

PERSONNEL COMMITTEE MEETING MINUTES
FEBRUARY 6, 2018

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Fedler, Idleman, O'Brien, Hogan

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, LaPointe, Ferguson, Shaw, Moore, Middleton, Haff, Campbell, Rozell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, Treasurer

Melissa Fitch, Personnel Director

Chris DeBolt, County Administrator

Media & Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 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
- 7) Other Business
- 8) Adjournment

Chairman Hicks called the meeting to order at 9:30 A.M.

A motion to approve the minutes of the January 10, 2018 meeting was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS: The Personnel Director addressed the following staffing requests, handout attached.

BUILDING & GROUNDS:

- Account Clerk – Increase from 35 Hours/Week to 40 Hours/Week – Requesting to increase Account Clerk from 35 hours to 40 hours a week. The Superintendent of Buildings and Grounds plans to transfer funding within the personal services lines; increase .121 (regular earnings) and decrease .123 (OT 1.5) in the amount of \$4040.28 to cover this expense. A motion to approve increasing hours of Account Clerk in Buildings and Grounds from 35 hours to 40 hours and amend the Staffing Pattern was moved by Ms. Idleman, seconded by Mr. Hogan and adopted.
- Building Maintenance Worker – Backfill due to a Retirement – April 11th retirement date. A motion to approve backfill, Building Maintenance Worker, due to a retirement was moved by Mr. O'Brien, seconded by Ms. Idleman and adopted.

OFA/ADRC:

- Aging Services Aide (Grade 4) Reclassified to Typist (Grade 7) – The Personnel Director and Director of OFA have reviewed the duties of an Aging Services Aide and are requesting to reclassify to Typist to accurately reflect the duties of the position. The net cost of the reclassification is \$608.94 and no budget amendment required. A motion to reclassify an Aging Services Aide (Grade 4) to a Typist (Grade 7) in the Office for the Aging and amend Staffing Pattern to eliminate an Aging Services Aide and add a Typist position was moved by Mr. Hogan, seconded by Ms. Idleman and adopted.

DISCUSS DEPARTMENT HEAD REVIEWS - PROCESS/SCHEDULE: A revised Department Head Review form and schedule attached.

The Department Head will submit a one page synopsis of their year and send to the Personnel Director who will forward to the County Administrator and then to the committee. The Sealer of Weights of Measures is listed twice and the Executive Director of the Sewer District will be added to the list. The County Administrator will ask Department Heads if the Board has taken action to enhance or impede their operations.

DISCUSS LONG TERM SICK LEAVE PROPOSAL – Philosophically there is agreement to move forward with the proposal but need to work through the mechanics of the implementation. This agenda item will be considered next month.

RETIREMENT PLAQUES – Two retirement plaques, DPW and Sheriff's Department, ordered for distribution at the February Board Meeting.

OTHER BUSINESS:

Residency Requirement for Deputy Sheriffs – The Sheriff has stated residency requirements are an issue in the recruitment of Deputy Sheriffs. A local law is required to change the residency requirements. This request was referred back to Public Safety for further discussion.

Warren County Senior Meals – The Human Services Committee discussed the proposal for the Jail to provide Warren County with meals for their senior program and the Sheriff has stated that the Jail could provide these meals to Warren County without additional personnel but recommended increasing the 35 hour employees to 40 hours. Chairman Hicks stated there are two budgeted but unfilled positions in the Jail and recommending that they be removed. He recommends going through the entire Staffing Pattern to delete any positions budgeted but unfilled. The two unfilled positions in the Jail are one part time Cook and one part time Assistant Cook. A motion to eliminate those two positions from the Sheriff's staffing pattern was moved by Mr. O'Brien and seconded by Mrs. Fedler. Discussion. The numbers associated with the proposed contract for providing Warren County meals need to be thoroughly vetted. Supervisor Shaw disclosed his son-in-law is the Food Service Manager at the Jail. The Treasurer requested to be able to sit down with the County Administrator, OFA Director and the Sheriff and have a chance to vet the numbers properly. He stated position budgeting information will be available the week of February 26th and he will report back to the Personnel Director on positions budgeted but unfilled. Mr. O'Brien withdrew his motion.

A motion to adjourn was moved by Mr. Hogan, seconded by Ms. Idleman and adopted.

The meeting adjourned at 10:36 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



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Personnel Committee Mtg. February 6, 2018
Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

1. Staffing Requests

Buildings & Grounds

Account Clerk- 35 to 40 hrs/wk
Backfill – Building Maintenance Worker

OFA

Aging Services Aid (grade 4) reclassified to Typist (grade 7)

2. Other

Department Head Reviews – process and schedule
Long Term Sick Leave Proposal
Retirement Plaques

**Personnel Committee
Position Fill Request Form**

Date: 1/18/2018 Department: B+G

Is the Request for a Backfill or New Position?

Change

Title of Civil Service Position:

Account Clerk

Civil Service Competitive or Non-Competitive?

Civil Service

Pay Rate/Salary of Last Person in Position:

15.48 per hour

Base Rate/Salary if Filled:

Number of Hours/Week:

35

Reason Position is Being Vacated:

Change from 35 to 40

Date the Position will be Vacated:

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

No

How Many Positions of the Same Title are in the Unit/Department?

0

What is the source of the funding?

Breakage / Transfer funds from
OT 1.5

Total budget Impact -

Transfer \$4040.28 from .123
to .121

**Personnel Committee
Position Fill Request Form**

Date: 1/18/2018

Department: B+G

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Building Maintenance Worker

Civil Service Competitive or Non-Competitive?

Non - Competitive

Pay Rate/Salary of Last Person in Position:

19.10 per hour

Base Rate/Salary if Filled:

15.48 per hour

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

4/11/18

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

No

How Many Positions of the Same Title are in the Unit/Department?

4

What is the source of the funding?

Budgeted

Washington County
Office for the Aging

Aging Services Aide Reclassified as Typist

2018 OFA Aging Services Aide \$ 29,035.00

Title	Anniv. Date	Years of Service	Longevity	Grade	Step	Rate	Total	
Aging Services Aide	06/12/08	9	8	4	4	\$13.68	(\$7,441.92)	68 days 03/01/18-06/30/18
Aging Services Aide	06/12/08	10	10	4	4	\$14.13	(\$14,808.24)	131 days 07/01/18-12/31/18

This projection is based on a 03/01/18 transition from Aging Services Aide to Typist, with the above figures reflecting what the incumbent would have been paid for the remainder of 2018 in their current title. The below calculations project the cost of this same individual reclassified as a Typist on 03/01/18. Both sections indicate a 07/01/18 longevity increase to the employee for achieving 10 years of service.

Typist	06/12/08	9	8	7	Base	\$15.21	\$8,274.24	68 days 03/01/18-06/30/18
Typist	06/12/08	10	10	7	Base	\$15.66	\$16,411.68	131 days 07/01/18-12/31/18

2018 OFA Typist \$ 31,470.76

Gross Increase to 2018 OFA A6772 Budget for Title Reclassification* \$2,435.76
Less 75% State/Federal Reimbursement (\$1,826.82)

2018 Net Cost of Reclassification on A6772 OFA Budget \$608.94

**We do not feel that an amendment to the 2018 OFA A6772 Personnel Budget will be required to facilitate this title change.*

Department Head Review

Employee Name: _____ Job Title: _____

Date of Hire: _____ Department: _____

Annual Review: () 90 Day Review () Review Period: From _____ To _____

Purpose: The purpose of conducting this review is to: Develop better communication between the Department Head, the County Administrator and the Board of Supervisors; Improve the workflow process; Increase productivity; and promote organizational development. In completing this form, the Department Head should consider how his or her performance resulted in achieving the goals and objectives established in the previous review as well as interdepartmental relationships. The department head should appraise their overall performance based primarily on whether their performance produced the desired results in each of the principle accountabilities of the job during the performance periods.

Performance Rating Categories: Consider your performance in each category and designate the level of performance that most accurately describes your job performance. Give careful consideration to each category before choosing the rating. The following is a description of each level of performance:

Exceeds Expectations / Requirements – You achieve and frequently exceed expectations for responsibilities, objectives, skills, abilities and knowledge of the job. You have sought to enhance or increase skills, make recommendations and offer possible solutions to improve processes. Your performance has resulted in improved departmental performance.

Meets Expectations | Requirements - You meet established expectations for responsibilities and objectives of the position, demonstrate requisite skills, ability, knowledge and commitment to the job. Your department has performed as expected.

Improvement Needed - You do not always meet the responsibilities and objectives of the job, you demonstrate some of the requisite skills, abilities and knowledge to do the job, but additional training and/or commitment is required. You may still be learning the job or willingness to develop or improve requisite skills and knowledge maybe in question. Your department does not achieve goals and objectives.

ATTACH 1-2 PAGE SHEET ADDRESSING THE FOLLOWING SECTIONS OF THIS EVALUATION.

SECTION I - Department Synopsis of Services and Duties

SECTION II - Accomplishments / Contributions Achieved in 2017/2018

SECTION III - 2018 Goals & Objectives

The Following will be rated by Review Committee:

MANAGEMENT & LEADERSHIP SKILLS: () Meets Expectations () Improvement Needed

- Display confidence and remain in control when handling difficult or new situations.
- Demonstrate adaptability and flexibility when handling change.
- Demonstrate a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.

PLANNING & ORGANIZATION: () Meets Expectations () Improvement Needed

- Plan effectively to ensure county and department goals utilizes appropriate resources
- Meet or exceeds deadlines without jeopardizing quality
- Seek opportunities to increase productivity and/or eliminate waste
- Able to re-prioritize as required to meet new/changing demands.
- Carry out work assignments and tasks within budget.

PROBLEM SOLVING & DECISION MAKING: () Meets Expectations () Improvement Needed

- Demonstrate ability to make sound and proper decisions by defining the issue, diagnosing the problem, analyzing the cause(s) and drawing on professional expertise, internal and external resources to make recommendations or propose solutions with a minimal negative effect on departmental/County goals and employee relations.
- Demonstrate willingness to take ownership and responsibility for decisions made.

COMMUNICATIONS, TEAMWORK AND INTERDEPARTMENTAL RELATIONSHIPS:

() Meets Expectations () Improvement Needed

- Demonstrate clear effective communication (includes; listening, nonverbal communication and language) in individual and group settings (all levels, internal and external).
- Keep committees/supervisors, associates and subordinates fully informed on project status and issues.
- Provides accurate concise written communication to support scope of assignments.

BUDGETARY: () Meets Expectations () Improvement Needed

- Demonstrate ability to develop and implement departmental budget.
- Able to effectively control costs and ensure that services and/or products are cost effective, within budget and follow the County Procurement Policy.

SECTION V: County Administrator Comments (on separate sheet)

REVIEW COMMITTEE COMMENTS:

REVIEW COMMITTEE OVERALL RATING FOR DEPARTMENT HEAD:

() Exceeds Expectations () Meets Expectations () Improvement Needed

Discussed/reviewed with employee on: Date _____

Follow up requested/desired: () YES () NO FOLLOW-UP DATE: _____

I have received a copy of this review:

Department Head Signature: _____ Date: _____

Committee Chairman Signature: _____ Date: _____

2018 Department Head Performance Evaluation Schedule

March 6, 2018

9:00am – 12:15pm

9:15	Gray, Mike	Youth Director
9:45	Prehoda, Debbie	Clerk of the Board
10:15	Wickes, Roger	County Attorney
10:45	Fitch, Melissa	Personnel Director
11:15	DeBolt, Chris	County Administrator
11:45	Jones, Matt	Superintendent County Bldgs

March 12, 2018

9:00am -11:45am

9:15	Chadwick, Laura	Director of Real Property Tax Services
9:45	Oswald, Laura	Economic Development Coordinator
10:15	DePalo, Andy	Director Veterans Services
10:45	Buxton, Jim	Code Enforcement Administrator
11:15	Pratt, Karen	IT Director

LUNCH

12:00pm- 2:30pm

12:00	Gosnell, Glen	Director of Public Safety
12:30	Bristol, Glenn	Fire Coordinator
1:00	Sullivan, Dan	Director of Weights and Measures
1:30	White, Anthony	Probation Director
2:00	Mercure, Michael	Public Defender

March 28, 2018

9:00am – 11:45pm

9:15	Cioffi, Tom	Supervising Attorney
9:45	Sullivan, Daniel	Director Weights & Measures
10:15	Mitchell-Cantanucci, Gina	Director Office of the Aging
10:45	Hunt, Patricia	Public Health Director
11:15	DeLorme, Tammy	Commissioner of Social Services