

HUMAN RESOURCE COMMITTEE MEETING MINUTES

Committee meetings are now open to the general public.
We ask that you continue to practice safe social distancing requirements.

Thank you!

Date: Tuesday, January 31, 2023 @ 9:00 AM

Location: *Supervisors' Chambers, 2nd floor of the government center.*

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

Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; D. Nikiel/Dep. Budget Officer; B. Ryan/Board Chair; J. Brick, T/Perry; M. Roche, T/Eagle; D. Granger, T/Gainesville; E. J. Gozelski, T/Castile (9:04 AM); A. D. Berwanger, T/Arcade (9:08 AM); D. Leuer, T/Middlebury (9:20 AM)

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. FYI: Change date of the February 28, 2023 Committee Meeting to Tuesday, February 21, 2023 at 9:00 a.m. to accommodate Committee Members attending the Winter NYSAC conference.	<i>Changes to date, time and location are the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM - Board of Elections w/J. Schlick, H. Bush & J. Santullo			
1. Amend Salary Schedule S: <ul style="list-style-type: none"> • To set the hourly wage of the <i>Election Inspectors</i> to \$14.20 per hour to remain consistent with NYS minimum wage indefinitely; effective 12/31/2022. 		Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE
<i>At 9:04 AM Supervisor Gozelski, T/Castile entered the meeting during the below Agenda Item.</i>			
2. Professional Service Contract (\$5,001 or greater): Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with ES&S Voter Registration, LLC , 11128 John Galt Boulevard, Suite 200, Omaha, NE 68137; for the provision of purchasing voter registration software in an amount not to exceed \$59,838.34; effective March 1, 2023 until completion of software update. (MUNIS CONTRACT #1153) JJ	<i>Four (4) year \$7,500/year maintenance agreement to be approved later for years 2024 – 2027.</i>	Motion: Kehl Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: *RESOLUTION
3. 2023 Transfer From: 011450.520002 IT \$41,389.70 To: 011450.541410 Software \$41,389.70 Reason: To accommodate the purchase of voter registration software.		Motion: Kehl Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE
4. 2023 Appropriation: To: 011450.541410 Software \$18,448.36 w/ARPA Funds (details to be provided by Budget Officer Cook for Finance Committee) Reason: To pay for unbudgeted voter registration software	<i>\$20k unallocated ARPA funds available.</i>	Motion: Kehl Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE

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Department Agenda Item	Discussion	Decision	Action
5. Misc.			
<ul style="list-style-type: none"> • Sheldon Poll Site 		Motion: Ayes:	Carried: Defeated:
<i>At 9:08 AM Supervisor Berwanger, T/Arcade entered the meeting during this Agenda Item.</i>			
<ul style="list-style-type: none"> ○ The town is having a difficult time finding a poll site. ○ Proposal to pay for a site (pay for one, pay for all). ○ Sheldon used to have 3 polling sites prior to consolidation a few years ago. ○ Sheldon Supervisor, Becker refuses to levy the cost on town residents. He insists the cost should be borne by the county ○ Supervisors Berwanger, T/Arcade, McCormick, T/Java and Becker, T/Sheldon supported county Board of Elections budgeting for hall rentals for polling sites. They all agreed that there's a cost to cleaning up. ○ Suggested rental of \$125/election ○ Supervisor Roche, T/Eagle questioned why should the towns that don't benefit have to contribute? There was some discussion over including these costs in the annual Election Expenses Apportioned Resolution. 		Noes: Absent:	Referred to:
<i>At 9:20 AM Supervisor Leuer, T/Middlebury entered the meeting during this Agenda Item.</i>			
<ul style="list-style-type: none"> ○ Budget Officer Cook supported the cost belonging to the Town of Sheldon. ○ Election Commissioner Schlick stated that \$125/election per polling site would cost around \$2,500.00. With three (3) elections each year the cost could be as high as \$7,500.00 ○ Supervisor Becker, T/Sheldon agreed to meet with the Board of Elections offline to come up with a solution for Sheldon. 			
9:15 AM - Historian w/C. Amrhein			
1. Update: <ul style="list-style-type: none"> • I packed (with the help of my husband) and delivered the portrait of Hon. James E. Norton to the conservator in Niagara Falls on January 16th. This is an ongoing joint project with Judge Mohun to get all 5 portraits of early Wyoming County judges conserved and rehung in the court house. • The Underground Railroad map is complete in time for Black History month. I should have them in early February. There is a planned press release (so mums the word till then). • Bobbi Curry, on loan from Planning Department, has been in our office for a little over 2 months. She has been a great help with getting the collection in order. • We are working on several large donated collections at once: Perry Heralds from Perry Library and another source, personal collection of Doris Bannister, and several totes of recordings from the former Letchworth Cable 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Access Channel which contain several interviews of residents and events dating from the 1980s forward. These will be converted from VHS into digital files. <ul style="list-style-type: none"> Fan mail thank you from Renee Sheer, guidance counselor at Warsaw High School, for our work with the students. 			
9:30 AM County Attorney w/J. Wilkinson			
1. FYI ~ Contract (\$3,000 and under): <ul style="list-style-type: none"> NYS Defenders Association, Inc., 194 Washington Avenue, Suite 500, Albany, NY 12210-2314 for one (1) license for the computerized Public Defense Case Management System Maintenance and Support Agreement in the amount of \$500.00 for the period 2/9/2023 – 2/8/2024. Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 4. (MUNIS Contract # 1208) JJ 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
FYI: <ul style="list-style-type: none"> In the midst of creating purchase order requisition for two (2) assigned council computers. HH Grant funds to cover the cost \$1,709.43. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Amend Salary Schedule G: To set yearly stipend plus corresponding fringe provided through NYS Indigent Legal Services HH Grant (Contract CSTWIDEHH52 – year 4). Effective 04/01/21 to 03/31/2022: <ul style="list-style-type: none"> County Attorney (position code 001.503) - \$12,000.00 Secretary to the County Attorney (position code 007.503) \$7,000 (\$5,000 of this \$7,000 has already been paid to EE) Secretary, PT (position code 015.215) – increase hourly wage from \$24.17/hr (not to exceed \$19,000 per year) to \$25.44/hr (not to exceed \$20,000 per year) 	<p><i>Funds provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 4.</i></p> <p>NEW LINE IN HH BUDGET FOR YEAR 4 (which was approved at the end of 2022) – funds for an Assigned Counsel Coordinator</p> <p>Only a portion will be paid out as Assigned Counsel Coordinator (currently also the County Attorney) started 1/1/2022 No portion has yet been paid – NEW to HH budget</p> <p><i>Discussion: game plan, regionalization</i></p> <p><i>(the newly allocated \$12,000 from the HH Grant + the stipend from the County of \$3,156 from the Schedule D from the County would permit for a part time hiring at \$15,156).</i></p>	Motion: Grant Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to:
			FINANCE

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Department Agenda Item	Discussion	Decision	Action
<p>3. Amend Salary Schedule G: To set yearly stipend plus corresponding fringe provided through NYS Indigent Legal Services HH Grant (Contract CSTWIDEHH52 – year 5). Effective 04/01/22 to 03/31/2023: Said Amounts to be Paid bi-weekly effective 1/1/2023, retroactive funds from 4/1/22 to 12/31/22 will be paid out the 4th quarter of 2023</p> <ul style="list-style-type: none"> • County Attorney (position code 001.503) - \$13,000.00 • Secretary to the County Attorney (position code 007.503) \$9,000 • Secretary, PT (position code 015.215) – increase hourly wage from \$25.44/hr (not to exceed \$20,000 per year) to \$27.99/hr (not to exceed \$22,000 per year) 	<p><i>Funds (annual stipend plus corresponding fringe) provided through Hurrell-Harring Grant. Contract No. CSTWIDEHH52 Year 5.</i></p> <p><i>See notes for #2 above. Continuation of grant payments.</i></p>	<p>Motion: Grant Ayes: 6 Noes: Absent: 1 Leuer</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">FINANCE</p>
<p>4. Opioid Update</p> <ul style="list-style-type: none"> • Wyoming County is scheduled to receive over \$232K over the course of 18 years. • Required paperwork has been executed by the County Attorney for Wyoming County's participation in the settlement. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. Litigation/General Update.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>At 9:46 AM – 10:00 AM an Attorney/Client session ensued to discuss the above. Dep. Budget Officer Nikiel left the meeting. County Highway Supt. Blue remained.</p>			
<p>10:00 AM Human Resource w/D. Farberman</p>			
<p>1. Overnight Travel Authorization: D. Farberman to attend NYSAC Legislative Conference at the Crowne Plaza/Desmond., Albany, NY, on February 26 – March 1, 2023. Cost of full registration \$448.00; Hotel cost \$435; Plus Mileage; Will Use Personal Vehicle.</p>		<p>Motion: Becker Ayes: 7 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">APPROVED</p>

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Department Agenda Item	Discussion	Decision	Action
<p>2. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Indeed at 6433 Champion Grandview Way, Building 1, Austin, Texas for online job advertising and application intake in an amount not to exceed \$36,000.00, (\$3,000.00 per month); effective January 1, 2023 through December 31, 2023. (MUNIS CONTRACT #1232) - JJ - pending Co. Atty. approval (REJECTED/NO CONTRACT ATTACHED)</p>		Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: * RESOLUTION
<p>3. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Warsaw Pennysaver at 72 North Main Street Warsaw, NY 14569 for print advertising in an amount not to exceed \$85,000.00; effective January 1, 2023 through December 31, 2023. (MUNIS CONTRACT #1231) - JJ</p>		Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: * RESOLUTION
<p><i>Budget Officer Cook informed the committee that there is currently not enough money in the 2023 budget to cover these contracts and suggested a \$21K Appropriation to cover.</i></p>			
<p>2023 Appropriation To: _____ Advertising \$21,000.00 w/Any Funds Available Reason: To cover 2023 print advertising expense.</p>	<p><i>Details to be provided by Budget Officer Cook for the Finance Committee Agenda.</i></p>	Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: FINANCE
<p>4. Amend Resolution No. 22-431 (as amended by 22-158): Authorize Chairman to sign an Amended Contact with Warsaw Pennysaver, 72 North Main Street, Warsaw, NY 14569, to reflect the following revisions: Increase the amount of agreement by \$1,559.92 to a total of \$60,559.92 to cover the last invoice of 2022. (MUNIS CONTRACT CHANGE ORDER #121) - JJ</p>		Motion: Becker Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: * RESOLUTION
<p>5. Policy approval: Authorize Chairwoman to sign a new Wyoming County Policy and Procedure for both represented and non-represented employees entitled "Social Media Usage Policy".</p>		Motion: Kehl Ayes: 6 Noes: Absent: 1 Leuer	Carried: XXX Defeated: Referred to: * RESOLUTION

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Department Agenda Item	Discussion	Decision	Action
6. Discussion Items:			
<ul style="list-style-type: none"> • Replacing Meal Deliverer title (Competitive Class) with Courier (Labor Class). <ul style="list-style-type: none"> ○ No exam • Department Manager Supervisory Training will be held on 4/20/23 and 5/16/23. • Letter being sent from HR to all towns, villages, and school districts asking for updated 426's and payrolls to be certified. • Sexual harassment prevention training will be offered to town supervisors on 2/14 after the full board meeting. • Tentative agreement on collective bargaining agreement with Sheriff's road patrol. • Will be purchasing Labor Law posters as required by law and asking for an appropriation in the near future. <ul style="list-style-type: none"> ○ Quote pending / unbudgeted 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Civil Service w/D. Farberman			
7. <u>January 2023 Civil Service update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>At 10:40 AM there was a motion by Supervisor Roche to enter an executive session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law). This was seconded by Supervisor Kehl and all voted aye.</i></p> <p><i>All remained.</i></p> <p><i>At 10:45 AM there was a motion by Supervisor Roche to end the executive session and continue the regular meeting. This was seconded by Supervisor Becker and all voted aye.</i></p>			
Records Retention w/G. Royce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
County Clerk w/R. Pierce			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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DMV w/R. Pierce			
	~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, February 21, 2023 @ 9:00 AM.**