

PERSONNEL COMMITTEE MEETING MINUTES  
MAY 11, 2023

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hall, Nolan, Hogan, Griffith

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 – April 13, 2023
3. Staffing - Straight Backfill Requests (Informational):
  - A. Aging
    1. Aging Services Aide (per diem) - Retirement
    2. Aging Services Aide (per diem) – Termination
    3. Meal Site Manager (PT) - Resignation
  - B. Buildings & Grounds
    1. Building Maintenance Worker – Promotion
    2. Building Maintenance Mechanic - Promotion
  - C. IT – Project Engineer – Retirement
  - D. Public Safety
    1. Supervising Communications Officer – Promotion
    2. Communications Officer – Promotion
  - E. Youth/Alternative Sentencing – Director - Retirement
4. Discuss Filling the County Youth Director Position
5. Discuss Executive Director of Sewer District Position
6. Sheriff – Add SPO (Granville) to Non Union Grade Schedule (\$33.06)
7. Other Business
8. Adjournment

Chairman Hicks 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 April 13, 2023 meeting was moved by Mr. Wilson, seconded by Mr. O'Brien, and adopted.

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

**AGING:**

- Aging Services Aide (per diem) – Vacating 6/1/23 due to retirement
- Aging Services Aide (per diem) – Vacated 4/7/23 due to termination
- Meal Site Manager (PT) – vacated 12/23/22 due to resignation

**BUILDINGS AND GROUNDS:**

- Buildings Maintenance Worker – vacated 4/27/23 due to promotion
- Building Maintenance Mechanic – vacated 4/13/23 due to promotion

**INFORMATION TECHNOLOGY:**

- Project Engineer – Retirement – vacating 5/20/23 due to retirement

**PUBLIC SAFETY:**

- Supervising Communications Officer – vacated 3/2/23 due to promotion
- Communications Officer – vacating 5/11/23 due to promotion

YOUTH/ALTERNATIVE SENTENCING:

- Director – vacating 5/20/23 due to retirement

PUBLIC HEALTH:

- WIC Nutritionist (PT) – vacated 5/9/23 due to resignation

The Personnel Director stated there are less vacancies now; most positions on the Staffing Pattern are filled. The number of people taking the civil service tests has increased.

DISCUSS FILLING THE COUNTY YOUTH DIRECTOR POSITION – The current Director's last day is May 20<sup>th</sup>. The Personnel Director asked should they ask for internal applicants first? The County Administrator stated maybe we can look and see what kind of applicants we get or how many applicants internally and if not satisfied with the number of interest or people interested then go outside. Mr. O'Brien encourages hiring from within but still recommends going outside for applicants and there should be a policy to standardize the procedure. The position will be advertised both internally and public. The Youth Director and Personnel Director have reviewed and revised the job description, duties updated.

DISCUSS EXECUTIVE DIRECTOR OF SEWER DISTRICT POSITION – The Sewer District Executive Director and Board of Commissioners have created a working group to interview candidates for the Executive Director of the Sewer District position consisting of two Commissioners, Personnel Director, Sewer District Executive Director and Sewer District Administrative Assistant and would like one or two members of the Board of Supervisors. Interviews are scheduled for June 5<sup>th</sup> and 6<sup>th</sup> for three candidates. Chairman Hicks would like a schedule for how the process is going to proceed after the interviews. Supervisor representatives will be Messrs. Hicks and Campbell.

SHERIFF – ADD SPO (Granville) to NON UNION GRADE SCHEDULE (\$33.06 HR.) – Requesting to add this position now to the non-union grade schedule for initial training that will take place prior to the start of school. A motion to forward to the full Board the addition of an SPO, Special Patrol Officer, for Granville Central School to the non-union grade schedule at \$33.06 per hour was moved by Mr. O'Brien, seconded by Messrs. Skellie and Wilson and adopted.

OTHER BUSINESS:

The Treasurer stated as part of the budget, the State is going to waive civil service exam fees. The Personnel Director stated she is going to look at that but as of right now does not plan on doing that. She stated the County still has to pay the State for the supplies we get from them and would rather not take a cut on that. Feedback from other counties that have waived the fee has indicated that it does not help with recruitment and actually have had more no-shows for the exams.

The meeting adjourned at 9:56 A.M.

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