

PERSONNEL COMMITTEE MEETING MINUTES  
JULY 13, 2023

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Hicks

SUPERVISORS: Henke, Hall, Nolan, Hogan

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 8, 2023
3. Staffing - Straight Backfill Requests (Informational):
  - A. County Clerk
    - 1.) Account Clerk Due to Resignation
    - 2.) Motor Vehicle License Clerk due to Resignation
  - B. DPW
    - 1.) Highway Worker II due to Promotion
  - C. Sewer District
    - 1.) Executive Director of Sewer District II due to New Hire
    - 2.) Deputy Director of Sewer District II
  - D. Youth Bureau
    - 1.) Assistant Director due to Promotion
    - 2.) Youth Bureau/Alt. Sentencing Supervisor due to Promotion
4. Other Business
  - A. **County Clerk** – Staffing Pattern Change – Remove Clerk PT/Add Clerk FT  
Temporary for the Duration of Grant \*\*If Grant Request is Approved by Finance
  - B. **Information Technology** – Exempt Salary Schedule Change –  
Recommended Salary Change – Cybersecurity Officer
  - C. **Public Health** – Staffing Pattern Change – Add Graduate Fellow/Remove Fellow
  - D. **Sewer District**  
Exempt Salary Schedule Change  
Recommend Salary/Appointment – Executive Director  
Remove Temp Executive Director Salary
  - E. **Sheriff**  
Staffing Pattern Change  
Add SPO Rate -Ft Ann -\$30.77 to Non Union Salary Schedule  
Add (1) Special Patrol Officer
  - F. 2022 Annual Report Highlights
  - G. Retirements
5. Adjournment

Supervisor Skellie called the meeting to order at 9:31 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 June 8, 2023 meeting was moved by Mr. Campbell, seconded by Mr. O'Brien, and adopted. A motion to accept the minutes of the June 14, 2023 meeting was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

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

County Clerk

- Account Clerk – vacated 7/6/2023 due to resignation
- Motor Vehicle License Clerk – vacated 6/15/23 due to resignation

DPW

- Highway Worker II – vacated 6/29/23/23 due to a promotion

Sewer District

- Executive Director of Sewer District II – vacating 8/3/23 due to new hire
- Deputy Director of Sewer District II to be filled 8/3/23

Youth

- Assistant Director, Youth Bureau – vacating 6/22/2023 due to a promotion

- Youth Bureau/Alternative Sentencing Supervisor – vacating 6/22/2023 due to a promotion.

#### Real Property

- Data Collector – vacating 7/10/23 due to resignation

The Treasurer suggested noting on the backfills if it was a transfer to another County department. The Personnel Director stated she will add that information going forward.

#### STAFFING PATTERN & SALARY CHANGES:

COUNTY CLERK – Remove Clerk PT/Add Clerk FT Temporary for the Duration of Grant if Grant Approved by Finance Committee – Motion to forward Staffing Pattern change to remove one (1) part time Clerk and add one (1) full time Clerk to the Finance Committee for consideration was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

INFORMATION TECHNOLOGY – Recommended Exempt Salary Schedule Change – Cybersecurity Officer – The requested change was to make the base salary for the Cybersecurity Officer position the same as the Assistant Director. The Personnel Director stated the base salary would go from \$71,354 to \$76,845. Motion to approve increasing base salary of Cybersecurity Officer from \$71,354 to \$76,845 was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

PUBLIC HEALTH – Staffing Pattern Change – Add Graduate Fellow/Remove Fellow – Public Health has the funding for this change and a good candidate for the position. Motion to amend the Staffing Pattern to remove one (1) Fellow and add one (1) Graduate Fellow was moved by Mrs. Clary, seconded by Mr. Campbell, and adopted.

#### SEWER DISTRICT-

- Recommend Exempt Salary change with Appointment of Executive Director – The position has been offered to Kevin Gorman at a salary of \$125,000 effective August 3, 2023. He has been informed that he will have to take a test, pass and be reachable on the list to be eligible to be permanently appointed through Civil Service. This would be an exempt salary schedule change. Motion to appoint Kevin Gorman to the position of Executive Director of the Sewer District at a salary of \$125,000 effective August 3, 2023 and amend the exempt salary schedule for the position to \$125,000 was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted. Mr. Campbell stated through discussions with the Sewer District they have stated that they do have money to fill three vacant positions that are actually budgeted, a lot of the positions they did not budget for.
- Remove Temporary Executive Director Salary – Motion to remove the Temporary Executive Director of the Sewer District salary on the exempt salary schedule was moved by Mr. Campbell, seconded by Mr. O'Brien, and adopted.

#### SHERIFF –

- Add Fort Ann SPO Rate \$30.77 to Non Union Salary Schedule – Motion to add Fort Ann Special Patrol Officer (SPO) rate of \$30.77 to the non-union salary schedule was moved by Mr. O'Brien, seconded by Mrs. Clary and Mr. Campbell, and adopted.
- Amend Staffing Pattern Adding One (1) Special Patrol Officer – The Sheriff has been speaking with a couple of school districts who might be interested in an SPO. Motion to

approve amending Staffing Pattern to add one (1) Special Patrol Officer (SPO) was moved by Mr. O'Brien and seconded by Mr. Campbell. Discussion. The County Administrator stated she does not know the benefit of adding a Special Patrol Officer to the Staffing Pattern at this time because the request for an additional SPO would still need to go through committee and the hourly rate added to the non-union salary schedule suggesting that the Staffing Pattern would be amended at that time. Mr. O'Brien rescinded his motion and Mr. Campbell rescinded his second.

2022 ANNUAL REPORT HIGHLIGHTS: Attached report highlights some information from the annual report to the NYS Civil Service Commission, handout attached and entire report available at:

[https://www.cs.ny.gov/msd/msdonline/pdf/summary\\_annual\\_reports/2022%20Summary%20of%20Annual%20Reports.pdf](https://www.cs.ny.gov/msd/msdonline/pdf/summary_annual_reports/2022%20Summary%20of%20Annual%20Reports.pdf)

RETIREMENTS – Recent retirements will be announced at the July 21<sup>st</sup> Board meeting, list attached.

OTHER BUSINESS: None.

The meeting adjourned at 9:47A.M.

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

# Highlights of the 2022 Annual Report to the NYS Civil Service Commission

---

*Washington County Civil Service administered all Civil Service functions for the following entities in 2022:*

County	634
Schools (including BOCES)	1317
Towns	308
<u>Villages</u>	<u>245</u>
TOTAL	2504 (up 345 from 2021)

---

Exams held in 2022: 84 exams with 508 candidates

---

For the entire report, please visit:

[https://www.cs.ny.gov/msd/msdonline/pdf/summary\\_annual\\_reports/2022%20Summary%20of%20Annual%20Reports.pdf](https://www.cs.ny.gov/msd/msdonline/pdf/summary_annual_reports/2022%20Summary%20of%20Annual%20Reports.pdf)

The following employees have recently retired from Washington County employment between April 1, 2023 and June 30, 2023 and will be recognized at the July 21, 2023 Board of Supervisors Meeting.

Buildings and Grounds

Chris Perry – April 2023 – 33 years and 1 month

Information Technology

Thomas Darfler – May 2023 – 27 years and 2 months

Sewer District

Richard Scotch – June 2023 – 26 years

Youth/Alternative Sentencing

Suzanne Clark – June 2023 – 35 years and 1 month

Mike Gray – May 2023 – 29 years and 5 months