



# WASHINGTON COUNTY BOARD OF SUPERVISORS

County Municipal Center  
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## 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, March 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 – February 6, 2018
3. Department Staffing Requests/Staffing Pattern Changes:
  - A. Information Technology
    - 1.) Part Time Micro Computer Specialist – *NEW (Staffing Pattern Change)*
  - B. Department of Social Services
    - 1.) Caseworker – Backfill
    - 2.) Social Services Examiner – Backfill
  - C. Public Safety
    - 1.) Communications Officer - Backfill
4. Long Term Sick Leave Bucket
5. Employee Handbook 7.008 Health Insurance Contribution
6. Department Head Evaluation Schedule/Process
7. Health Insurance Broker Update
8. New Hire Procedure
9. NYSAPSCO Conference June 2018
10. Other Business
11. Adjournment

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

DATE: February 27, 2018  
Fort Edward, New York