



# WASHINGTON COUNTY BOARD OF SUPERVISORS

County Municipal Center  
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**\*\*\*For Information Only – Not a Legal Notice\*\*\***

## MEMO

### CLERK OF THE BOARD

Debra R. Prehoda

### ARGYLE

Robert A. Henke, Chairman

### PUTNAM

John R. LaPointe, Vice Chairman

### CAMBRIDGE

Cassie Fedler

### DRESDEN

Paul D. Ferguson

### EASTON

Daniel B. Shaw

### FORT ANN

Richard F. Moore

### FORT EDWARD

Terry L. Middleton

### GRANVILLE

Matthew Hicks

### GREENWICH

Sara S. Idleman

### HAMPTON

David K. O'Brien

### HARTFORD

Dana E. Haff

### HEBRON

Brian R. Campbell

### JACKSON

Jay B. Skellie

### KINGSBURY

Dana Hogan

### SALEM

Evera Sue Clary

### WHITE CREEK

Robert E. Shay

### WHITEHALL

John W. Rozell

TO: Chairman of the Board  
Members of the Personnel Committee:  
Supervisors Hicks, Fedler, Idleman, O'Brien, Hogan

FROM: Clerk of the Board

Chairman Hicks has scheduled a **Personnel Committee** meeting for **Tuesday, February 6, 2018 at 9:30 AM** in the Board of Supervisors' Conference Room #1, B244A, 2<sup>nd</sup> Floor, County Office Building B, 383 Broadway, Fort Edward, New York.

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – January 10, 2018
3. Department Staffing Requests/Staffing Pattern Changes:
  - A. Building & Grounds
    - 1.) Account Clerk – 35 hours to 40 hours
    - 2.) Building Maintenance Worker – Backfill - Retirement
  - B. OFA/ADRC
    - 1.) Aging Services Aide (Grade 4) Reclassified to Typist (Grade 7)
4. Discuss Department Head Reviews Process/Schedule
5. Discuss Long Term Sick Leave Proposal
6. Retirement Plaques
6. Other Business
7. Adjournment

**\*\*\*\*Committee Members: Please notify this office if you are unable to attend.\*\*\*\***

DATE: January 31, 2018  
Fort Edward, New York