

PERSONNEL COMMITTEE MEETING MINUTES
MARCH 9, 2017

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Suprenant, Pitts

PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Henke, Hicks, Gang, Shaw, Moore, Haff, Campbell, Armstrong

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, Treasurer

Melissa Fitch, Personnel Director

Chris DeBolt, County Administrator

Mike Mercure, Public Defender

Joe Brilling, Exec. Director Sewer District

Media & Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 9, 2017
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Staffing Requests
 - 1) Public Defender – Backup On-Call Attorney
 - 2) Probation – Probation Officer – Backfill
 - 3) Sewer District
 - a) Laborer F/T – New Position
 - b) Wastewater Treatment Plant Operator Trainee; Replace Operations Manager Position – New Position
- 4) Other Business
 - A. CLIP Wellness Fair – May 10th
 - B. CLIP Purchase Request for 2017
 - C. Safety Days – June 21 & 22
 - D. NYSAPCSO Conference – June 4 – 7
5. Adjournment

Chairman LaPointe called the meeting to order at 9:00 A.M.

A motion to accept the minutes of the February 9, 2017 meeting was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS:

PUBLIC DEFENDER

- a) Backup On-Call Attorney – Mike Mercure, Public Defender, addressed the committee. He stated they have been doing the backup on-call Attorney since they started Counsel at First Appearance in May 2016 but the position was not funded in the plan until January 2017. Requesting that the backup on-call Attorney be created and paid as of January 1, 2017. The backup on-call Attorney is paid half the rate of the on-call Attorney for Counsel at First Appearance. A motion to amend the exempt salary schedule to include a stipend for backup on-call Attorney for Counsel at First Appearance and pay as of January 1, 2017 was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. The County Administrator stated that the Public Defenders have been doing the backup on-call duties and were paid until it was determined a resolution had not been adopted to create the position and rate of pay. This position has been approved through Indigent Legal Services and is funded through the Counsel at First Appearance contract. The motion to amend the exempt salary schedule to include a stipend for backup on-call Attorney for Counsel at First Appearance and pay as of January 1, 2017 was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

PROBATION

- a) Probation Officer – Backfill – A motion to approve backfill, Probation Officer, due to a resignation was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

SEWER DISTRICT

- a) Laborer F/T – New Position 40hrs/week – Joe Brilling, Executive Director of Sewer District, stated that this position will split his duties between the compost facility and the plant. This is

an increase of one (1) Laborer to the Staffing Pattern. A motion to approve additional Laborer position and amend Staffing Pattern was moved by Mr. Suprenant and seconded by Mr. O'Brien. Discussion. Mr. Suprenant stated the Sewer District Board of Commissioners has approved this position. Mr. Pitts stated this position should spend more time at the compost facility and Mr. Brillling stated he definitely will in the beginning. The motion to approve additional Laborer position and amend Staffing Pattern was moved by Mr. Suprenant, seconded by Mr. O'Brien and adopted.

- b) Wastewater Treatment Plant Operator Trainee; Replace Operations Manager Position – New Position – Mr. Brillling stated there is currently no one in the Wastewater Treatment Plant Operator Trainee position. The position is on the Staffing Pattern but unfilled; listed as zero. He stated this Wastewater Treatment Plant Operator Trainee position will for now replace the Operations Manager position noting he is not giving up that position as a fillable position. He stated it is a necessary position but they are not able to fill it right now with a qualified candidate. He stated at that job level, the pool is very shallow. He hopes to get an Operator Trainee in the position with some math/science background and fast track that person over a three to five year period. To get to the necessary operator license, you need three to five years of experience. The Personnel Director stated the request is to fill and create the position of Wastewater Treatment Plant Operator Trainee and keep the Operations Manager position on the Staffing Pattern as zero and Mr. Brillling confirmed. A motion to approve adding (1) Wastewater Treatment Plant Operator Trainee position to the Staffing Pattern was moved by Mr. Suprenant, seconded by Mr. Shay and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- a) Community Services Worker – Backfill due to resignation following a long term FMLA absence – A motion to approve backfill, Community Services Worker, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

PUBLIC WORKS:

- a) Highway Worker II – Backfill due to retirement at Hebron Barn - A motion to approve backfill, Highway Worker II, due to a retirement at the Hebron Barn was moved by Mr. O'Brien, seconded by Mr. Pitts and adopted.
- b) Seasonal Highway Worker I (10) – A motion to approve Seasonal Highway Worker I ten (10) positions was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

OTHER BUSINESS:

- A) CLIP (County Lifestyle Improvement Program) Wellness Fair is scheduled for May 10th from 10AM – 2PM. The Human Services Committee approved the purchase of T-shirts for the giveaway.
- B) CLIP Purchase Request for 2017 – The Personnel Director has a budgeted amount for the purchase of items for the CLIP program and would like approval for items such as a CLIP banner, tickets for CLIP Wellness Fair, water bottles, mugs, and salad bowls with the CLIP/County logo. A motion to authorize blanket approval of CLIP items with CLIP/County logo for up to the amount budgeted was moved by Mr. Shay and seconded by Mr. Pitts. Discussion. Mr. Shaw asked if this was a grant and it is not and stated then it is taxpayer dollars. It was stated this comes out of our health insurance premiums. The Treasurer stated the claims are under what is being put in the fund. The Treasurer stated this is money the employees have put into the fund and not used. He stated we are reinvesting \$10,000 of that to drive the claims down even lower. The Personnel Director stated the employees are very interested in the Lifestyle Improvement program and very appreciative that the County is

backing up this program. The Clerk asked if this was employer and employee contributions and the Treasurer confirmed. A motion to authorize blanket approval of CLIP items with CLIP/County logo for up to the amount budgeted was moved by Mr. Shay, seconded by Mr. Pitts and adopted

- C) DPW Safety Days scheduled for June 21st and 22nd at the County Fairgrounds. The Personnel Office has been working very closely with the Safety Officer with programming. This program is designed for DPW staff and town highway staff.
- D) NYSAPCSO Conference scheduled for June 4th – 7th in Corning, NY. Requesting permission to attend with one employee and the cost is \$1,279.50; \$50 registration, mileage, accommodations three nights and food. A motion to approve overnight stay associated with NYSAPCSO conference was moved by Mr. Suprenant, seconded by Mr. Pitts and adopted.
- E) Department Head Evaluations – Schedule attached. The County Administrator stated the department head will complete the evaluation form, he will have a pre-conference with the department head prior to the evaluation to let them know what his written input to the Board is going to be, he will meet with the committee to go over the evaluation and then the department head will meet with the committee. The Personnel Committee will conduct the interviews.
- F) Conducting Civil Service Agility Exams – The Personnel Office has taken on conducting the civil service agilities for the correction officers' exam. They already conduct the agility test for the police and deputy sheriffs. Requesting to purchase shirts for her office staff with the County logo to wear at the agilities and civil service exams. The Sheriff's Department assists with the agilities and they have shirts with logos. She would like these shirts for identification purposes and has the funds in her budget. A motion to approve purchase of shirts with logo for Personnel staff (4 staff - two shirts per person, one long sleeve and one short sleeve) up to \$300 was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

Buildings & Grounds Position – Government Operations Chairman O'Brien updated the committee on the interviews for the Buildings and Grounds Trainee position. Interviews were conducted, plans to conduct a walkthrough of the building on Monday March 13th, requesting an executive session on Friday March 17th to discuss the two candidates and conduct the second interviews at the March 20th Government Operations Committee meeting.

The meeting adjourned at 9:37 A.M.

*Respectfully submitted,
Debra Prehoda, Clerk
Washington County Board of Supervisors*



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Personnel Committee Mtg.

Agenda for Thursday, February 9, 2017

Chairman LaPointe, Supervisors O'Brien, Pitts, Shay, Suprenant

1. Staffing Requests

Public Defender – Backup On-Call Attorney

Probation – Probation Officer (Backfill)

Sewer District – Laborer F/T (New Position) *staffing pattern

Wastewater Treatment Plant Operator Trainee (New); Replace Operations Manager
*staffing pattern

2. Other Business

CLIP Wellness Fair – May 10th 10am – 2pm

CLIP Purchase Requests for 2017 using CLIP/County Logo for items such as:

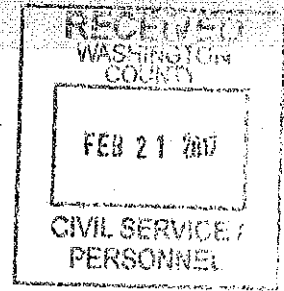
CLIP Banner, Tickets for CLIP Wellness Fair, Water Bottles, Mugs, Salad Bowls

Safety Days – June 21 & 22

NYSAPCSO Conference- June 4-7

Department Head Evaluation Schedule

**Personnel Committee
Position Fill Request Form**



Date: February 14, 2017

Department: Probation

Is the Request for a Backfill or New Position? Backfill

Title of Civil Service Position: Probation Officer

Civil Service Competitive or Non-Competitive? Competitive

Pay Rate/Salary of Last Person in Position: \$22.10 / hour

Base Rate/Salary if Filled: \$21.10 / hour

Number of Hours/Week: 35

Reason Position is Being Vacated: Resignation

Date the Position will be Vacated: March 2, 2017

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

If a Full Time Position, Could it be a Temporary or Part-Time Position? No

How Many Positions of the Same Title are in the Unit/Department? 8

What is the Source for Funding the Position? OPCA Block Grant

**Personnel Committee
Position Fill Request Form**

Date: February 21, 2017 Department: WCSD #2

Is the Request for a Backfill or New Position?

NEW POSITION

Title of Civil Service Position:

Laborer

Civil Service Competitive or Non-Competitive?

CIVIL SERVICE

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

GRADE 7 (\$13.96)

Number of Hours/Week:

40

Reason Position is Being Vacated:

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?

1

What is the source of the funding?

GB.8000.8130.1 and GB.8000.8131

Position Fill Request Form

Department: WCSD #2 Date: 3/1/17

Title of Civil Service Position: Wastewater Treatment Operator Trainee

Number of Hours/Week: 40

Pay Rate/Salary of last person in the position:

Base Rate/Salary of position: \$/ hr Grade
II \$ 18.07 /hr.

Date position will be vacated: Now

Why is the position being vacated? N/A

Is there a position with similar duties? No

Could the duties of this position be shared among others in the department? no

If this is a full-time position, could it be a part-time or a temporary position? No

How many positions with the same title in the unit/department? 0

Are the duties of this position essential to the department? yes

What is the source of funding for this position? GB8130.1

**Personnel Committee
Position Fill Request Form**

Date: 3/7/17

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Community Services Worker

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.78

Base Rate/Salary if Filled:

\$13.96

Number of Hours/Week:

40

Reason Position is Being Vacated:

resignation, following a long term FMLA absence

Date the Position will be Vacated:

there is a temp in the slot at this time, notice from permanent incumbent states 3/17/17

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, at least not efficiently, it would result in Caseworkers transporting clients rather than this lower graded position

Could this position be Part-Time?

no

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

1

What is the source of the funding?

program specific, at least 75% covered through State and Federal

****If New position, provide backup on the funding (position + fringe benefits)****

Personnel Committee
Position Fill Request Form

Date: 03-09-17 Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Highway Worker II

Civil Service Competitive or Non-Competitive?

Non

Pay Rate/Salary of Last Person in Position:

\$19.69

Base Rate/Salary if Filled:

\$17.59

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

March 9, 2017

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?

37

What is the source of the funding?

2017 Budget

**Personnel Committee
Position Fill Request Form**

Date: 03-09-17 Department: DPW

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Seasonal Highway Worker I

Civil Service Competitive or Non-Competitive?

Non

Pay Rate/Salary of Last Person in Position:

\$15.56

Base Rate/Salary if Filled:

\$15.83

Number of Hours/Week:

40

Reason Position is Being Vacated:

Seasonal

Date the Position will be Vacated:

Fall, 2016

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?

10

What is the source of the funding?

2017 Budget

2017 Department Head Performance Evaluation Schedule

Tuesday, April 25th

9:00am – 12:00pm

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

Wednesday, April 26th

12:45pm - 3:45pm

1:00	Chadwick, Laura	Director of Real Property Tax Services
1:30	Steves, Harrison	Superintendent of County Buildings
2:00	DePalo, Andy	Director Veterans Services
2:30	Buxton, Jim	Code Enforcement Administrator
3:00	Pratt, Karen	IT Director

Monday, May 1st

9:00am – 12:15pm

9:15	Haskins, Steve	Superintendent of Public Works
9:45	Gosnell, Glen	Director of Public Safety
10:15	Bristol, Glenn	Fire Coordinator
10:45	Sullivan, Dan	Director of Weights and Measures
11:00	White, Anthony	Probation Director
11:30	Mercure, Michael	Public Defender

Wednesday, May 3rd

9:00am – 12:15pm

9:15	Tom Cioffi	Supervising Attorney
9:45	Mitchell-Cantanucci, Gina	Director Office of the Aging
10:15	Hunt, Patricia	Public Health Director
10:45	DeLorme, Tammy	Commissioner of Social Services
11:15	Oswald, Laura	Economic Development Coordinator