

HUMAN RESOURCE COMMITTEE MEETING MINUTES

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...

Date: Tuesday, May 25, 2021 @ 9:00 AM

Location: *Supervisors’ Committee Room, 2nd floor of the government center & Zoom Conference Call. Meetings remain closed to the public.*

The public can observe via *BOS YouTube Channel* (<https://www.youtube.com/channel/UCcfZs0H1gcOl67v1R8g-Ow>)

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

Absent:

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Cook (9:08 AM – 9:50 AM); J. Brick, T/Perry; J. Davis, T/Covington (9:15 AM); J. Wujcik (9:19 AM – Zoom)

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			
<p>1. Home Rule Request to extend Local Mortgage Recording Tax – additional one quarter percent (1/4%). This will be effective through 11/30/2024.</p> <ul style="list-style-type: none"> • As of 05/24/21: <ul style="list-style-type: none"> ○ S. 04484 <ul style="list-style-type: none"> ▪ 05/20/21 – 2ND REPORT CAL. ○ A.06183 <ul style="list-style-type: none"> ▪ 03/10/21 – referred to real property taxation 	<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. 	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
			NO ACTION REQUIRED
2. Introductory Local Law “___” and Set Public Hearing “ <i>A Local Law to Continue to Impose a County Recording Tax on Obligations Secured by a Mortgage on real Property</i> ”	<i>We can’t ask for this until we get #1.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
DMV w/R. Pierce			
<p>1. FYI: Extension of Expired Documents:</p> <ul style="list-style-type: none"> • All driver licenses and permits that expired March 1, 2020, or after continue to be extended by Executive Order at least through June 16, 2021. • The Executive Order also terminates the directive to county clerks to use appointments only for in-person transactions. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Absent:

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Cook (9:08 AM – 9:50 AM); J. Brick, T/Perry; J. Davis, T/Covington (9:15 AM); J. Wujcik (9:19 AM – Zoom)

Department Agenda Item	Discussion	Decision	Action
9:15 AM Human Resource w/D. Farberman			
<i>At 9:08 AM Budget Officer Cook entered the meeting during the below Agenda Item.</i>			
<p>1. Positions Create/Fill:</p> <p style="text-align: center;">Highway</p> <p>Two (2) positions of Interim County Highway Superintendent (PT – variable FTE) on salary schedule D, at an hourly rate of \$45/hr. with only those benefits mandated by law. Position Available: May 17, 2021.</p>	<p><i>Positions sent for emergency approval on May 19, 2021, retroactive to May 17, 2021.</i></p> <p><i>HR Director Farberman offered an explanation as to why two (2) Interim County Highway Superintendents are being created.</i></p>	<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Works Comm. FINANCE</p>
<p>2. Position Fill:</p> <p style="text-align: center;">Highway</p> <p>One (1) position of Deputy County Highway Superintendent (FT – 1.0 FTE) (position # 101.452) at an annual salary to be determined upon hire, but commensurate with qualifications and experience. Person Vacating: Anthony Santoro, effective 4/30/2021. Position Available: June 2, 2021.</p>		<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Works Comm. FINANCE</p>
<p>3. Position Fill:</p> <p style="text-align: center;">Highway</p> <p>One (1) position of Highway Superintendent (FT – 1.0 FTE) (position # 049.052) at an annual salary to be determined upon hire, but commensurate with qualifications and experience. Person Vacating: Todd Gadd, effective May 31, 2021. Position Available: June 2, 2021.</p>		<p>Motion: Roche Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Works Comm. FINANCE</p>
<p>4. Position Create/Fill:</p> <p style="text-align: center;">Animal Control</p> <p>One (1) position of Laborer (Per diem) on Salary Schedule S, at an hourly rate of \$12.50/hour, with only those benefits mandated by law. Position Available: June 9, 2021 through the Medical Leave of Absence of the Animal Control Officer.</p>		<p>Motion: Becker Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Ag. Committee FINANCE</p>

Committee Chair Initials: _____

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

Absent:

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Cook (9:08 AM – 9:50 AM); J. Brick, T/Perry; J. Davis, T/Covington (9:15 AM); J. Wujcik (9:19 AM – Zoom)

Department Agenda Item	Discussion	Decision	Action
<p>5. Position Create/Fill: Information Technology One (1) position of IT Administrative Assistant (FT – 1.0 FTE) on Salary Schedule S, at an hourly rate between \$19.16/hr - \$23.53 based on qualifications and experience. Position Available: June 9, 2021.</p>		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: FINANCE
<p>6. Position Fill: Sheriff One (1) position of Dispatcher (FT – 1.0 FTE) (position # 062.108) on WCSEA Job Grade 2, at an hourly rate of \$19.78/hr – \$26.75/hr. Person Vacating: Matthew Rajk, effective June 26, 2021. Position Available: June 27, 2021.</p>		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
<p>7. Position Fill: Sheriff One (1) position of Deputy Sheriff (PT – Variable FTE) (Non-Union) (position # 035.504) following WCDSA job grade 4, at an hourly rate of \$25.45/hr - \$27.43/hr. Person Vacating: Jason Linderman, effective April 30, 2021. Position Available: June 2, 2021.</p>		Motion: Granger Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Safety Comm. FINANCE
<p><i>HR Director Farberman explained that the Secretary to the Sheriff, Carole Cunningham has announced her retirement, effective sometime this October but plans to maintain a PT Dispatch position. The Sheriff has a succession plan in place for her position as Secretary to the Sheriff and will begin to roll that out soon...</i></p>			

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Department Agenda Item	Discussion	Decision	Action
<p>8. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Director of Environmental Health</u> (FT – 1.0 FTE) (position # 107.422) on salary Schedule S at an annual salary of \$73,000.00, with an increase of \$1,000.00 upon permanent appoint, subject to performance benchmarks set and evaluated by the Public Health Administrator. Candidate to be eligible for 2022 COLA. Person Vacating: Steve Perkins, effective July 5, 2021. Position Available: July 12, 2021.</p>	<p><i>The duties of this position will be split 75% Health Department and 25% Weights and Measures.</i></p>	<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Health Comm. FINANCE</p>
<p>9. <i>Amend Salary Schedule "S":</i></p> <ul style="list-style-type: none"> • Set the salary of <i>Director of Environmental Health</i> (position # 107.422) in the Health Department to reflect an annual salary of \$73,000; effective July 12, 2021. • Remove the <i>Director of Environmental Health</i> (WCWRA stipend) in the amount of \$18,769 annually, effective July 6, 2021. • Set the FTE status of the <i>Deputy Director of Environmental Health</i> (position # 137.591) under the Public Health Department to part time/ variable FTE and set the salary to \$7,000.00 annually, effective July 12, 2021. 		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Health Comm. FINANCE</p>
<p>10. <i>Position Fill:</i></p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Deputy Director of Environment Health</u> (PT – Variable FTE) (position # 137.59) on Salary Schedule S at an annual salary of \$7,000.00. Person Vacating: R. Jines, effective July 11, 2021; position available date: July 12, 2021.</p>		<p>Motion: Brunner Ayes: 9 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>Public Health Comm. FINANCE</p>

Committee Chair Initials: _____

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Absent:

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Department Agenda Item	Discussion	Decision	Action
11. <i>Position Creation/Fill:</i> <i>Health Department</i> One (1) position of <u>Water Resources Specialist</u> (PT - .6 FTE) on Salary Schedule S on a temporary basis from July 12, 2021 through December 31, 2021 at a total compensation of \$19,000.00. Position Available: July 12, 2021.	<i>The duties of this position will be split .Afte to the Health Department and .2fte to the Water Resource Agency.</i>	Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE
12. <i>Position Creation/Fill:</i> <i>Health Department</i> One (1) position of <u>Public Health Technician</u> (FT – 1.0 FTE) on CSEA Schedule A, Grade 15 at an hourly rate of \$21.35/hr-\$24.83/hr). Position Available: June 14, 2021.		Motion: Brunner Ayes: 9 Noes: Absent:	Carried: XXX Defeated: Referred to: Public Health Comm. FINANCE
13. <i>Discussion Items:</i> <ul style="list-style-type: none"> • Highway Recruiting Update – <ul style="list-style-type: none"> ○ 1 qualified applicant for Highway Supt. received. ○ Explanation for creation of two Interim County Highway Superintendents explained. • Planner Recruiting Update <ul style="list-style-type: none"> ○ 4 strong candidates ○ Applications have been sent to the Planning Committee Chair for dissemination to the search committee. • NYS Unemployment Refund <ul style="list-style-type: none"> ○ Thanks to Deja Goulet’s efforts the county received a refund check for almost \$100K in fraudulent unemployment claims!! • 211 Waiver <ul style="list-style-type: none"> ○ Chris Olivieri has requested the waiver to allow him to accept one of the Interim County Highway Superintendent positions without jeopardizing his pension. • Executive Session 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<p><i>At 9:36 AM there was a motion by Supervisor Brunner to enter an executive session to discuss the employment and performance history of a particular employee and pending litigation. This was seconded by Supervisor Roche and all voted aye. Clerk Ketchum, Budget Officer Cook and HR Director Farberman remained.</i></p> <p><i>At 9:50AM Budget Officer Cook exited the meeting.</i></p> <p><i>At 10:32 AM there was a motion by Supervisor Becker to end the executive session and continue the regular meeting. This was seconded by Supervisor Kehl and all voted aye.</i></p>			
<p>14. Position Create/Fill: Highway One (1) position of Construction Project Coordinator (<i>Per Diem</i>) (<i>Temporary</i>) on Salary Schedule S at an hourly rate of \$50/hr. not to exceed \$10,000.00 with only those benefits mandated by law. Position Available: June 9, 2021 through December 31, 2021.</p>		<p>Motion: Kehl Ayes: 8 Noes: 1 Grant Absent:</p>	<p>Carried: XXX Defeated: Referred to: Public Works Comm. FINANCE</p>
Civil Service w/D. Farberman			
<p>15. Civil Service update for May 2021</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
County Attorney w/J. Wujcik			
	~Nothing to Report~	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Historian w/C. Amrhein			
	~Nothing to Report~	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
Records Retention w/G. Royce			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Elections w/J. Schlick & H. Bush			
	~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, June 29, 2021 @ 9:00 AM.**