

PERSONNEL COMMITTEE MEETING MINUTES  
JANUARY 6, 2021

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Ward, Campbell, O'Brien, Skellie, Clary, Griffith

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Fedler, Hogan

Debra Prehoda, Clerk

Al Nolette, County Treasurer

Roger Wickes, County Attorney

Melissa Fitch, Personnel Officer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – December 8, 21 & 28, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Department of Social Services
    1. Caseworkers (2) - Backfill
    2. Social Services Examiner – Backfill
  - B. Updates
    1. County Administrator
    2. Public Health Director
- 4) Other Business
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:01 A.M.

A motion to accept the minutes of the December 8<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> meetings was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.

STAFFING REQUESTS: The Personnel Officer addressed the following staffing requests:

DEPARTMENT OF SOCIAL SERVICES:

- Caseworkers (2) – Two Caseworker backfills due to a resignation and a retirement. A motion to approve two backfills, Caseworkers, due to a resignation and a retirement was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.
- Social Services Examiner – Backfill – Request to backfill withdrawn until a later date.

UPDATES:

- County Administrator – Regarding the status of the search, a packet was mailed to all Supervisors with the job description and resumes for the eight people that will be interviewed next week. Interviews start next Monday – three (3) candidates, Tuesday – (3) candidates and two (2) on Wednesday. The interviews will be in executive session and he would like to keep the interviews to one hour; 45 to 50 minutes with candidate and 10 to 15 minutes for discussion. Will request an executive session after the January 15<sup>th</sup> Board meeting to try to come up with finalists or a final candidate. He would like to complete the second round of interviews in the first week of February so someone can be in place by the first of March.
- Public Health Director submitted a letter to the Chairman indicating that she plans to retire at the end of the month. They have had some initial discussions on how we are going to fill that position but still waiting for some guidance from the NYS Department of Health. Working with an internal candidate to fill in at the end of the month. Not in a position right now to start a major search. NYS DOH would need to vet the candidate that we want to appoint. If the current Assistant Director of Patient Services was appointed to the position on a temporary basis there is no vetting process because she is qualified and would be able to fill in. The Board could consider a resolution appointing the Assistant Director of Patient Services to the position temporarily at the January 15<sup>th</sup> meeting. Chairman Hicks stated he will have some more details regarding our process next week. The current Director's last day is January 29<sup>th</sup>.

OTHER BUSINESS – None.

A motion to adjourn was moved by Mr. Griffith, seconded by Mr. Campbell and adopted. The meeting adjourned at 10:12 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*