

# HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, May 28, 2019 @ 9:00 AM

Present: **Tallman, King**, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent: Kehl

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Cook/Budget Officer; A. D. Berwanger/Board Chair; J. Wujcik/Co. Attorney; J. Davis, T/Covington; J. Brick, T/Perry; M. Vasile, T/Genesee Falls (10:53 AM)

Department Agenda Item	Discussion	Decision	Action
<b>9:00 AM County Attorney w/J. Wujcik</b>			
<b>1. General Update:</b> <ul style="list-style-type: none"> <li>• Summer months, Code Enforcement legal actions increasing w/D. Roberts through county court.</li> <li>• Attended the NYS County Attorneys' Assoc. conf.                             <ul style="list-style-type: none"> <li>○ One of the things he learned was that Wyoming County is way ahead of most other counties in mandatory employee trainings.</li> </ul> </li> <li>• Opioid Settlement                             <ul style="list-style-type: none"> <li>○ NYS is now part of the action.</li> <li>○ Settlement could occur during 2020</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Human Resource w/D. Farberman</b>			
<b>1. Position Fill:</b> <p style="text-align: center;"><i>Sheriff</i></p> One (1) position of <i>Dispatcher (PT)(Non-union)</i> (position code 093.108) following WCSEA Schedule, Job Grade 2 at \$18.02/hr. - \$21.97/hr. Person Vacating: Melissa Hartwell, effective 4/24/2019. Position Available: June 5, 2019.		Motion: Copeland Ayes: 8 Noes: Absent: 1 Kehl	Carried: <b>XXX</b> Defeated: Referred to:  <i>05/30/19 Public Safety Committee</i>  <b>FINANCE</b>
<b>2. Position Fill:</b> <p style="text-align: center;"><i>Highway</i></p> One (1) position of <i>Heavy Equipment Operator (1.00 FTE)</i> (position code 094.163B) on CSEA Schedule B, Job Grade 9 at \$18.57/hr. - \$20.52/hr. Person Vacating: George Armstrong, effective May 13, 2019. Position Available: June 5, 2019.		Motion: Copeland Ayes: 8 Noes: Absent: 1 Kehl	Carried: <b>XXX</b> Defeated: Referred to:  <i>05/30/19 Public Works Committee</i>  <b>FINANCE</b>
<i>At 9:08 AM Supervisor Ryan, T/Warsaw entered the meeting during the below agenda item.</i>			
<i>Supervisor Leuer, T/Middlebury questioned why the below creation is being requested. HR Director Farberman explained that the department has not been able to find a Carpenter (Per Diem). The Building Maintenance Mechanic (with carpentry skills &amp; experience) may alleviate the need for the Carpenter. Buildings and Grounds is giving up on filling the Carpenter because the wages being offered just don't appear to be enough. The below request is Plan B.</i>			
<b>3. Position Create/Fill:</b> <p style="text-align: center;"><i>Buildings and Grounds</i></p> One (1) position of <i>Building Maintenance Mechanic (1.00 FTE)</i> on CSEA Schedule B, Job Grade 9 at \$18.57/hr. - \$20.52/hr. Position Available: June 12, 2019.		Motion: Copeland Ayes: 8 Noes: Absent: 1 Kehl	Carried: <b>XXX</b> Defeated: Referred to:  <i>05/30/19 Public Works Committee</i>  <b>FINANCE</b>

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<p>4. <b><i>Position Abolish/Create/Fill:</i></b>  <b><i>Youth Bureau</i></b>                      One (1) position of <b><i>Early Intervention Preschool Coordinator (1.00 FTE)</i></b> on CSEA Schedule A, Job Grade 13 at \$20.18/hr - \$23.20/hr. Position Available: June 12, 2019.  <b><i>Amend Salary Schedule S</i></b>                      To abolish the Handicapped Preschool Coordinator (position # 013.121) vacated by Deborah Naylor, effective June 12, 2019.</p>		Motion: Copeland Ayes: 8 Noes: Absent: 1 Kehl	Carried: <b>XXX</b> Defeated: Referred to:  <b>05/28/19 Human Services Committee FINANCE</b>
<b>9:15 AM Historian w/C. Amrhein</b>			
<p>1. <b><i>Walk-in Item:</i></b>  <b><i>Grant Application:</i></b>                      Authorize Chairman to sign an art conservation grant application with <b><i>Greater Hudson Heritage Network</i></b>, 2199 Saw Mill Road, Elmsford, NY 10523, for funding restoration of an oil portrait of one of the county judges <b><i>in a maximum amount</i></b> of \$7,500.00; effective September 1, 2019 through August 31, 2020. Deadline to apply is June 3<sup>rd</sup>. (Copy will be sent to county attorney.)</p>	<p><b><i>As per Supervisor Grant, T/Bennington – Buff State also offers funding for these types of restorations.</i></b></p>	Motion: Brunner Ayes: 8 Noes: Absent: 1 Kehl	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<p>2. <b><i>General Update:</i></b></p> <ul style="list-style-type: none"> <li>• Two town historic markers for Perry was accepted by reviewer and passed on to Pomeroy board.</li> <li>• Working with Judge Mohun on checking into getting portraits of judges restored. His thought was to approach the Bar Association for funding. I'm in the process of getting quotes.</li> <li>• Did a talk for Perry Rotary on County History and 1870 Perry Bank Robbery.</li> <li>• Did talk at the Cloisters on County History</li> <li>• Got more items from the Migrant Center. More photos and some 3D objects for a display at the AG Center.</li> <li>• Went to WCCH for historic inventory along with inventory sheets I designed and entered into a database.</li> <li>• Getting busy with out of state people calling and making plans and coming into the office.</li> <li>• Senior High School kids are almost done with their community service but I am working with Matt at community Action with his summer program people.</li> <li>• Our summer program will start mid to end of June instead of the 1<sup>st</sup> due to delays in getting all parts needed on time.</li> <li>• WWII book is nearing end of page layout and a proof will be possible in June.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Human Resource w/D. Farberman continued</b>			
<p>5. <b><i>Adopt County Wide Policy:</i></b></p> <ul style="list-style-type: none"> <li>• Adopt the attached <a href="#"><u>DRAFT Wyoming County Purchasing Cards Procedures Policy</u></a>. <i>(to view click on underlined text).</i></li> </ul>	<p><b><i>The DRAFT policy was not available at the time the agenda posted. HR Director Farberman will forward for the minutes.</i></b></p>	Motion: Leuer Ayes: 8 Noes: Absent: 1 Kehl	Carried: <b>XXX</b> Defeated: Referred to: <b>*RESOLUTION</b>

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<p><b>6. Adopt Salary Schedule X:</b></p> <ul style="list-style-type: none"> <li>As attached <a href="#">Salary Schedule X</a>. <i>(to view click on underlined text).</i></li> </ul>	<p><i>There was much discussion over implementation of this schedule and long term goals.</i></p>	<p>Motion: Leuer Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b></p>
<p><b>7. Adopt Salary Schedule X Handbook:</b> Adopt attached <a href="#">Salary Schedule X: WCCHS – Family Clinic Facilities handbook</a>. <i>(to view click on underlined text).</i></p>	<p><i>There was much discussion over implementation of this schedule and long term goals.</i></p>	<p>Motion: Leuer Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b></p>
<p><b>8. Amend Salary Schedule S:</b> To correct the Secretary to the Sheriff’s noted compensation adjustment to be consistent with the 2016 – 2019 Deputy Sheriff’s Association agreement at 2% effective 01/01/19 and 2% effective 07/01/19.</p>	<p><i>Tied to the Road Patrol contract.</i></p>	<p>Motion: Copeland Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: <b>XXX</b> Defeated: Referred to: <b>05/30/19 Public Safety Committee</b> <b>FINANCE</b></p>
<p><b>9. Amend Salary Schedule “G”:</b> To provide one time stipends plus corresponding fringe to the following:</p> <ul style="list-style-type: none"> <li>Public Defender \$6,000.00</li> <li>Asst. Public Defender (1st) \$10,000.00</li> <li>Asst. Public Defender (2nd) \$5,000.00</li> <li>Asst. Public Defender (3rd) \$10,000.00</li> <li>Asst. Public Defender (4th) \$6,000.00</li> <li>Investigator \$5,000.00</li> <li>Secretary to Public Defender \$7,080.00</li> <li>Secretary I, PT \$5,000.00</li> </ul> <p>Said amounts to be paid immediately. Funds are provided through ILS grant Second Quality Improvement and Caseload Reduction (Contract C2ND656)</p>		<p>Motion: Copeland Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>05/30/19 Public Safety Committee</b> <b>FINANCE</b></p>
<p><b>10. Amend Salary Schedule “G”:</b> To increase salary with corresponding fringes to the following:</p> <ul style="list-style-type: none"> <li>Asst. Public Defender (4th) \$6,000.00</li> </ul> <p>Said amount to be paid bi-weekly and retroactive from July 1, 2018 through June 30, 2020. Funds provided through ILS Second Quality and Caseload Reduction contract C2ND656.</p>		<p>Motion: Brunner Ayes: 8 Noes: Absent: 1 Kehl</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:  <b>05/30/19 Public Safety Committee</b> <b>FINANCE</b></p>

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Department Agenda Item	Discussion	Decision	Action
11. <b>Procurement Card Increase:</b> <ul style="list-style-type: none"> <li>• Increase J. Robertson’s procurement card credit limit to \$2,000 to accommodate Civil Service training attended by J. Robertson &amp; T. Stachowiak on June 2<sup>nd</sup>.</li> </ul>	<i>Preapproval was provided by Committee Chair Tallman on 05/01/19.</i>	Motion: Grant Ayes: 8 Noes: Absent: 1 Kehl	Carried: <b>XXX</b> Defeated: Referred to: <b>APPROVED</b>
<i>At 10:53 AM Supervisor Vasile, T/Genesee Falls entered the meeting during the below agenda item.</i>			
12. <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>• <a href="#"><u>Department Head Evaluations</u></a> <i>(to view click on underlined text).</i> <ul style="list-style-type: none"> <li>○ Highlighted positions are elected and are therefore exempt from regular employee evaluations.</li> </ul> </li> <li>• Buildings and Grounds Departmental Disposition and Secretary Position</li> <li>• Budget Office</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Public Works Committee Chair Supervisor Davis, T/Covington and Chairman Berwanger lead a discussion relative to whether or not to plan for a reorganization of the department right away or let the department continue to run in its current structure. The employees have been discussing taking some of the outsourced services back into the department. They are currently running the calculations on these proposals...</i></p> <p><i>Supervisor Brunner, T/Java added that everyone agrees that the department needs more help.</i></p> <p><i>Supervisor Ryan, T/Warsaw added that Livingston County runs their Buildings &amp; Grounds Dept. with four working foremen. They have no Superintendent of Buildings and Grounds. She agreed to share that structure with the committee members.</i></p> <p><i>Public Works Committee Chair Supervisor Davis, T/Covington recommended allowing the department to run this way for a year...</i></p> <p><i>Human Resource Director Farberman added that the Committee needs to do something about the Secretary to the Superintendent of Buildings &amp; Grounds position.</i></p> <p><i>Supervisor Brunner, T/Java expressed concern over why things were not being done and now all of a sudden they are...</i></p> <p><i>HR Director Farberman stated that leadership and communications changed. The current Buildings &amp; Grounds structure is successful.</i></p> <p><i>Keep temporary upgrades in place.</i></p> <p><i>Create a Secretary to the Superintendent of County Highway/ Buildings &amp; Grounds (“at will” / “Exempt”)</i></p> <p><i>Supervisor Brunner, T/Java then questioned the ability to cross train for County Highway. Chairman Berwanger and HR Director Farberman explained that the position would remain at its current location, not County Highway.</i></p> <p><i>Chairman Berwanger said this creation would be similar to that of the Public Health Administrator. The Public Health Commissioner is technically the Department Head but the Public Health Administrator is in charge of the day-to-day operations of the department.</i></p> <p><i>The annual salary for the Secretary to the Superintendent of Buildings &amp; Grounds is \$33,366.00. There was a one-time stipend of \$1,000 for 2018 above and beyond work</i></p>			

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Department Agenda Item	Discussion	Decision	Action
<p><i>paid out earlier this year.</i>  <i>Public Works Committee Chair Supervisor Davis, T/Covington recommended an annual salary of \$40,000 or \$41,000; effective 05/01/19.</i></p> <p><i>HR Director Farberman compared the Deputy Treasurer salary of \$45,000.00.</i></p> <p><i>Budget Office inequity</i></p> <ul style="list-style-type: none"> <li>• <i>Deputy Budget Officer / current annual salary \$42,373</i></li> <li>• <i>Finance Clerk I / current annual salary \$36,612</i></li> </ul> <p><i>Chairman Berwanger added that the new Deputy Treasurer has never worked for the county.</i></p> <p><i>Supervisor Leuer, T/Middlebury suggested the creation of an administrative position for proper recognition of the work being done.</i></p>			
<p><i>Motion to provide the Secretary to the Superintendent of Buildings and Grounds with the same temporary stipend as the two Working Foremen within Buildings &amp; Grounds</i></p>		<p>Motion: Brunner                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p> <p style="text-align: center;"><b>WITHDRAWN</b></p>
<p><i>Motion to increase salaries for the Deputy Budget Officer, Finance Clerk I and the Secretary to the Superintendent of Buildings and Grounds to \$45,000 annually</i></p>	<p><i>Supervisor Grant, T/Bennington stated that she would be voting no to Chairman Berwanger's motion as these salaries should be reviewed with the other positions by the Compensation Committee.</i></p>	<p>Motion: Berwanger                      Ayes: 1 Berwanger                      Noes: 8                      Absent: 1 Kehl</p>	<p>Carried:                      Defeated: <b>XXX</b>                      Referred to:</p> <p style="text-align: center;"><b>DEFEATED</b></p>
<p><i>Motion to set the salary of the Secretary to the Superintendent of Buildings and Grounds at \$41,000.00; effective April 01, 2019</i></p>		<p>Motion: Leuer                      Ayes: 8                      Noes:                      Absent: 1 Kehl</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:</p> <p style="text-align: center;"><i>05/30/19 Public Works Committee</i></p> <p style="text-align: center;"><b>FINANCE</b></p>
<p><i>Motion to instruct Chairman Berwanger to approve the hiring of Robin LaWall as the Deputy Treasurer</i></p>		<p>Motion: Becker                      Ayes: 8                      Noes:                      Absent: 1 Kehl</p>	<p>Carried: <b>XXX</b>                      Defeated:                      Referred to:</p> <p style="text-align: center;"><b>APPROVED</b></p>

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Department Agenda Item	Discussion	Decision	Action
<b>12. Discussion Items Continued:</b>			
<ul style="list-style-type: none"> <li>• Update for hiring of Director of Fire and Emergency Management                             <ul style="list-style-type: none"> <li>○ 6 candidates resulting in 2 recommendations</li> <li>○ Will be reviewed during the Public Safety Committee</li> </ul> </li> <li>• Pre-employment medical evaluation and drug testing                             <ul style="list-style-type: none"> <li>○ Working with CEO Eichenauer / May consider outsourcing as a backup.</li> </ul> </li> <li>• Update on Wyo. Co. Deputy Sheriffs' Association Bargaining</li> <li>• Status of Offer to Deputy Treasurer Candidate</li> <li>• NYS Retirement                             <ul style="list-style-type: none"> <li>○ Loan calculation errors in Albany</li> <li>○ Online System Implementation</li> <li>○ New Member Onboarding Issues</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
13. <i>Civil Service Monthly Report:</i> <ul style="list-style-type: none"> <li>• <a href="#"><u>Civil Service update for May 2019</u></a>  <i>(to view click on underlined text).</i></li> </ul>	<i>Reviewed and attached</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>County Clerk w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Weights and Measures w/J. Marley</b>			
1. <i>Monthly Activity Report for April 2019</i> <ul style="list-style-type: none"> <li>• <a href="#"><u>05-24-19 Monthly Report</u></a> <i>(to view click on underlined text).</i></li> </ul>	<i>Reviewed and attached</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Monthly Financial Report for April 2019</i>	<b>~Pending~</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<b>Records Retention w/G. Royce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Board of Elections w/J. Schlick &amp; H. Bush</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by C. Ketchum).

Next Human Resource Committee Meeting scheduled for **Tuesday, June 25, 2019 @ 9:00 AM.**