



# WASHINGTON COUNTY BOARD OF SUPERVISORS

County Municipal Center  
383 Upper Broadway, Bldg. B.  
Fort Edward, New York 12828  
Tel. (518) 746-2210  
Fax (518) 746-2219\*

\*Service by fax not accepted  
Email - [Supervisors@washingtoncountyny.gov](mailto:Supervisors@washingtoncountyny.gov)

## MEMO

**CLERK OF THE BOARD**  
Debra R. Prehoda

**ARGYLE**  
Robert A. Henke, Chairman

**FORT ANN**  
Samuel J. Hall, Vice Chairman

**CAMBRIDGE**  
Cassie Fedler

**DRESDEN**  
Paul D. Ferguson

**EASTON**  
Daniel B. Shaw

**FORT EDWARD**  
Timothy M. Fisher

**GRANVILLE**  
Matthew Hicks

**GREENWICH**  
James Nolan

**HAMPTON**  
David K. O'Brien

**HARTFORD**  
Dana E. Haff

**HEBRON**  
Brian R. Campbell

**KINGSBURY**  
Dana Hogan

**JACKSON**  
Jay B. Skellie

**PUTNAM**  
Darrell T. Wilson

**SALEM**  
Evera Sue Clary

**WHITE CREEK**  
James S. Griffith

**WHITEHALL**  
John W. Rozell

TO: Chairman of the Board  
Members of the Personnel Committee: Supervisors Hicks, Skellie, Campbell,  
O'Brien, Fedler, Clary, Wilson

FROM: Clerk of the Board

Chairman Hicks has scheduled a Personnel Committee meeting for Thursday, September 7, 2023 at 9:30 AM in the 2<sup>nd</sup> Floor Classroom, Room B214, County Office Bldg. B, 383 Broadway, Fort Edward, New York.

The public may view the meeting here:  
[https://www.youtube.com/channel/UC\\_fkXChkwTrSnynELW05bqA](https://www.youtube.com/channel/UC_fkXChkwTrSnynELW05bqA)

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – August 10, 2023
3. Staffing - Straight Backfill Requests (Informational):
  - A. OFA
    1. Aging Services Aide PT – Resignation
    2. Aging Services Aide PD – Transferred to PT
  - B. Buildings & Grounds
    1. Building Maintenance Helper (2) 1 Termination 1 Resignation
  - C. County Attorney – Law Intern Vacated Due to Term. Of Temp. Status
  - D. DPW
    1. Carpenter II – Promotion
    2. Highway Worker III – Resignation
  - E. DSS – Social Services Examiner – Promotion
  - F. Sheriff
    1. Correction Administrator – Vacated 8/17/23 – Cascade to Backfilling Positions
    2. Assistant Correction Administrator – Promotion
    3. Senior Correction Officer – Promotion
    4. Corrector Officer – Promotion
4. Staffing Pattern/Grade Changes
  - A. Sheriff – Adjust the Salary of Correction Administrator  
Proposed New Base of \$83,933 (Current \$75,833)  
**\*Exempt Salary Schedule Change\***
5. Other Business
  - A. District Attorney - Request to Reinstate Vacation Time for an Employee
  - B. Discuss Employee Handbook Section 3.006 - Reinstatement
6. Adjournment

**\*\*\*\*Committee Members: Please notify this office if you are unable to attend.\*\*\*\***

DATED: September 1, 2023  
Fort Edward, New York