

PERSONNEL COMMITTEE MEETING MINUTES
MAY 12, 2022

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Ferguson, Shaw, Hogan, Rozell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – April 7, 2022
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. Buildings & Grounds
 - 1) Laborer (PT) – Fill 2 Seasonal Positions
 - 2) Laborer (PT) – Backfill
 - 3) Building Maintenance Helper - Backfill
 - B. Department of Public Works
 - 1) Principal Account Clerk – Backfill with Bookkeeper
 - 2) Senior Account Clerk – Backfill
 - 3) Account Clerk – Backfill with Principal Account Clerk PT
- **Staffing Pattern Change**
- C. District Attorney – Assistant District Attorney – New
- **Staffing Pattern Change**
- D. Public Defender – Assistant Public Defender – Backfill
- E. Social Services – Caseworker - Backfill
4. Other Business
5. Adjournment

Chairman Hicks called the meeting to order at 9:00 A.M. in the Board of Supervisors Chambers and via Zoom.

A motion to accept the minutes of the April 7, 2022 meeting was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

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

BUILDINGS & GROUNDS:

- Laborer (PT) – Fill 2 Seasonal Positions
- Laborer (PT) – Backfill
- Building Maintenance Helper – Backfill – Anticipated vacancy due C.S.L. Sec. 71

A motion to approve backfills, three (3) Laborers (PT) – two seasonal positions and one anticipated vacancy, and one (1) Building Maintenance Helper was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

DEPARTMENT OF PUBLIC WORKS: Staffing Pattern Changes

- Principal Account Clerk – Backfill with Bookkeeper due to a retirement.
- Senior Account Clerk – Backfill due to promotion to Bookkeeper
- Account Clerk – Backfill with Principal Account Clerk PT

A motion to approve backfilling a Principal Account Clerk with a Bookkeeper due to a retirement, a Senior Account Clerk due to a promotion and backfill an Account Clerk with a Principal Account Clerk part time and amend the Staffing Pattern to remove one (1) Principal Account Clerk full-time and one (1) Account Clerk full-time and add one (1) Principal Account Clerk part-time and one (1) Bookkeeper full-time was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted. (*Resolution to amend Staffing Pattern.*)

DISTRICT ATTORNEY:

- Assistant District Attorney – New Position – The NYS adopted budget included funds budgeted for the Discovery Process which can be used for staff and training expenses and the District Attorney is requesting to add an Assistant District Attorney to help with the additional work load associated with the Discovery Process, new position. A motion to approve an Assistant District Attorney position, new position, and amend the Staffing Pattern to add one (1) Assistant District Attorney to the District Attorney’s staffing pattern was moved by Mr. O’Brien and seconded by Mrs. Fedler. Discussion. Chairman Hicks stated the District Attorney secured funding for this position and if the funding goes away will need to eliminate the position or find a different way to fund it. The motion to approve an Assistant District Attorney position, new position, and amend the Staffing Pattern to add one (1) Assistant District Attorney to the District Attorney’s staffing pattern was moved by Mr. O’Brien, seconded by Mrs. Fedler, and adopted. (*Resolution to amend Staffing Pattern.*)

PUBLIC DEFENDER:

- Assistant Public Defender – Backfill due to resignation. A motion to approve backfilling an Assistant Public Defender due to a resignation was moved by Mr. O’Brien, seconded by Mr. Skellie, and adopted.

SOCIAL SERVICES:

- Caseworker – Backfill due to a resignation. A motion to approve backfilling a Caseworker due to a resignation was moved by Mr. O’Brien, seconded by Mrs. Fedler, and adopted.
- Senior Social Services Examiner – Resignation – A motion to approve backfilling a Senior Social Services Examiner position due to a resignation was moved by Mr. Campbell, seconded by Mrs. Clary, and adopted.
- Social Services Examiner – Due to promotion to Senior Social Services Examiner – A motion to approve backfilling a Social Services Examiner position was moved by Mr. Wilson, seconded by Mrs. Fedler, and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 9:38 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Personnel Committee
May 12, 2022 at 9:30am

STAFFING:

BUILDING AND GROUNDS

- Laborer (PT)- Fill 2 Seasonal Positions
- Laborer (PT)- Backfill
- Building Maintenance Helper- Backfill

DPW

- Principal Account Clerk- backfill with Bookkeeper
- Senior Account Clerk- backfill
- Account Clerk- backfill with Principal Account Clerk PT

These will require Staffing Pattern Changes:

Remove one (1) Principal Account Clerk Full-Time

Add one (1) Principal Account Clerk Part-Time

Add one (1) Bookkeeper Full-Time

Remove one (1) Account Clerk Full-Time

DISTRICT ATTORNEY

- New Position- Assistant District Attorney
- Staffing Pattern- Add one Assistant District Attorney

PUBLIC DEFENDER

- Assistant Public Defender- backfill

SOCIAL SERVICES

- Caseworker- backfill

OTHER:

SOCIAL SERVICES

Senior Social Services Examiner- backfill

Social Services Examiner- backfill

Personnel Committee Position Fill Request Form

Date:

Department:

Is the Request for a Backfill or a *New Position?

Title of Civil Service Position to be filled?

Civil Service Competitive, Non-Competitive,
Labor, Exempt, Unclassified?

Hourly Rate and Salary of Last Person in Position?

Base Hourly Rate and Yearly Salary if filled?

Number of Hours/Week?

Position being vacated if different than requested?
Requires a Staffing Pattern Change

Reason Position is Being Vacated?

Date the Position will be Vacated?

How Many Positions of the same title are in the
Unit/Department? (per current staffing pattern)

What is the source of funding? Budgeted?

Is this an add/change to the staffing pattern?

YES

NO

If YES, remove title:

Add title:

RECEIVED
WASHINGTON COUNTY

*If the request is for a NEW POSITION that will change your departments staffing pattern, please provide below an explanation as to why the position is needed.

MAY 04 2022
CIVIL SERVICE /
PERSONNEL

Please include the 1st and last initials of the Employee who left the position:

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Is this an add/change to the staffing pattern? YES NO

If YES, remove title: Add title:

*If the request is for a NEW POSITION that will change your departments staffing pattern, please provide below an explanation as to why the position is needed.

RECEIVED
WASHINGTON COUNTY
N/A
APR 25 2022

Please include the last and first names of the Employee who left the position:

CIVIL SERVICE
PERSONNEL

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YES



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*If the request is for a NEW POSITION that will change your departments staffing pattern, please provide below an explanation as to why the position is needed.

With the continued dramatic changes to Criminal Justice we are seeing a significant increase in the amount of work (and time) necessary to prosecute any given case. With the well documented changes in discovery and bail this resulted in a great increase. Adding to that agencies are now adding body cameras, including the state police which represents a significant amount of our arrests, and we now have an even greater amount of time prosecuting each case. Adding to that we are also experiencing a tremendous increase in litigation on each case, some frivolous but still requires a response, an increase in the amount of appeals we are handling and post-conviction motions, has resulted in a further challenge in meeting the day to day needs with the current staffing numbers. On top of all of that we are now hearing from our County Court Judges an expectation that we will be available to cover all parole violation hearings that will begin to be held in county court starting March 1, 2022 as part of the Less is More Parole legislation. These hearings must occur within 24 hours of the Parole Violation being filed and will not just be a matter of an appearance but preparing for the appearance will require multi-agency coordination that will always be without notice or consideration of the calendar'd time of all other existing ADAs and by reason of that there will be gaps of coverage on a weekly basis and potentially daily basis. We have implemented every efficiency possible to try to adapt to these changes. Now that most all Covid restrictions are being lifted in Court and full operations are happening it is abundantly clear that we cannot keep up with our current staffing level. NOTE this does not include any of the extraordinary work associated with review some 200 cases in the Village of Ft. Edward following our discovery of Brady/Giglio issues with the department that were never disclosed to our office.

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