

PERSONNEL COMMITTEE MEETING MINUTES  
APRIL 6, 2023

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SPERVISORS: Henke, Hall, Nolan, Rozell

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order

2. Department Head Evaluations:

- A. Director of Real Property
- B. Economic Development Director
- C. Executive Director Sewer District II
- D. Supervising Attorney
- E. Public Defender
- F. Director Public Safety
- G. Fire Coordinator
- H. Code Enforcement Administrator

3. Other Business

4. Adjournment

Chairman Hicks called the meeting to order at 9:00 A.M. in the Board of Supervisors large conference room, 2<sup>nd</sup> Floor of County Office Building B in Fort Edward, NY.

A motion to enter an executive session to conduct department head evaluations, to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person was moved by Mr. O'Brien, seconded by Mr. Wilson, and adopted. A motion to return to regular session was moved by Mr. Skellie, seconded by Mrs. Fedler and adopted. No action was taken in the executive session.

Sewer District Executive Director Position – The Sewer District Executive Director resigned and the former Executive Director, Mr. Brillig, was appointed to fill the position. The Personnel Director stated the position has been advertised with no significant changes from the previous job description, only minor changes. Chairman Hicks stated the backfill process is that the Sewer District Board of Commissioners usually do the interviewing and invite the Personnel Director and Personnel and or Public Works Chairmen. The Commissioners will recommend someone to the County for appointment. Mr. Brillig was asked what we should be looking for in a candidate for this position and guidance on the best way for the Sewer District to move forward. He stated you should be looking for a candidate that is well rounded experience wise and management is key but noted you also do not have a Collections Supervisor so the Executive Director has double duty right now. The candidate should also have a sense of the regulatory world maybe not specifically related to wastewater noting an environmentally regulatory world would be a nice bit of experience. Some sort of technical experience is also needed. Also, electrical, hydraulics all of which fall under civil engineering and implementation of all that engineering. Mr. Brillig stated every single wastewater plant is different. No professional license is required for the Executive Director position but is required for the Chief Operator and Operator's positions. The SPDES permit is under the Chief Operator with his license. There are major upgrades going on at the plant and in the next year or so when that starts up it will be a very different plant with a gigantic learning curve for everyone working there. Mr. Brillig will help the Personnel Director vet the applications and by the time it gets to an interview he would already be comfortable with the decision. Mr. Brillig stated that representatives from the county should definitely be involved in the interview process. Updated on other positions at the Sewer District. The plant had two Plant Operator Trainees at the beginning of the year and now there

are none; one resigned and one transferred to a Laborer position. Other positions posted as available include the Collections Supervisor and Wastewater Treatment Plant Operator.

A motion to enter an executive session to conduct department head evaluations, to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted.

The meeting adjourned from executive session at 12:10 P.M. No action was taken in the executive session.

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