

## HUMAN RESOURCE COMMITTEE MEETING MINUTES

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Date: Tuesday, September 28, 2021 @ 9:00 AM

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

Present: **King**, Kehl, Grant (9:01 AM), Brunner, Leuer (9:05 AM – Zoom), Roche, Granger, Jacoby (9:02 AM – Zoom)

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<b>9:00 AM Committee Chair's Agenda</b>			
<i>At 9:01 AM Supervisor Grant, T/Bennington entered the meeting during the below Agenda Item.</i>			
1. <b><u>Fall NYSAC Conf. Resolution:</u></b> <ul style="list-style-type: none"> <li><i>Resolution Calling for the State of New York to Allow for County Home Rule Authority Regarding Employment Residency Requirements</i></li> </ul>		Motion: Grant Ayes: 6 Noes: Absent: 3 Becker, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
2. <b><u>Fall NYSAC Conf. Resolution:</u></b> <ul style="list-style-type: none"> <li><i>Resolution Calling for the Full Repeal of the New York State Scaffold Law or Reform to Include a Pure Standard of Comparative Negligence</i></li> </ul>		Motion: Grant Ayes: 6 Noes: Absent: 3 Becker, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
3. <b><u>Fall NYSAC Conf. Resolution:</u></b> <ul style="list-style-type: none"> <li><i>Resolution Calling for an Increase in the Share of Revenue Counties Retain for Providing State DMV Services</i></li> </ul>		Motion: Grant Ayes: 6 Noes: Absent: 3 Becker, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>9:45 AM Historian w/C. Amrhein</b>			
1. <b><u>Appropriation:</u></b> <b>To:</b> 017510.541010 Supplies \$133.00 017510.542301 Books <u>180.00</u> w/01751004.427050 Gifts & donations \$313.00 <b>Reason:</b> To appropriate funds donated for office use to be used for archival supplies and books.		Motion: Roche Ayes: 6 Noes: Absent: 3 Becker, Leuer, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>

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Present: **King**, Kehl, Grant (9:01 AM), Brunner, Leuer (9:05 AM – Zoom), Roche, Granger, Jacoby (9:02 AM – Zoom)

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<i>At 9:02 AM Supervisor Jacoby, T/Wethersfield joined the meeting via Zoom during the below Agenda Item.</i>			
<i>At 9:05 AM Supervisor Leuer, T/Middlebury joined the meeting via Zoom during the below Agenda Item.</i>			
<b>2. General Update:</b> <ul style="list-style-type: none"> <li>The historic marker for the <i>National Votes for Women Trail</i> for Castile Library, honoring Cordelia Greene, is ready to install. The one for Warsaw Park, honoring the founding of the Wyoming County Political Equality Club and their booth every year at the county fair, is being cast. Still waiting to hear whether my application for Wyoming Village Hall has been approved Find out more here: <a href="https://ncwhs.org/votes-for-women-trail/">https://ncwhs.org/votes-for-women-trail/</a></li> <li>The new edition of F. W. Beers <i>1880 History of Wyoming County, NY</i> (new introduction by myself) is in production by SUNY Press and will be for sale May 2022. Aprox. 400 pgs, hardcopy \$95.00. It is already on their website here: <a href="http://www.sunypress.edu/p-7275-history-of-wyoming-county-ny.aspx">http://www.sunypress.edu/p-7275-history-of-wyoming-county-ny.aspx</a></li> <li>We have received quite a few donations this month including WWI letters, Civil War letters, photographs, transcripts from an early 1900's murder trial and the minutes of Perry School #5 which ended up in Montana.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM County Clerk w/R. Pierce</b>			
<i>At 9:10 AM Supervisor Berwanger, T/Arcade entered the meeting during the below Agenda Item.</i>			
1. Introductory Local Law "C" and Set Public Hearing "A <b>Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on real Property</b> " and set the Public Hearing for <b>October 28, 2021 @ 2:30 PM</b> in the Wyoming County Government Center Supervisors' Chambers. <b>**The <u>DRAFT Local Law</u> is currently under review by NYS Taxation and Finance.</b>	<b>**We can't go through with the Public Hearing and adoption of the local law until Governor Hochul signs the legislation. The state statute indicates the local law needs to be on the desk of the Commissioner of Taxation and Finance by November 01 in order for the local law to become effective December 1.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Present: **King**, Kehl, Grant (9:01 AM), Brunner, Leuer (9:05 AM – Zoom), Roche, Granger, Jacoby (9:02 AM – Zoom)

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<b>DMV w/R. Pierce</b>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM County Attorney w/J. Wujcik</b>			
1. <b>General Update:</b> • Update coincides with HR Directors agenda item #18.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Human Resource w/D. Farberman</b>			
1. <b>Amend Salary Schedules S and G:</b> • To remove the title of <b>Staff Social Worker (PT – 0.71 FTE)(position # 008.594)</b> from Salary Schedule S under PUBLIC DEFENDER and place it on Salary Schedule G, under the PUBLIC DEFENDER / Indigent Legal Services Hurrell-Harring Grant, and set the hourly rate to \$26.92, effective October 4, 2021. • To remove the title of <b>Data Management Account Clerk (FT – 1.0 FTE)(position # 009.595)</b> from Salary Schedule S under PUBLIC DEFENDER and place it on Salary Schedule G, under the PUBLIC DEFENDER / Indigent Legal Services Hurrell-Harring Grant, and set the hourly rate to \$21.24, effective October 13, 2021.		Motion: Grant Ayes: 8 Noes: Absent: 1 Becker	Carried: <b>XXX</b> Defeated: Referred to:  <b>Public Safety Comm. FINANCE</b>

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<p>2. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Public Defender</b></p> <p>Fill one (1) position of <b>Staff Social Worker</b> (PT – 0.71 FTE)(position # 008.594), on Salary Schedule G at an hourly rate of \$26.92 per hour. Person Vacating: Amanda Kastelic, effective September 10, 2021. Position Available: October 4, 2021.</p>	<p><b>Emergency Fill submitted for this position. If approved position will be filled prior to amendment in item #1.</b></p>	<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>
<p>3. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Public Defender</b></p> <p>Fill one (1) position of <b>Data Management Account Clerk</b> (FT – 1.0 FTE)(position # 009.595), on Salary Schedule G at an hourly rate of \$21.24 per hour. Person Vacating: Stephanie Hendrickson, effective October 1, 2021. Position Available: October 13, 2021.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Safety Comm. FINANCE</b></p>
<p>4. <b>Amend Salary Schedule S:</b></p> <ul style="list-style-type: none"> <li>To set the salary of the <b>Deputy County Highway Superintendent</b> (position # 005.503) to \$65,000.00 per year; effective 09/20/21.</li> </ul>		<p>Motion: Granger Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>

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

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<p><b>5. <i>Positions Abolish/Create/Fill:</i></b> <b>Highway</b></p> <ul style="list-style-type: none"> <li>Abolish two (2) positions of <b><u>Motor Equipment Operator</u></b> (Seasonal) (position #s 090.163 &amp; 092.163), effective October 12, 2021.</li> <li>Abolish one (1) position of <b><u>Sign Maintenance Supervisor</u></b> (position # 009.500), effective October 12, 2021.</li> <li>Create and fill two (2) positions of <b><u>Sign Maintenance Worker</u></b> (1.0 FTE), on CSEA schedule B, Job Grade 9, at an hourly rate of \$19.04 – \$21.03. Position Available: October 13, 2021.</li> </ul>	<p><i>*Should not have only one employee working in a remote location.</i></p>	<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>
<p><b>6. <i>Position Fill:</i></b> <b>Highway</b></p> <p>Fill one (1) position of <b><u>Heavy Equipment Operator</u></b> (1.0 FTE) (position # 095.163B), on CSEA Schedule B, Job Grade 9, at an hourly rate of \$19.04 – \$21.03. Person Vacating: Jonathan Fontaine, effective September 24, 2021. Position Available: October 6, 2021.</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>
<p><b>7. <i>Position Fill:</i></b> <b>Highway</b></p> <p>Fill one (1) position of <b><u>Bridge Construction Supervisor</u></b> (1.0 FTE) (position # 036.126), on CSEA Schedule B, Job Grade 11, at an hourly rate of \$20.24 – \$22.75. Person Vacating: James Kemp, effective July 6, 2021. Position Available: October 6, 2021</p>		<p>Motion: Grant Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Works Comm. FINANCE</b></p>

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Absent: **Becker**

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Department Agenda Item	Discussion	Decision	Action
<p>8. <b>Amend Salary Schedule D:</b></p> <ul style="list-style-type: none"> <li>• Set the annual salary of the <b>Director of Veterans Services</b> (position code 001.106) at \$42,000.00, effective September 13, 2021. Upon successful completion of required accreditation training incumbent will be eligible for an increase in salary of \$1,000.00</li> </ul>		<p>Motion: Roche Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Human Services Comm. FINANCE</b></p>
<p>9. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><b>Health Department</b></p> <p>Create and fill one (1) position of <b>Fellowship Coordinator</b>, (1.0 FTE) and place on Salary Schedule G under the NYS PUBLIC HEALTH CORPS FELLOWSHIP PROGRAM THROUGH HEALTH RESEARCH, INC./NYS DOH (AS APPROVED BY RES. #21-XXX; EFF. 10/12/21) at annual salary of \$60,000.00. Position Available: October 13, 2021. <b>Benefit package consistent with current CSEA Bargaining Agreement.</b></p>		<p>Motion: Kehl Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Public Health Comm. FINANCE</b></p>
<p>10. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><b>Social Services</b></p> <p>Create and fill one (1) position of <b>Social Services Program Specialist Trainee</b> (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Person vacating the Social Services Program Specialist position: C. Purdy. Position Available: November 3, 2021.</p> <p><b>*Promoted to Social Services Program Specialist (position # 143.359) (Grade 10) after twelve months of satisfactory performance during the training period. Funded by current Social Services Program Specialist.</b></p>	<p><b>Emergency approval request has been submitted for this agenda item.</b></p>	<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: right;"><b>Human Services Comm. FINANCE</b></p>

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Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<p>11. <b>Position Create/Fill:</b> <b>Social Services</b> Create and fill one (1) position of <b>Social Services Program Specialist Trainee</b> (1.0 FTE) on CSEA Schedule A, Job Grade 8 at \$18.75/hr-\$21.69/hr. Person vacating the Social Services Program Specialist position: C. Hinz Position Available: October 6, 2021. <i>*Promoted to a Social Services Program Specialist (position # 119. 359) (Grade 10) after twelve months of satisfactory performance during the training period. Funded by current Social Services Program Specialist.</i></p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Human Services Comm. FINANCE</b></p>
<p>12. <b>Position Fill:</b> <b>Social Services</b> Fill one (1) position of <b>Data Entry Machine Operator</b> (1.0 FTE) (position # 109.073), on CSEA Schedule A, Job Grade 4, at an hourly rate of \$17.10 – \$18.82. Person Vacating: Marilyn Jorrdan, effective October 2, 2021. Position Available: October 6, 2021.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Human Services Comm. FINANCE</b></p>
<p>13. <b>Position Fill:</b> <b>Social Services</b> Fill one (1) position of <b>Account Clerk</b> (1.0 FTE) (position # 009.002), on CSEA Schedule A, Job Grade 4, at an hourly rate of \$17.10 – \$18.82. Person Vacating: Elaine Beck, effective October 2, 2021. Position Available: October 6, 2021.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Human Services Comm. FINANCE</b></p>

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Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<p>14. <b>Position Fill:</b> <b>Social Services</b> Fill one (1) position of <b>Account Clerk</b> (1.0 FTE) (position # 140.002), on CSEA Schedule A, Job Grade 4, at an hourly rate of \$17.10 – \$18.82. Person Vacating: Cassandra Reding, effective September 17, 2021. Position Available: October 6, 2021.</p>	<p><b>Emergency approval request has been submitted for this agenda item.</b></p>	<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Human Services Comm. FINANCE</b></p>
<p>15. <b>Reinstate/Fill Position:</b> <b>Office for the Aging</b> Reinstate and fill one (1) position of <b>Meal Site Manager, PT</b> (Position Code # 010.151) on Salary Schedule F. Salary is set at \$12.50/hr. per Res. #21-089, which states to remain competitive with NYS minimum wage indefinitely. This position was made vacant 06/01/2020 due to COVID-19 lay off. Position available 10/15/21.</p>		<p>Motion: Granger Ayes: 8 Noes: Absent: 1 Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>Human Services Comm. FINANCE</b></p>
<p><b>Supervisor Grant, T/Bennington stepped out of the meeting.</b></p>			
<p>16. <b>Appropriation:</b> <b>To:</b> 011430.541204 Advertising \$20,000.00 w/any funds available <b>Reason:</b> Expanded advertising region and additional higher cost one-off advertisements.</p>	<p><b>HR Director Farberman explained that currently his department spends \$4K/mo.in advertising. The current number of vacancies trying to be filled is 155. The department utilizes Facebook and Linked In for social media outreach.</b></p>	<p>Motion: Brunner Ayes: 7 Noes: Absent: 2 Becker, Grant</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b></p>
<p>17. <b>Adopt County Policies:</b> Review, approve, and adopt the following attached policies:</p> <ul style="list-style-type: none"> <li>• Personnel Files <ul style="list-style-type: none"> <li>○ Revisions pending</li> </ul> </li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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## HUMAN RESOURCE COMMITTEE MEETING MINUTES

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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, September 28, 2021 @ 9:00 AM

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

Present: **King**, Kehl, Grant (9:01 AM), Brunner, Leuer (9:05 AM – Zoom), Roche, Granger, Jacoby (9:02 AM – Zoom)

Absent: **Becker**

Also Present: C. Ketchum/Board Clerk; J. Davis, T/Covington; J. Brick, T/Perry; J. Cook/Budget Officer; L. Roberts, T/Genesee Falls (Zoom); A. D. Berwanger (9:10 AM); D. Farberman/HR Director; B. Ryan/Board Chair

Department Agenda Item	Discussion	Decision	Action
<b>17. Adopt County Policies:</b> Review, approve, and adopt the following attached policies: <ul style="list-style-type: none"> <li>• <a href="#"><u>Recovery of Overpayments for Represented and Non-represented employees</u></a></li> </ul>		Motion: Granger Ayes: 7 Noes: Absent: 2 Becker, Grant	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>Supervisor Grant, T/Bennington returned to the meeting.</b>			
<b>18. Discussion Items:</b> <ul style="list-style-type: none"> <li>• Vaccination Update                             <ul style="list-style-type: none"> <li>○ 91% vaccinated</li> <li>○ 43 employees status unknown</li> <li>○ Acknowledged Dep. HR Director Ford for his outstanding efforts</li> <li>○ Another busy day of interviews today – Very emotional.</li> <li>○ 45-50 religious exemptions filed</li> <li>○ The mandate covers every single employee and volunteer that works at WCCH, its ancillary buildings and its clinics. Excludes professional service contracts.</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Supervisor Jacoby, T/Wethersfield left the meeting.</b>			
<ul style="list-style-type: none"> <li>• Annual COLA non-represented salary adjustment implementation.</li> <li>• Misc. items that may require an Executive Session</li> </ul> Collective Bargaining			
<p><i>At 10:02 AM there was a motion by Supervisor Brunner to enter an executive session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law) and current litigation. This was seconded by Supervisor Roche and all voted aye.</i></p> <p><i>Board Clerk Ketchum, Budget Officer Cook, HR Director Farberman and County Attorney Wujcik remained.</i></p> <p><i>At 11:12 AM Budget Officer Cook left the Executive Session.</i></p> <p><i>At 11:35 AM there was a motion by Supervisor Granger to end the executive session and continue the regular meeting. This was seconded by Supervisor Kehl and all voted aye.</i></p>			

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Department Agenda Item	Discussion	Decision	Action
<b>Amend Salary Schedule S</b> To provide a one-time stipend to the <b>Asst. Director of Veteran Services</b> (position code 004.369) for administrative services provided during the absence of a Director of Veteran Services; effective June 5, 2021 through September 12, 2021 in the amount of \$1,000.00/month.		Motion: Grant Ayes: 7 Noes: Absent: 2 Becker, Jacoby	Carried: <b>XXX</b> Defeated: Referred to:  <b>Human Services Comm. FINANCE</b>
<b>Civil Service w/D. Farberman</b>			
19. <a href="#"><u>Civil Service update for September 2021</u></a>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Board of Elections w/J. Schlick &amp; H. Bush</b>			
	~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, October 26, 2021 @ 9:00 AM.**

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