

PERSONNEL COMMITTEE MEETING MINUTES
JUNE 9, 2022

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Nolan, 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 – May 10, 12 & 25, 2022
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Public Works
 - 1) Carpenter II – Backfill (2)
 - 2) Highway Worker II – Backfill (2)
 - B. Public Health
 - 1) WIC Program Coordinator - Backfill
 - 2) Senior WIC Program Nutritionist – Backfill
 - 3) WIC Program Nutritionist – Backfill
 - C. Real Property – Assessor (PT) - Backfill
4. Other Business
5. Adjournment

Chairman Hicks called the meeting to order at 9:30 A.M. in the Board of Supervisors second floor classroom and via Zoom.

A motion to accept the minutes of the May 10th, 12th, and 25th, 2022 meetings was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted.

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

DEPARTMENT OF PUBLIC WORKS:

- Carpenter II – Backfill – Non-competitive position at \$22.03 per hour 40 hours a week. A motion to approve backfill, Carpenter II, due to a resignation was moved by Mr. O'Brien, seconded by Mrs. Clary and Mr. Wilson and adopted.
- Highway Worker II – Backfill – Non-competitive position at \$21.03 per hour 40 hours a week. A motion to approve backfill, Highway Worker II, due to promotion to Carpenter II was moved by Mr. Campbell, seconded by Mrs. Clary and Mr. Wilson and adopted.
- Highway Worker II – Backfill – Non-competitive position at \$21.03 per hour 40 hours a week. A motion to approve backfill, Highway Worker II, due to a resignation was moved by Mr. O'Brien, seconded by Mr. Skellie and adopted.

PUBLIC HEALTH:

- WIC Program Coordinator – Backfill – Civil Service competitive position at \$33.09 per hour 35 hours a week. This position is 100% WIC grant funded. Backfill due to a resignation.
- Senior WIC Program Nutritionist – Backfill – Civil Service competitive position at \$29.75 per hour 35 hours a week. This position is 100% WIC grant funded. Backfill due to promotion.
- WIC Program Nutritionist – Backfill – Civil Service competitive position at \$27.50 per hour for 35 hours a week. This position is 100% WIC grant funded. Backfill due to promotion.

These are cascading backfills. A motion to approve backfills, WIC Program Coordinator, Senior WIC Program Nutritionist and WIC Program Nutritionist was moved by Mr. Wilson, seconded by Mr. O'Brien and Mrs. Fedler and adopted.

REAL PROPERTY:

- Assessor (PT) – Backfill – Civil Service competitive position at \$29.75 per hour 21 hours a week. A motion to approve backfill, Assessor part time, due to a resignation, was moved by Mr. O'Brien, seconded by Mr. Wilson and adopted.

OTHER BUSINESS:

VETERANS:

- Motor Vehicle Operator (per diem as needed) – A motion to approve backfill, Motor Vehicle Operator, due to a resignation was moved by Mr. Skellie, seconded by Mr. O'Brien and Mrs. Fedler and adopted.

The meeting adjourned at 9:35A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

**Personnel Committee
June 9, 2022 at 9:30am**

STAFFING:

DPW

- Carpenter II – backfill
- Highway Worker II – backfill x2

PUBLIC HEALTH

- WIC Program Coordinator - backfill
- Senior WIC Program Nutritionist - backfill
- WIC Program Nutritionist - backfill

REAL PROPERTY

- Assessor (PT) – backfill

OTHER:

VETERANS

- Motor Vehicle Operator (per diem, as needed) – 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:

*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.

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