

PERSONNEL COMMITTEE MEETING MINUTES
APRIL 7, 2022

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Ferguson, Shaw, Fisher, Haff, 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 – March 10, 2022
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Public Works
 - 1) Highway Worker I – Fill Seasonal Positions (12)
 - 2) Highway Worker III - Backfill
 - B. DSS – Request to Carryover Vacation Time
 - C. Public Health
 - 1) Fiscal Officer – Backfill
 - 2) Approve 1.5 Month Overlap, Director of Patient Services
 - D. Probation – Approve 2 Week Overlap – Probation Assistant
4. Other Business
 - A. Annual Report Information
 - B. Department Head Evaluation Discussion
 - C. Health Insurance Discussion
 - D. Retirement Recognition
5. Adjournment

Chairman Hicks called the meeting to order at 9:31 A.M. in the Board of Supervisors Chambers and via Zoom.

A motion to accept the minutes of the March 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 I – Fill Seasonal Positions (12) - A motion to approve twelve (12) Seasonal Highway Worker I positions was moved Mr. Skellie, seconded by Mr. O'Brien, and adopted.
- Highway Worker III – Backfill due to Promotion - A motion to approve backfill, Highway Worker III, due to a promotion was moved by Mr. Skellie, seconded by Mr. O'Brien, and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Carryover Vacation Time – A motion to approve carryover of eight days of vacation time for an employee out on disability was moved by Mrs. Clary, seconded by Mr. O'Brien, and adopted.

PUBLIC HEALTH:

- Fiscal Officer - Backfill due to resignation – A motion to approve backfill, Fiscal Officer, due to resignation was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.
- Overlap 1.5 Month Director of Patient Services – Removed the request for a 1.5 month overlap for the Assistant Director of Patient Services and the Director of Patient Services and added a request to add two (2) temporary per diem Supervising Public Health Nurse positions. This change is due to retirements and bringing on someone they would like hire for

the Director of Patient Services position who cannot start until June. One position would be a new hire, the person being hired for the position of Director of Patient Services would start some training as a Supervising Public Health Nurse, and the second position would be a retiree, Supervising Public Health Nurse, who would come back to train the new employee. They are both willing to come in on a per diem basis as Supervising Public Health Nurses to do some cross training. The Assistant Director of Patient Services and the Supervising Public Health Nurse are both retiring and this new hire will fill both positions for now due to a lack of applicants. The Public Health Director stated the focus right now is on the Director of Patient Services position. The retiree, Supervising Public Health Nurse, would be brought back at the same hourly rate of \$39.47/hour and the new temporary Supervising Public Health Nurse position would start and remain at base, Grade 24 at \$36.42/hour. Both temporary positions would be vacated at approximately the end of June when the trainee would be appointed to the Director of Patient Services. A motion to approve two (2) temporary per diem Supervising Public Health Nurse positions at the following rates of pay: retiree brought back in per diem at \$39.47/hour and new hire at \$36.42 – Grade 24 was moved by Mr. O'Brien, seconded by Mr. Skellie and Mrs. Clary, and adopted.

PROBATION:

- Probation Assistant – Two Week Overlap Due to Retirement – A motion to approve two week overlap for the Probation Assistant replacing the retiring Probation Assistant was moved by Mr. Campbell, seconded by Mr. O'Brien, and adopted.

OTHER BUSINESS:

- Annual Report Information – The Personnel Officer highlighted items on the 2021 Annual Report to the NYS Civil Service Commission, handout attached. In June, the Personnel Officer will be contacting the towns regarding payroll certification.
- Department Head Evaluation Discussion – Tentative meeting schedule attached to conduct Department Head evaluations. The County Administrator will discuss the department head's performance with the oversight Committee Chairman and develop a summary together with their recommendations. This information will then be provided to the Chairman of Personnel for his review and on the day of the evaluation have copies for the evaluation committee (Personnel) and other Supervisors in attendance. Evaluations will take place in the committee room in executive session.
- Health Insurance Discussion – Health Insurance open enrollment is scheduled for April 20 – May 2, 2022, handout attached.
- Retirement Recognition – The following employees have retired and will be recognized at the April 15th Board meeting: Linda LaRock, 27 yrs. Public Health, Joseph Brilling, Sewer District 12 years and one month, and Karen Baker – DSS 30.5 Years.

The meeting adjourned at 10:02 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Highlights of the 2021 Annual Report to the NYS Civil Service Commission

Washington County Civil Service administers all Civil Service functions for the following positions/employees:

County	623
Schools (including BOCES)	1005
Towns	292
<u>Villages</u>	<u>239</u>
TOTAL	2159

Plans/Goals:

Recruitment- We have been placing ads in local newspapers, talking to associations, and promoting from within as we continue to search for new and creative ways to promote employment within the County and increase the number of candidates applying for exams. It seems like a trend across the state with most counties that the established Eligible Lists have been containing fewer names. It is our goal to have a more visible presence in our communities and social media. We would like to enhance our recruitment effort and show all employment options offered in and around the County.

Civil Service Information- it is our goal to provide all Towns, Villages, Schools and BOCES with more detailed information on the Civil Service process by creating an "Appointing Authority Manual". There have been many changes in the Appointing Authorities and staffing within our jurisdictions, and we wish to make the Civil Service process more easily understood. Civil Service Rules are to be provided to all entities as well.

Civil Service Rules- it is our goal this year to provide the state with information to update our Civil Service Rules with any changes and requests.

Department Head Evaluations

Tentatively Scheduled unless otherwise decided...

May 10, 2022 for the Full Day and May 25, 2022 in the Afternoon
Approximately 20-minute sessions

Session 1 TENTATIVE - May 10, 2022 AM

Clerk to Board of Supervisors
County Attorney
Personnel Officer
Director of Weights & Measures
Director, Veterans Service Agency
Chief Information Officer
County Administrator

Session 2 TENTATIVE - May 10, 2022 PM

County Youth Director
Economic Development Coordinator
Executive Director of Sewer District II
Supervising Attorney
Public Defender
Director of Public Safety
Fire Coordinator

Session 3 TENTATIVE - May 25, 2022 PM

Superintendent of County Buildings
Superintendent of Public Works
Probation Director (Group A)
Director of Real Property Tax Services
Director, Office for Aging
Public Health Director
Commissioner of Social Services

Washington County Open Enrollment 2022

4/20/2022 through 5/02/2022

**Washington County
Personnel/Civil Service Department**

CONTACT INFORMATION

Kristina Gebo, Benefits Specialist

518-746-2226 OR benefits@washingtoncountyny.gov

Danelle LaPann, Personnel Officer

518-746-2468 OR dlapann@washingtoncountyny.gov

Marshall & Sterling (name change from Jaeger & Flynn)

Our Insurance Broker

CONTACT INFORMATION

Megan Kelsey, Lead Account Manager

518-373-0069 ext. 157 OR mkelsey@marshallsterling.com