./New York State Department of Health</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>3. Position Create/Fill: Health Department Create and fill one (1) position of COVID-19 Response Coordinator, (1.00 FTE) and place on Salary Schedule G with an hourly wage of \$33.00. Position Available: September 27, 2021. Benefit package consistent with current CSEA Bargaining Agreement.</p>	<p>Salary and fringe expense fully funded by various grants (ELC Capacity Building / COVID Vaccine Response Contract etc)</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>4. Amend Salary Schedule "G": To provide stipends plus corresponding fringe to the following for additional duties for the period 7/1/2021 through 7/30/2022) related to the COVID-19 screening testing program for Wyoming County schools:</p> <ul style="list-style-type: none"> • Fiscal Administrator (position # 089.405) - \$10,000.00 (for grant & subcontract administration) • Fiscal Officer (Public Health) (position # 136.580) - \$ 7,000.00 (for vouchering and claiming) 	<p>Fully reimbursed by the grant with Health Research, Inc., 150 Broadway, Suite 560, Menands, NY 12204 for COVID-19 screening testing program funding to support and maintain in-person learning in a minimum amount of nine hundred eighty-six thousand one hundred fourteen dollars (\$986,114.00); effective July 1, 2021 through July 31, 2022 (approved by BOS Resolution 21-348 on 8/10/2021)</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>5. Position Fill: <i>Health Department</i> Fill one (1) position of COVID-19 Response Specialist (1.00 FTE) (position code 145.631), and place on salary Schedule G with an hourly wage of \$29.50. Person Vacating: D. Head, effective July 26, 2021. Position Available: September 13, 2021.</p>	<p><i>Salary and fringe expense fully funded by various grants (ELC Capacity Building / COVID Vaccine Response Contract etc)</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. Position Abolish/Create/Fill: <i>Treasurer's Office</i></p> <ul style="list-style-type: none"> Abolish one (1) position of Principle Account Clerk (1.00 FTE) (position code 019.182) on CSEA schedule A, job grade 14, hourly wage of \$21.18 - \$24.45. Person Vacating: Amanda Green, effective: September 14, 2021 (COB). Position abolished effective September 15, 2021. Create and fill one (1) position of Fiscal Administrator, (1.00 FTE) and place on Salary Schedule S with an approved annual salary range of \$42,000.00 - \$55,000.00. Position Available: September 15, 2021. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>7. Position Abolish/Create/Fill: <i>Planning</i></p> <ul style="list-style-type: none"> Abolish one (1) position of Keyboard Specialist (1.00 FTE) (position code 007.337) on CSEA schedule A, job grade 2, at an hourly wage of \$16.29 - \$17.78. Position abolished effective September 15, 2021. Create and fill one (1) position of Account Clerk, (1.00 FTE) on CSEA schedule A, job grade 4, at an hourly wage of \$17.10 - \$18.82. Position Available: September 15, 2021. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>8. Position Abolish/Create/Fill: Zoning</p> <ul style="list-style-type: none"> Abolish one (1) position of Keyboard Specialist (1.00 FTE) (position code 028.337) on CSEA schedule A, job grade 2, at an hourly wage of \$16.29 - \$17.78. Position abolished effective September 15, 2021. Create and fill one (1) position of Account Clerk, (1.00 FTE) on CSEA schedule A, job grade 4, at an hourly wage of \$17.10 - \$18.82. Position Available: September 15, 2021. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>9. Position Fill: Sheriff</p> <p>Fill one (1) position of Deputy Sheriff (PT – Variable FTE)(Non-Union)(position code 105.504), following WCDSA wages, at an hourly wage of \$25.45-27.53. Person Vacating: Nicholas Thomas, effective August 14, 2021. Position Available: October 6, 2021.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>10. Position Fill: Sheriff</p> <p>Fill one (1) position of Deputy Sheriff (1.00 FTE) (position code 081.083), on WCDSA schedule, job grade 4 at an hourly wage of \$25.45-32.53. Person Vacating: Andrew Houghton, effective September 29, 2021. Position Available: September 30, 2021.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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<p>11. Position Fill:</p> <p style="text-align: center;">Jail</p> <p>Fill one (1) position of Meal Deliverer (PT – Variable FTE)(<i>position code 091.598</i>), on salary schedule S, at an hourly wage of \$12.50. Person Vacating: Timothy Buttles, effective August 13, 2021. Position Available: September 8, 2021.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>12. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>Fill one (1) position of Clerk (1.00 FTE) (<i>position # 167.053</i>), on CSEA schedule A, Job Grade 2, at an hourly wage of \$16.29-17.78. Person Vacating: Samantha Grisewood, effective August 20, 2021. Position Available: September 8, 2021.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>13. Position Fill:</p> <p style="text-align: center;">Social Services</p> <p>Fill one (1) position of Senior Caseworker (1.00 FTE) (<i>position code 029.220</i>), on CSEA schedule A, Job Grade 16, at an hourly wage of \$22.72-26.52. Person Vacating: Roxanne Warren, effective August 27, 2021. Position Available: September 8, 2021.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:																
<p>14. Positions Fill:</p> <p style="text-align: center;">Board of Elections</p> <p>Fil ten (10) positions of Election Inspector (Per Diem) on Salary Schedule S at an hourly rate of \$12.50 per hour. Person Vacating: Vacant. Positions Available: September 8, 2021.</p>	<p>Position Codes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">029.622</td> <td style="width: 25%;">131.622</td> <td style="width: 25%;">042.622</td> <td style="width: 25%;"></td> </tr> <tr> <td>047.622</td> <td>050.622</td> <td>044.622</td> <td></td> </tr> <tr> <td>030.622</td> <td>136.622</td> <td></td> <td></td> </tr> <tr> <td>038.622</td> <td>025.622</td> <td></td> <td></td> </tr> </table>	029.622	131.622	042.622		047.622	050.622	044.622		030.622	136.622			038.622	025.622			Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>15. Amend Salary Schedule S:</p> <ul style="list-style-type: none"> • To set the salary of the Secretary to the Sheriff (1.00 FTE) (<i>position code 002.503</i>) in the Sheriff's department to reflect \$55,000.00 annually based on experience and qualifications; effective August 11, 2021. • To set the hourly wage of the IT Administrative Assistant (1.00 FTE) (<i>position code 019.638</i>) in the Information Technology department to \$21.89; effective July 26, 2021. 	<p><i>Housekeeping from last month.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>16. Adopt County Policies: Review, approve, and adopt the following attached policies:</p> <ol style="list-style-type: none"> 1) <u>Personnel Files</u> 2) <u>Recovery of Overpayments for Represented and Non-represented employees</u> 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>17. Discussion Items:</p> <ul style="list-style-type: none"> • <u>Print Advertising Coverage Expansion</u> • Jobs Currently in Recruitment • NYS minimum wage increase <ul style="list-style-type: none"> ○ (Wyoming County is not subject to state minimum wage) 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>18. Position Fill: <i>Buildings and Grounds</i> One (1) position of <u>Building Maintenance Mechanic</u> (1.00 FTE) (<i>position # 045.032</i>), on CSEA schedule B, Job Grade 9, at an hourly wage of \$18.53-20.52. Person Vacating: Vacant. Position Available: August 2, 2021.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent:

Also Present:

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Civil Service w/D. Farberman			
19. <u>Civil Service update for August 2021</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Records Retention w/G. Royce			
	~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, September 28, 2021 @ 9:00 AM.**