

PERSONNEL COMMITTEE MEETING MINUTES
JULY 7, 2022

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Nolan, Haff, 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 – June 9, 2022
3. Department Staffing Requests/Staffing Pattern Changes:
 - A. Buildings & Grounds
 - 1) Secretary to Superintendent – Resignation - Backfill
 - 2) Lifeguard/Laborer – Resignation - Backfill
 - B. DPW
 - 1) Highway Worker II to Highway Worker III (Seasonal)
Temporary Staffing Pattern Change for Season
 - C. Probation
 - 1) Probation Officer Trainee-Resignation – Backfill
 - D. Social Services
 - 1) Senior Account Clerk – Retirement - Backfill
4. Other Business
 - A. Retirement Recognition
 - B. Request for Overnight Travel – Two Staff
 - C. Request for Staff to Attend Washington County Fair for Recruiting Purposes
 - D. Request to Purchase Pens/Promotional Item for Fair
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 June 9, 2022 meeting was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

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

BUILDINGS & GROUNDS:

- Secretary to Superintendent – Resignation – Backfill – A motion to approve backfill, Secretary to Superintendent of Buildings and Grounds, due to a resignation was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted.
- Lifeguard/Laborer – Resignation – Backfill – A motion to approve backfill, Lifeguard/Laborer, due to a resignation was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted. Two lifeguard trainings are taking place, one today at the Fort Ann beach, and tomorrow at the Hudson Falls Pool.

DEPARTMENT OF PUBLIC WORKS:

- Highway Worker II to Highway Worker III (Seasonal) – Temporary Staffing Pattern Change – Public Works was approved in March to upgrade Highway Worker II to Highway Worker III during the construction season as needed. Temporary upgrades for this position are done every year and there is no fixed number of Highway Worker II's going to Highway Worker III's because it depends on need. This does require a memorandum of agreement with the union. A motion to amend the Staffing Pattern for temporary upgrade of Highway Worker II positions to Highway Worker III positions during the construction season on an as needed basis and authorize the Chairman of the Board to sign an MOA to the union contract was moved by Mr. Wilson, seconded by Mrs. Fedler, and adopted.

PROBATION:

- Probation Officer Trainee – Resignation – Backfill – A motion to approve backfill, Probation Officer Trainee, due to a resignation was moved by Mr. O'Brien and seconded by Mr. Campbell and Mrs. Fedler. Discussion. Mr. Shaw asked if this was the position the Probation Director discussed at the last Public Safety committee meeting which did not have any salary with it. The Personnel Director stated this is just a straight backfill. The motion to approve backfill, Probation Officer Trainee, due to a resignation was moved by Mr. O'Brien, seconded by Mr. Campbell and Mrs. Fedler, and adopted.

SOCIAL SERVICES:

- Senior Account Clerk – Retirement – Backfill – A motion to approve backfill, Senior Account Clerk, due to a retirement was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted.

OTHER BUSINESS:

- Retirement Recognition – Retirees from April through June will be recognized at the July 15th Board meeting, list attached.
- Request for Overnight Travel – Two Staff – Requesting permission for overnight travel to NYSAPCSO conference on October 2 – 5, 2022 for the Personnel Director and one staff member. This is a budgeted expense. A motion to approve overnight travel to NYSAPCSO conference on October 2 – 5, 2022 at Tiago Downs for the Personnel Director and one staff member was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.
- Request for Staff to Attend Washington County Fair for Recruiting Purposes – Requesting permission to staff a booth at the fair for recruitment purposes. Displayed a card that they plan to have available and distribute with Washington County Civil Service exam and employment opportunities information. They will be located in the County Bounty building with Planning, the Economic Development Director, and staff. Information on law enforcement employment opportunities will be placed at the Sheriff's Office site at the fair. Supervisors though having a QR code at the sites would be beneficial. Also asked the committee to consider a request to purchase pens/promotional item for Fair with county logo. A motion to approve Personnel staff to attend Washington County Fair for recruitment purposes and purchase of pens, promotional item, with County logo was moved by Mr. Campbell, seconded by Mr. O'Brien, and adopted. Funds in budget to purchase promotional item.
- The Fort Ann School Board met last night and were planning to approve a Special Patrol Officer position through a contract with the Sheriff's Department. Request is to add a Special Patrol Officer for Fort Ann School to the title by grade schedule at \$30.16 per hour. The County Administrator stated there should be new contracts for the schools with Special Patrol Officers for the upcoming school year. Mr. Shaw stated he recalls that there was to be a review after a year to ensure the contract amount covers all the costs. The County Administrator stated the Sheriff's Office reviews the contract every year. The Treasurer stated by July 15th there is a true of between the contract and what we actually paid and he completed that yesterday. Three schools owed us money and three schools were under. A motion to amend the title by grade schedule to establish pay rate for Special Patrol Officer for Fort Ann School was moved by Mr. Campbell, seconded by Mr. O'Brien, and adopted.

The meeting adjourned at 9:51A.M.

Debra Prehoda, Clerk, Washington County Board of Supervisors

Personnel Committee

July 7, 2022 at 9:30am

STAFFING:

Building and Grounds

- Secretary to the Superintendent of County Buildings- backfill
- Lifeguard/Laborer- backfill

DPW

- Highway Worker II's to Highway III's (Seasonal)
*Temporary Staffing Pattern Change for Season

Probation

- Probation Officer Trainee- backfill

Social Services

- Senior Account Clerk- backfill

OTHER:

- Retirement Recognition – 10 or more years of service will be recognized at Board Meeting on July 15th
- Overnight travel to NYSAPCSO Conference for two (2) staff members from Personnel - October 2-5, 2022
- Staff to attend the Washington County Fair for recruitment purposes, and request to purchase pens with Washington County Personnel/Civil Service contact information to give out at the Fair.

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.

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

RECEIVED
WASHINGTON COUNTY

JUN 24 2022

CIVIL SERVICE /
PERSONNEL

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.

RECEIVED
WASHINGTON COUNTY

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

DPW request

DPW requested to upgrade eligible Highway Worker II positions to Highway Worker III positions for the summer construction season, so they have operators throughout the County.

This request was approved at the Public Works Committee Meeting on March 29, 2022.

We are now asking to temporarily change the Staffing Pattern to allow Highway Worker II's who are qualified to be Highway Worker III's to work as a Highway Worker III as needed during the summer construction season.

This is done every year, and there is no fixed number of Highway Worker II's going to Highway Worker III. It is dependent on the need.

This does require an MOA with the Teamster's Union and to authorize the Chairman of the Board to sign an MOA with the Teamsters Union.

**Personnel Committee
Position Fill Request Form**

Date:

June 22, 2022

Department:

Probation

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Probation Officer Trainee

Civil Service Competitive or Non-Competitive?

Civil Service Competitive

Pay Rate/Salary of Last Person in Position:

\$29.79/hr, \$61,936.20/yr

Base Rate/Salary if Filled:

\$25.29/hour, \$52,603.20/yr

Number of Hours/Week:

40

Reason Position is Being Vacated:

Probation Officer Found New Job

Date the Position will be Vacated:

July 7, 2022

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

If a Full Time Position, Could it be a Temporary or Part-Time Position?

No

How Many Positions of the Same Title are in the Unit/Department?

8 Probation Officers

What is the Source for Funding the Position?

Block Grant

JH

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.

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



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT

Danelle LaPann, Personnel Officer
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY, FORT EDWARD, New York 12828
Tel: (518) 746-2250 FAX: (518) 746-2169
WEB: WWW.WASHINGTONCOUNTYNY.GOV

The following employees have recently retired from Washington County employment between April 1, 2022 and June 30, 2022. We thank them for their service.

Code Enforcement

Steven Smith – April 2022 – 14 years and 2 months

Department of Public Works

Linda Plisko – June 2022 – 33 years and 3 months

Probation

Elizabeth Stanton – June 2022 – 28 years

Public Health

Suzanne DelSignore – April 2022 – 29 years and 2 months

Renee Harris – April 2022 – 20 years

Kathy Jo McIntyre – June 2022 – 34 years

Theresa Roberts – April 2022 – 36 years

At the July 15th Board of Supervisor's Meeting each of these retirees will receive a Slate Framed Retirement Certificate as recognition of their many years of service to Washington County.



To receive Civil Service Exam Announcements
or Job Opportunities,
please visit our website:

www.washingtoncountyny.gov

Instructions:

Click **"Stay Notified"** then enter an E-mail Address and click
"Sign In." You will then go to "Government Jobs" and
choose Civil Service Exams and Employment Opportunities
to receive an e-mail notification when announced.



To receive Civil Service Exam Announcements
or Job Opportunities,
please visit our website:

www.washingtoncountyny.gov

Instructions:

Click **"Stay Notified"** then enter an E-mail Address and click
"Sign In." You will then go to "Government Jobs" and
choose Civil Service Exams and Employment Opportunities
to receive an e-mail notification when announced.



To receive Civil Service Exam Announcements
or Job Opportunities,
please visit our website:

www.washingtoncountyny.gov

Instructions:

Click **"Stay Notified"** then enter an E-mail Address and click
"Sign In." You will then go to "Government Jobs" and
choose Civil Service Exams and Employment Opportunities
to receive an e-mail notification when announced.



To receive Civil Service Exam Announcements
or Job Opportunities,
please visit our website:

www.washingtoncountyny.gov

Instructions:

Click **"Stay Notified"** then enter an E-mail Address and click
"Sign In." You will then go to "Government Jobs" and
choose Civil Service Exams and Employment Opportunities
to receive an e-mail notification when announced.