

# 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, March 28, 2023 @ 9:00 AM

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

Present: **King, Becker,** Kehl, Grant, Roche, McCormick (9:12 AM), Leuer

Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; D. Farberman/HR Director; J. Wilkinson/Co. Atty.; B. Ryan/Board Chair (9:05 AM); E. J. Gozelski, T/Castile; D. Granger, T/Gainesville; A. D. Berwanger, T/Arcade

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
<i>Committee Chair King, T/Pike announced the passing of Supervisor Roberts' daughter, Rachel Trippi and asked that the family be in everyone's thoughts and prayers.</i>			
1. <b><u>Winter NYSAC Conf. Resolution:</u></b> <ul style="list-style-type: none"> <li>• Resolution Calling on the State to Provide Funding to Counties and County Boards of Elections for the Costs Associated with Legislative Proposals to Hire Additional Election Staff and to Provide More Flexibility with Early Voting Sites</li> </ul>		Motion: Roche Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
2. <b><u>Winter NYSAC Conf. Resolution:</u></b> <ul style="list-style-type: none"> <li>• Resolution Applauding Governor Hochul for Increasing the Share of Revenue Counties Retain for Providing State DMV Services</li> </ul>		Motion: Roche Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
3. <b><u>Winter NYSAC Conf. Resolution:</u></b> <ul style="list-style-type: none"> <li>• Calling on the State of New York to Fully Fund County Law 18B Assigned Counsel Statutory Pay Levels</li> </ul>		Motion: Roche Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
4. <b><u>Winter NYSAC Conf. Resolution:</u></b> <ul style="list-style-type: none"> <li>• Resolution Calling for Study and Reform of New York State Civil Service System to Support Local Government Employee Recruitment</li> </ul>		Motion: Roche Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>9:00 AM - Records Retention w/G. Royce</b>			
1. <b>FYI: <u>2023 Annual Report</u></b>	<i>Reviewed and attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<b>9:15 AM - Board of Elections w/J. Schlick &amp; H. Bush</b>			
<i>At 9:05 AM Board Chair Ryan, T/Warsaw entered the meeting during the below agenda item.</i>			
1. <b><u>Interdepartmental Contract (Expenditure) \$5,001 or greater:</u></b> Contract with IT Department, 143 N. Main Street, Warsaw, NY 14569, for the provision of providing IT services related to all Federal/State/Local elections not to exceed \$20,000.00; effective January 1, 2022 through December 31, 2022. <span style="background-color: yellow;">(MUNIS Contract # 1443) ✓✓</span>		Motion: Kehl Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<b><u>Interdepartmental Contract (Expenditure) \$5,001 or greater:</u></b> Contract with IT Department, 143 N. Main Street, Warsaw, NY 14569, for the provision of providing IT services related to all Federal/State/Local elections not to exceed \$20,000.00; effective January 1, 2023 through December 31, 2023. <span style="background-color: yellow;">(MUNIS Contract # 1444) ✓✓</span>		Motion: Kehl Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<i>At 9:08 AM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
<i>At 9:12 AM Supervisor McCormick, T/Java entered the meeting during the below agenda item.</i>			
<i>Supervisor Becker, T/Sheldon stepped out of the meeting at the conclusion of the below agenda item.</i>			
2. <b><u>FYI ~ Contract (\$3,000 and under):</u></b> <ul style="list-style-type: none"> <li>• <b>St. John Neumann church</b>, 991 Centerline Rd, Strykersville, NY 14145 for the use of Webber Hall as a poll site for the Town of Sheldon at no cost; effective January 01, 2023 through December 31, 2023.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM - Historian w/C. Amrhein</b>			
1. <b><u>Amend Salary Schedule "S":</u></b> <ul style="list-style-type: none"> <li>• <b><u>To set the hourly wage</u></b> of the <i>Assistant County Historian</i> (Position Code 001.081) at \$19.45/hr. (annual salary equivalent of \$35,399) to correct inequity in organizational structure; effective April 12, 2023.</li> </ul>		Motion: Leuer Ayes: 6 Noes: Absent: 1Becker	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<i>Committee Chair King, T/Pike and County Historian Amrhein agreed that no additional special salary adjustments will be requested through the compensation committee for fiscal year 2024 for her department.</i>			

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Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; D. Farberman/HR Director; J. Wilkinson/Co. Atty.; B. Ryan/Board Chair (9:05 AM); E. J. Gozelski, T/Castile; D. Granger, T/Gainesville; A. D. Berwanger, T/Arcade

Department Agenda Item	Discussion	Decision	Action
<b>2. General Update:</b>			
<ul style="list-style-type: none"> <li>UGRR brochures have been distributed to the museums.</li> <li>Judge Mohun has picked up the portrait of Judge Norton from the Conservator. It will be hung in the court house with the other two. Judge Skinner of Middlebury is going next.                             <ul style="list-style-type: none"> <li>Restorations are being paid for by the Wyoming County Courts</li> <li>Judge Mohun is planning a big press release and reception.</li> </ul> </li> <li>One (1) portrait left to restore!</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:45 AM - Human Resource w/D. Farberman</b>			
<b>1. Amend Resolution # 23-054 (as amended by 22-431 and 22-158):</b> Authorize Chairman to sign an amended contract with <b>Warsaw Penny Saver</b> , 72 North Main St, Warsaw, NY 14569 to reflect the following revisions: <ul style="list-style-type: none"> <li>increase the amount of agreement by \$500 to a total not to exceed of \$61,059.92. All else remains the same.</li> </ul> <span style="background-color: yellow; border: 1px solid black; padding: 2px;">(MUNIS CONTRACT #121)</span> ✓✓	<i>Contract is for employment advertising.</i>	Motion: Grant Ayes: 6 Noes: Absent: 1Becker	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>2. Approve Purchase Card:</b> To approve the use of a purchase card with a limit of \$2,000.00 for <b>B. Merica</b> , Human Resource Assistant, for use as directed in the approved policy.		Motion: Kehl Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<b>3. Overnight Travel Authorization:</b> B. Merica to attend 2023 NYS Civil Service Institute on May 9 – 11, 2023 in Saratoga Springs, NY. No cost to county for conference registration: mileage roundtrip approx. \$320; personal car to be used; hotel approx. \$520; other costs approximately \$150; total not to exceed \$1,100. To be paid from currently budgeted funds.	<i>Funds are currently unbudgeted</i>	Motion: Kehl Ayes: 6 Noes: Absent: 1McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>

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Department Agenda Item	Discussion	Decision	Action
<p><b>4. Overnight Travel Authorization:</b> B. Merica to attend 2023 NYS Civil Service Institute on June 28 – 30, 2023 in Albany, NY. No cost to county for conference registration; mileage roundtrip approx. \$330 personal car to be used; hotel approx. \$600; other costs approximately \$150; total not to exceed \$1,200.00. To be paid from currently budgeted funds.</p>	<p><i>Funds are currently unbudgeted</i></p>	<p>Motion: Kehl Ayes: 6 Noes: Absent: 1McCormick</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b></p>
<p><i>HR Director Farberman explained that Employee Services, Inc. have a reputation as the preeminent service provider of EAP services in WNY and requested that they not go out to an RFP for renewal, the below one year agreement is preferable.</i></p>			
<p><b>5. Professional Service Contract \$5,001 or greater:</b> Authorize Chairwoman to sign a contract, pursuant to General Municipal Law 104(b), with <b>Employee Services, Inc.</b>, 55 Chamberlain St., Wellsville, NY 14895 for EAP services in the amount of \$20,573.16 (\$20.76 per employee) for the period of April 1, 2023 to March 31, 2024. <b>(MUNIS CONTRACT #1413) ✓✓</b></p>		<p>Motion: Roche Ayes: 6 Noes: Absent: 1Becker</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b></p>
<p><b>6. Discussion Items:</b></p> <ul style="list-style-type: none"> <li>• Retiree health insurance coverage – sick and vacation day usage                             <ul style="list-style-type: none"> <li>○ Currently, Salary Schedule C, D &amp; S employees can only use sick time for this conversion</li> <li>○ Could be a big employee satisfier</li> <li>○ Budget Officer Cook expressed concern over administrative tracking of this proposal</li> </ul> </li> </ul>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><i>At 9:48 AM Supervisor Becker, T/Sheldon returned to the meeting during this agenda item.</i></p>			
<ul style="list-style-type: none"> <li>• Threshold for salary requirement to receive benefits.                             <ul style="list-style-type: none"> <li>○ Increase from \$12,000 to \$25,000 (no scientific basis, only a suggestion)</li> <li>○ At \$12,001 part time employees are eligible for full time benefits</li> <li>○ Proposal is only for Salary Schedule C, D and S employees</li> <li>○ It would be difficult to calculate based on a proration of FTE's.</li> <li>○ Even though the committee did not agree on the increased amount they did come to a consensus that the threshold was too low. More to follow.</li> </ul> </li> <li>• Service awards.                             <ul style="list-style-type: none"> <li>○ Supervisory Training 4/20 &amp; 5/16 - Refreshments and a light luncheon will be provided</li> </ul> </li> <li>• <a href="#">457 Plan Overview</a></li> </ul>			

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Department Agenda Item	Discussion	Decision	Action
7. <a href="#"><u>Approve Radiologic Technologists and Sonographers Salary Changes/Upgrades</u></a>		Motion: Becker Ayes: 7 Noes: Absent:	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>Civil Service w/D. Farberman</b>			
8. <a href="#"><u>March 2023 Civil Service update</u></a>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Attorney w/J. Wilkinson</b>			
1. <i>Opioid Update.</i> <ul style="list-style-type: none"> <li>• One (1) time payment of \$28,721.95 received</li> <li>• Opted into the pharmacy settlement of \$263,442.89                             <ul style="list-style-type: none"> <li>○ To be paid out incrementally through 2037</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Supervisor Becker, T/Sheldon made a motion to enter into a privileged Attorney / Client discussion pursuant to §4503 of the Civil Practice Law and Rules.</i>			
2. <i>Litigation/General Update.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Clerk w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
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, April 25, 2023 @ 9:00 AM.**