

PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 10, 2023

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Hicks, Skellie, Wilson

SUPERVISORS: Hogan

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – July 13, 2023
3. Staffing - Straight Backfill Requests (Informational):
 - A. DSS
 1. Caseworker Due to Resignation
 2. Social Services Examiner Due to Resignation
 - B. Public Safety – Deputy Fire Coordinator Due to Resignation
4. Staffing Pattern/Grade Changes
 - A. Aging – New Title - Aging Services Specialist Gr. 12/Remove Sr. Typist Gr. 9 (DSS)
Staffing Pattern Change for DSS & OFA & Amend Title by Grade Schedule
 - B. DSS – Backfill Typist with Clerk Due to Retirement
Staffing Pattern Change
 - C. IT – Backfill Senior Project Engineer with Project Engineer Due to Promotion
Staffing Pattern Change
 - D. Probation – New Title – Secretary to Probation Director Gr. 13/Remove Typist Gr. 7
Staffing Pattern Change & Amend Title by Grade Schedule
 - E. Sheriff – New Position – Add Part Time Special Patrol Officer (\$ varies by school)
Staffing Pattern Change
 - F. Youth – Backfill Sr. Program Specialist with Program Specialist Due to Promotion
Staffing Pattern Change
5. Other Business
 - A. Handbook Change 7.001 Holidays
6. Adjournment

Supervisor Campbell called the meeting to order at 9:30 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 July 13, 2023 meeting was moved by Mr. O'Brien, seconded by Mrs. Fedler, and adopted.

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

Department of Social Services

- Caseworker vacated 5/11/23 due to resignation.
- Social Services Examiner – vacated 7/29/23 due to resignation.

Public Safety

- Deputy Fire Coordinator – vacated 2/15/23 due to resignation and just filling the position now.

STAFFING PATTERN & SALARY CHANGES:

OFFICE FOR THE AGING:

- Create new title of Aging Services Specialist at Grade 12 adding to Non-Union Grade Schedule, Amend Staffing Pattern OFA to add Aging Services Specialist and Amend Staffing Pattern to remove Senior Typist/DSS. Chairman Campbell believes there is breakage enough to cover this change in title from a Grade 9 to Grade 12. Motion to

add title of Aging Services Specialist at Grade 12 to the Non-Union Grade Schedule, amend the OFA Staffing Pattern to add new title of Aging Services Specialist and remove one Senior Typist from the DSS Staffing Pattern was moved by Mrs. Fedler, seconded by Mr. O'Brien, and adopted.

DEPARTMENT OF SOCIAL SERVICES –

- Backfill Typist with Clerk due to retirement and amend Staffing Pattern. The title of Typist is being retired as vacancies occur and replaced with the title of Clerk at the same grade. Motion to amend the Department of Social Services Staffing Pattern to remove one Typist and add one Clerk was moved by Mr. O'Brien, seconded by Mrs. Fedler, and adopted.

INFORMATION TECHNOLOGY –

- Backfill Senior Project Engineer with Project Engineer Due to Promotion and amend Staffing Pattern – Motion to amend Information Technology Staffing Pattern to remove one Senior Project Engineer and add one Project Engineer was moved by Mr. O'Brien, seconded by Mrs. Fedler, and adopted.

PROBATION –

- Create Secretary to Probation Director at a Grade 13 (New Position) amending Non-Union Grade Schedule and Amend Staffing Pattern to remove Typist and add Secretary to Probation Director - Mr. Campbell stated the Probation Director discussed this position very well with the Public Safety Committee, very thorough presentation. Motion to amend the Non-Union Grade Schedule to add title of Secretary to Probation Director at a Grade 12 and amend the Staffing Pattern to add one Secretary to Probation Director and remove one Typist was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

SHERIFF –

- Create Part Time Special Patrol Officer (New Position) amending Non-Union Grade Schedule at a pay rate of various schools and Amend Staffing Pattern to add one part time Special Patrol Officer – The Treasurer stated he will make it work for payroll due to the varies different pay rates. Motion to amend Non-Union Grade Schedule to add new position of part time Special Patrol Officer at pay rate of various schools and amend Staffing Pattern to add one part time Special Police Officer was moved by Mrs. Fedler, seconded by Mr. O'Brien, and adopted.

YOUTH –

- Backfill Senior Program Specialist with Program Specialist Due to Promotion and Amend Staffing Pattern – Motion to amend Youth Bureau/Alternative Sentencing Staffing Pattern to remove one Senior Program Specialist and add one Program Specialist was moved by Mr. O'Brien, seconded by Mrs. Fedler, and adopted.

OTHER BUSINESS:

- Handbook Change 7.001 Holidays – Motion to amend Employee Handbook Section #7.001 – Holidays to add Juneteenth – June 19th to the list of paid legal holidays was moved by Mr. O'Brien, and seconded by Mrs. Fedler. Discussion. Mrs. Fedler asked what is the purpose of the Floating Holiday. The County Attorney stated previously employees had their birthday off and the Floating Holiday replaced that. The request for establishing Juneteenth as a paid holiday was that other counties and the state all had recognize the Juneteenth federal holiday and Mrs. Fedler asked about taking the Floating Holiday away because of the

addition of this new holiday. The County Administrator stated the Floating Holiday has already been taken away for any employees hired on or after January 1, 2012 and grandfathered in for employees hired prior to that date. Motion to amend Employee Handbook Section #7.001 – Holidays to add Juneteenth – June 19th to the list of paid legal holidays was moved by Mr. O'Brien, seconded by Mrs. Fedler, and adopted.

The meeting adjourned at 9:38 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Personnel Committee

August 10, 2023 at 9:30am

STAFFING:

- **STRAIGHT BACKFILL REQUESTS** – informational
 - DSS**
 - Caseworker – vacated 5/11/23 due to resignation
 - Social Services Examiner – vacated 7/29/23 due to resignation
 - Public Safety**
 - Deputy Fire Coordinator – vacated 2/15/23 due to resignation

- **AGING** – moved from HHS
 - New Position for OFA – Aging Services Specialist *Staffing Pattern Change (DSS and OFA) and add to Title by Grade and add to Non-Union Salary Schedule
 - Remove Senior Typist (gr. 9) from DSS and Add Aging Services Specialist (gr. 12) to Aging

- **DSS**
 - Backfill a Typist with a Clerk due to retirement *Staffing Pattern Change

- **IT**
 - Backfill Senior Project Engineer with Project Engineer due to promotion *Staffing Pattern Change

- **PROBATION** – moved from Public Safety
 - New Position for Probation - Secretary to Probation Director *Staffing Pattern Change and add to Title by Grade and to Non-Union Salary Schedule
 - Remove Typist (gr. 7) and Add Secretary to Probation Director (gr. 13)

- **SHERIFF** – moved from Public Safety
 - New Position – Part-Time Special Patrol Officer *Staffing Pattern Change and add to Non-Union Salary Schedule
 - Add one (1) Part-Time Special Patrol Officer (\$ varies by school)

- **YOUTH**
 - Backfill a Senior Program Specialist with a Program Specialist due to a promotion *Staffing Pattern Change

OTHER:

- Handbook Change 7.001 - Holidays

Section: Benefits	Issue Date: 06/21/93	Section # 7.001
Subsection: Holidays	Revised Date: 8/10/2023	Page 1

Days off with pay for legal holidays as shown below shall be granted by department heads to all eligible County employees.

1. New Year's Day
2. Martin Luther King's Birthday - 3rd Monday in January
3. President's Day - 3rd Monday in February
4. Memorial Day - last Monday in May
5. Juneteenth - June 19th
6. 4th of July
7. Labor Day - 1st Monday in September
8. Columbus Day - 2nd Monday in October
9. Veterans Day - November 11th
10. Thanksgiving Day
11. One half day December 24th and one-half day December 31st
12. Christmas Day
13. Floating Holiday***

When any of the holidays fall on Saturday, the holiday shall be considered a paid holiday observed the preceding Friday. When the holiday falls on Sunday, the holiday shall be considered a paid holiday observed the following Monday.

All "Per diem" and "Part Time" positions, not covered under a collective bargaining agreement, shall be paid at a rate of time and one half on Thanksgiving and Christmas.

If a scheduled* employee is required to work on one of the holidays the department head shall grant another day off with pay in lieu of the holiday worked. If a non-scheduled** employee must work on a holiday the employee shall be compensated for the holiday at the regular rate of pay and further compensate the employee at a rate of one and a half times his or her rate of pay for the hours worked during that holiday.

* An employee who is scheduled to work that day

** All others

*** Floating holiday will be awarded to an employee with an anniversary date prior to 01/01/2012.

Floating Holiday will be scheduled in the same manner as vacation time.

Per Personnel Committee, February 9, 2023, non-union employees hired on or after January 1, 2012 will not be eligible for a floating holiday.