

JOINT PERSONNEL AND FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 28, 2022

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Skellie, Campbell, Clary

PERSONNEL COMMITTEE MEMBERS ABSENT: O'Brien, Fedler, Wilson

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, Hicks, Skellie, Hogan, Clary, Vice Chairman Henke – quorum.

FINANCE COMMITTEE MEMBERS ABSENT: O'Brien, Haff, Fedler, Rozell, Wilson, Griffith

SUPERVISORS: Hall, Henke

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) Consider 2023 Personnel Department Budget Request
- 3) Other Business
- 4) Adjournment

Chairmen Hicks called the Personnel Committee to order at 12:40 P.M. and the Finance Committee was already in session in the Municipal Center, second floor classroom, Room B214.

2023 BUDGET REQUEST

A.1430

Personal Services	\$356,735
Contractual	\$ 42,340
Benefits	\$ 84,374
Total	\$483,449

Revenue: \$12,100. Expenses: Education and Training increased due to labor law posters required every three years. Treasurer stated posters should not be in that line possibly printing or office supplies. Car pool increased. Travel plans – more training for new staff.

Personnel Requests: No new people and no cost associated with changes – moving titles, handout attached.

- Personnel Clerk grade 10.
- Personnel Clerk Trainee grade 11 remove
- Personnel Associate at grade 12

OTHER BUSINESS:

- Backfill HWY Worker III due to a resignation with cascading backfill HWY Worker II – Motion to approve backfill, HWY Worker III and cascading backfill of HWY Worker II was moved, seconded, and adopted.
- DSS Caseworkers Part Time – Motion to approve part time DSS Caseworkers was moved, seconded, and adopted.

All of the personnel requests for 2023 with costs but no benefits will be compiled and emailed to all Supervisors next week for discussion at a joint Personnel and Finance Committee meeting on October 13th.

Mr. Shaw mentioned legacy cost as it relates to the County doing assessing services for towns should be considered when determining the amount to charge the towns. Also mentioned legacy costs all towns will pay for Code Enforcement when not all towns participate.

The joint meeting adjourned at 12:53 P.M.

Debra Prehoda, Clerk, Washington County Board of Supervisors

Staffing Requests 2023

- Personnel Remove Personnel Clerk Trainee (Gr. 11) from Title by Grade
- Personnel Move Personnel Clerk to Grade 10 instead of Grade 12 on Title by Grade
- Personnel Create New Title Personnel Associate Grade 12 on Title by Grade

Grade 4

- Aging Services Aide PT
- Meal Site Manager (OFA)
- * Aging Services Aide

Grade 5

- WIC Breastfeeding Peer Couns. (Per Diem)

Grade 6

- Assistant Cook
- Substitute Cook
- Motor Vehicle Operator, PT (Vet. Van)
- * Lifeguard/Laborer

Grade 7

- Clerk
- Clerk PT
- Typist
- WIC Nutrition Aide
- WIC Senior Breastfeeding Peer Counselor
- * Clerk
- * Laborer (B&G)
- * Laborer, PT (B&G)
- * Senior Lifeguard

Grade 8

- Account Clerk
- Cook
- Election Custodian
- Election Technician
- ** Account Clerk
- * Laborer (Sewer)
- * Motor Vehicle Operator (Veterans)
- * Personnel Assistant KEEP

Grade 9

Grade 10

- Cook Manager
- Deputy Commissioner Bd. of Elections
- Junior Purchasing Clerk
- LPN (PH)
- LPN, PT (Jail)
- Senior Account Clerk
- * Administrative Asst. to Comm. of Soc. Svcs.
- * Building Maint. Worker
- * Crime Victim Adv. Assistant
- * Deputy, PT
- * Senior Account Clerk
- * Supervising Cleaner

Grade 11

- Exam Proctor
- Data Collector
- Fellow (Res. 101 of 2022)**
- Principal Engineering Tech, Part Time
- Senior Recording Clerk
- ** County Archivist
- ** Senior Recording Index Clerk
- * Auto Mechanic
- * Laboratory Technician
- * Personnel Clerk Trainee REMOVE

Grade 12

- Legal Assistant
- Real Prop. Tax Service Asst.
- * Assistant Supervising Mechanic
- * Building Maintenance Mechanic
- * Code Enforcement Officer
- * Coordinator to Safety Officer
- * Legal Assistant MOVE TO GRADE 10
- * Personnel Clerk
- * Pump Station/Sewer Maint. Worker
- * Wst. Water Treatmnt. Plant Oper. Trainee

ADD PERSONNEL ASSOCIATE TO GRADE 12

