

PERSONNEL COMMITTEE MEETING MINUTES
FEBRUARY 10, 2022

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Skellie, Campbell, O'Brien, Fedler, Clary, Wilson

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Fisher, Nolan, Hogan, Griffith, Rozell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – January 13, 2022
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. Office for the Aging – Aging Services Aide (PD)– Backfill
 - B. Buildings & Grounds
 - 1) Park Manager – Backfill (Lauderdale)
 - 2) Lifeguard/Laborer – Backfill (x8) (Lauderdale)
 - 3) Senior Lifeguard – Backfill (x2) (Lauderdale)
 - 4) Lifeguard/Laborer – Backfill(x7) (Huletts)
 - 5) Senior Lifeguard – Backfill(x2) (Huletts)
 - C. Department of Public Works
 - 1) Senior Account Clerk – Backfill with Senior Account Clerk/Account Clerk
 - D. Department of Social Services
 - 1) Clerk – Backfill
 - 2) Caseworker - Backfill
 - E. Sewer District
 - 1) Laborer – Backfill(x2)
 - 2) Account Clerk – Requesting 35-40 hours*Staffing Pattern Change
 - F. Treasurer
 - 1) Account Clerk PT to Senior Account Clerk PT*Staffing Pattern Change
 - 2) Staffing Pattern Correction – Payroll Clerk (x2) 40 Hours
4. Other Business
 - A. Staffing Pattern
 - 1) Exempt Tracking
 - 2) Teamsters – Remove Highway worker II(6) and Add Carpenters(6)
5. Adjournment

Chairman Hicks called the meeting to order at 9:30 A.M. in person and via Zoom.

A motion to accept the minutes of the January 13, 2022 meeting was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

DEPARTMENT STAFFING REQUESTS/STAFFING PATTERN CHANGES: Danelle LaPann, Personnel Officer, addressed the following items:

OFFICE FOR THE AGING:

- Aging Services Aide (Per Diem) – Backfill due to an employee accepting a part time position – A motion to approve backfill, Aging Services Aide per diem, was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

BUILDINGS & GROUNDS:

- Lauderdale Park – Backfills: Park Manager, (8) Lifeguard/Laborer, (2) Senior Lifeguard
- Huletts Park – Backfills: (7) Lifeguard/Laborer, (2) Senior Lifeguard

A motion to approve backfills to staff at Lauderdale and Huletts Parks was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

DEPARTMENT OF PUBLIC WORKS:

- Senior Account Clerk – Backfill with Senior Account Clerk/Account Clerk – A motion to approve backfill of a Senior Account Clerk position in the Department of Public Works with either a Senior Account Clerk or Account Clerk was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Clerk – Backfill due to a promotion
- Caseworker – Backfill due to a resignation

A motion to approve backfill, Clerk and Caseworker, was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

SEWER DISTRICT:

- Laborer – Backfill (x2) due to resignations – A motion to approve two backfills, Laborer, was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.
- Account Clerk – Requesting 35 – 40 hours *Staffing Pattern Change – A motion to amend Staffing Pattern to approve request to increase hours of Account Clerk from 35 hours per week to 40 hours per week was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

TREASURER:

- Account Clerk PT to Senior Account Clerk PT *Staffing Pattern Change – The Treasurer addressed this upgrade during the budget process and funds are included in the 2022 budget but the Staffing Pattern needs to be amended to reflect this change. A motion to amend Staffing Pattern to change part time Account Clerk to part time Senior Account Clerk was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.
- Staffing Pattern Correction – Payroll Clerk (x2) 40 Hours - A motion to amend the Staffing Pattern to correct hours worked by the two Payroll Clerks from 35 hours per week to 40 hours per week was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

OTHER BUSINESS:

- Staffing Pattern:
 - Exempt Tracking – The Staffing Pattern lists the exemption salary employees with a defined numbers of hours worked per week; i.e., 35 hours or 40 hours. The Personnel Officer is requesting to remove the hours listed since they are salary positions and do not tie hours to salaries. On the Kronos time system, the hours will be kept at 80 hours for the two week period for tracking purposes. Salaried employees are not eligible for overtime and the Fair Labor Standard Act does not set the minimum number of hours for salaried employees. If this recommendation to remove the hours listed for exempt salaried employees is approved then in Kronos, the time and attendance system, some adjustments will have to be made to ensure benefit time is reflected in full days no partial days. This change has no effect on what the employee is working right now and does not impact retirement. A motion to amend Staffing Pattern to remove hours listed for exempt positions was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.
 - Public Works – Remove Highway Worker II (6) and add Carpenters (6) – This will do away with secondary titles since having two civil service positions is not in compliance; one position for one person and will reflect what these employees are doing. The County Administrator stated the Public Works staffing pattern does not reflect the secondary positions that have historically been used in that department as their duties change from summer verses winter. Public Works will still be using some secondary positions but not to the extent they are now and they will just be used for vacation fill-ins or if a fill in for someone out sick. She stated this will make the Staffing Pattern a little more actual and real. This change was addressed in the union contract.

A motion to amend Public Works staffing pattern to remove six (6) Highway Worker II positions and add six (6) Carpenter positions was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

The meeting adjourned at 9:44A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors