

PERSONNEL COMMITTEE MEETING MINUTES
MARCH 10, 2022

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Wilson

SPERVISORS: Hall, Henke, Ferguson, Nolan, Haff, Hogan, Griffith, Rozell
Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – February 10, 2022
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Public Works
 - 1) Highway Worker II – Backfill
 - 2) Remove Sr. Account Clerk & Add Account Clerk **Staffing Pattern Change**
 - B. Public Health
 - 1) Fellowship Positions – Establish on the Title by Grade Schedule
 - 2) Assistant Director of Patient Services – Anticipated Backfill
4. Other Business – County Lifestyle Improvement Program (CLIP) Update
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 February 10, 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:

DEPARTMENT OF PUBLIC WORKS:

- Highway Worker II – Backfill - A motion to approve backfill, Highway Worker II, due to a position change – employee moved to an Account Clerk position, was moved by Mr. Skellie, seconded by Mrs. Fedler, and adopted.
- Amend Staffing Pattern – Remove Senior Account Clerk and add Account Clerk – Last month, Public Works was approved to backfill a Senior Account Clerk position with either a Senior Account Clerk or an Account Clerk. The position has been backfilled by an Account Clerk and the Staffing Pattern needs to be amended to remove one Senior Account Clerk and add one Account Clerk position. A motion to amend Staffing Pattern in the department of Public Works to remove one (1) Senior Account Clerk and add one (1) Account Clerk was moved by Mrs. Fedler, seconded by Mr. Skellie and adopted.

PUBLIC HEALTH:

- Fellowship Positions – Establish on the Title by Grade Schedule - Recommending amending the Title by Grade Schedule to add the following positions:
 - Fellow – Grade 11 – \$21.94 per hour - 35 hours per week (5 at 52 weeks and 1 at 39 weeks)
 - Local Coordinator – Grade 16 - \$27.50 per hour – 35 hours per week
 - Graduate Fellow – Grade 18 - \$29.75 per hour – 35 hours per week

The budget has been created and the these positions have already been placed on the Staffing Pattern. This program ends July 2023 and when the program ends the positions would also end.

A motion to amend Grade Schedule to add a Fellow at a Grade 11 at 35 hours a week, a Local Coordinator at a Grade 16 at 35 hours a week and a Graduate Fellow at a Grade 18 at 35 hours a week was moved by Mrs. Clary, seconded by Mrs. Fedler and adopted.

- Director of Patient Services – With the anticipated retirement of the Assistant Director of Patient Services in June of 2022, requesting to backfill this position with the creation of a new title, Director of Patient Services, at the base rate of the Assistant Director of Patient Services, \$89,994, and amend the Staffing Pattern to add this position. This backfill request is to allow them to begin the recruiting process. If there was any request to have the current Assistant Director of Patient Services remain on the Staffing Pattern to help train the new position any overlap of time would need to come back to the Health and Human Services and Personnel Committees for consideration.
 - A motion to amend the Staffing Pattern to add the title of Director of Patient Services and sunset the position/title of Assistant Director of Patient Services upon retirement was moved by Mr. O'Brien, seconded by Mr. Skellie and adopted.
 - A motion to amend the Exempt Salary Schedule to add the Director of Patient Services at \$89,994 base was moved by Mr. Skellie, seconded by Mr. O'Brien and adopted.
 - A motion to authorize the filling of the new position, Director of Patient Services, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.
- Account Clerk – Backfill due to resignation. A motion to approve backfill, Account Clerk, due to resignation, was moved by Mr. O'Brien, seconded by Mr. Campbell and adopted.

OTHER BUSINESS:

- CLIP UPDATE – (County Lifestyle Improvement Program) – The CLIP program is still in full swing and they have 121 individuals signed up to receive emails. Two successful programs have been held this year, the Walking Challenge with twenty five participants and Water Challenge with thirty three participants. They also have a Facebook page, Wash Co CLIP.
- Monthly Committee Meeting Schedule – The Personnel Committee will meet at 9:30 A.M. prior to the Finance Committee meeting.
- Mr. Campbell, Budget Officer, stated the Personnel Committee was quite involved in the salary proposal this year and commended them because where would we be right now with the inflation. He feels the salary adjustments were done right at the right time and kudos for making that all happen.

The meeting adjourned at 9:47 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors