

PERSONNEL COMMITTEE MEETING MINUTES
JANUARY 11, 2024

PERSONNEL COMMITTEE MEMBERS PRESENT: Hall, Shaw, Campbell, Fedler, Skellie, Wilson, Nolan

PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Henke, O'Brien, Fisher, Baker, Hogan, Rozell

Debra Prehoda, Clerk

Dan Martindale, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – December 7, 2023
3. Conduct Interview(s) – Real Property Tax Services Director
4. Staffing - Straight Backfill Requests (Informational):
 - A. Aging – Aging Services Aide per diem - Resignation
 - B. Buildings & Grounds – Bldg. Maintenance Mechanic - Promotion
 - C. Sewer District – Sr. Wastewater Treatment Plant Operator - Resignation
 - D. Sheriff
 1. Cook – Retirement
 2. Assistant Cook – Promotion
 - E. Social Services
 1. Caseworker – Promotion
 2. Staff Development Supervisor - Retirement
5. Staffing Pattern/Grade Schedule Changes
 - A. Add County Historian to Title by Grade Schedule – Grade 7
6. Other Business
7. Adjournment

Chairman Hall called the meeting to order at 9:32 A.M. in the Board of Supervisors second floor classroom B 214, Municipal Center, Fort Edward, NY.

A motion to accept the minutes of the December 7, 2023 meeting was moved by Mr. Wilson, seconded by Mrs. Fedler, and adopted.

CONDUCT INTERVIEW(S) – REAL PROPERTY TAX SERVICES DIRECTOR – A motion to enter an executive session to conduct interviews for the position of Real Property Tax Services Director, discuss the employment history of a particular person or matters leading to the appointment of a particular person, was moved by Mr. Skellie, seconded by Mrs. Fedler, and adopted. Motion to return to regular session was moved by Mrs. Fedler, seconded by Messrs. Wilson and Campbell, and adopted. No action was taken in the executive session.

STRAIGHT BACKFILL REQUESTS (Informational): Danelle LaPann, Personnel Officer, presented the following backfills that were approved:

AGING

- Aging Services Aide per diem – vacated 12/28/23 due to resignation.

BUILDINGS AND GROUNDS

- Building Maintenance Mechanic – vacated 12/11/23 due to promotion.

SEWER DISTRICT

- Senior Wastewater Treatment Plant Operator – vacated 12/15/23 due to resignation.

SHERIFF

- Cook – vacated 1/4/2024 due to retirement.
- Assistant Cook – vacated 1/4/2024 due to promotion.

SOCIAL SERVICES

- Caseworker – vacated 1/4/2024 due to promotion to Senior Caseworker.
- Staff Development Supervisor – vacating 2/29/2024 due to retirement.

STAFFING PATTERN & SALARY CHANGES:

- County Historian add to the Titles by Grade Schedule at Grade 7 - The Personnel Officer stated the County Historian was added as a position in the County Clerk's Office, reclassified, and requesting to add it to the Title by Grade Schedule so it is on the schedule for pay. Motion to approve adding County Historian to the Title by Grade Schedule at a Grade 7 was moved by Mrs. Fedler, seconded by Messrs. Wilson and Campbell, and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 11:22A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*