

JOINT PERSONNEL AND FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 27, 2023

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Wilson

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Hicks, Fedler, Skellie, Hogan, Clary, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: Haff, Rozell, Wilson

SPERVISORS: Hall, Henke

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Consider 2024 Personnel Department Budget Request
- 3) Other Business
- 4) Adjournment

Chairmen Hicks and Campbell called the joint Personnel and Finance Committee meeting to order at 9:31 AM in the Municipal Center, second floor classroom, Room B214.

2024 BUDGET REQUEST

A.1430

Personal Services	\$371,597
Contractual	\$ 37,990
Benefits	\$ 89,123
Total	\$498,710

Revenue: \$12,100. Soil and Water asked to join EAP program and will pay. Expenses: The only change is in the A.4030 account for office supplies was reduced by \$4,000 from 2023 because not required to purchase labor law posters again until 2026.

Travel Plan, attached. Budgeted for overnight stay for NYS Association of Personnel and Civil Service Officers conference in the spring for two employees even if the conference is held locally in Saratoga, an overnight at NYS Association of Self -Insured Counties conference depending on where it is held, and the other HR Training and Seminars are local.

Staffing Requests:

- Benefit Specialist - increase grade from 17 to 18 – Her knowledge, longevity and succession planning training an employee in the department. Her knowledge warrants a grade 18.
- Personnel Assistants all started around the same time, each attended the Civil Service Institute, graduated and increased their knowledge and duties. With the increase in duties, they now have the responsibilities of a Personnel Clerk. Two employees would be upgraded to Personnel Clerk in January and one in July based on time in the title.
- Civil Service Technician – Increase to Senior Civil Service Technician because she has been training the new staff and her knowledge and longevity in the position.

These requested increases total \$15,180 without fringe.

OTHER BUSINESS:

Regarding personnel requests for upgrades, new positions, and exempt salary increases for 2024, the Personnel Officer will compile a list of the requests and work with the Treasurer to come up with the gross and net costs including benefits and when they are finished will email the list to all Supervisors the week of October 1st prior to discussion of the requests at the October 12th Finance Committee meeting.

There have been a couple of personnel requests that have come forward recently, and they will be listed on the 2024 requested personnel list.

The Personnel Committee adjourned at 9:41 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

2024 Annual Travel Plan – Personnel/Civil Service

NYS Association of Personnel & Civil Service Officers Conference – location and date TBD – Spring 2024 (Two employees) – usually 3 days

NYS Association of Self-Insured Counties Conference – location and date TBD – Fall 2024 (Two employees) – usually 2.5 days

HR Training & Seminars – location and dates TBD (Trainings & Seminars for employee enhancement/learning) – Example: NYS Public Employer Labor Relations Association and Capital Region Human Resource Association