

PERSONNEL COMMITTEE MEETING MINUTES

April 10, 2018

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Fedler, O'Brien, Hogan
PERSONNEL COMMITTEE MEMBERS ABSENT: Idleman
SUPERVISORS: Henke, LaPointe, Shaw, Moore, Middleton, Campbell, Clary, Rozell
Debra Prehoda, Clerk
Al Nolette, Treasurer
Melissa Fitch, Personnel Director
Public

Roger Wickes, County Attorney
Chris DeBolt, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – March 6, 2018
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A) Public Safety – New – Communication Center Supervisor In lieu of Backfilling Emergency Management Coordinator – Staffing Pattern Change
- 4) Other Business
 - A) Long Term Sick Leave Bucket
 - B) Employee Handbook 7.008 Health Insurance Eligibility
- 5) Adjournment

Chairman Hicks called the meeting to order at 9:33 A.M.

A motion to approve the minutes of the March 6, 12, 14, & 28, 2018 meetings was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

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

PUBLIC SAFETY:

- Communications Center Supervisor In lieu of Backfilling Emergency Management Coordinator – Tim Hardy, Deputy Director, addressed the request for this new 40 hours per week position and distributed the attached handout. The current Supervisors in the communication center are working active Communication Officers. Mr. Shaw would like this backfill to wait until budget time. The Director and Deputy Director cannot continue to cover the duties of the Emergency Management Coordinator's position. If approved for this position it would alleviate some of their responsibilities in the communications center and allow them time to assume the duties of the Emergency Management Coordinator. The critical need in the department is in the communication side of operations. Mr. Hogan asked if this was a critical position and the Deputy Director responded yes. They have funds within the budget due to breakage and the additional funds needed for this position in future would come from the PSAP grant. Chairman Hicks stated if approved then ensure this change remain budget neutral. A motion to approve new Communications Center Supervisor and eliminate Emergency Management Coordinator position and amend Staffing Pattern was moved Mr. O'Brien, seconded by Mrs. Fedler and adopted.

PUBLIC HEALTH:

- Kathy Jo McIntyre, Deputy Director, addressed a request to create a temporary part time Clerk at Grade 7 – 20 hours per week for archiving records. Public Health has an open nursing position and that breakage would fund this position. Public Health discussed this request at the Health and Human Services Committee meeting and explained that they are required to retain these records for up to 21 years and need access to these records. The Personnel Director will meet with the Public Health Director and bring this request back to committee on Thursday for consideration.

BUILDINGS AND GROUNDS – PARKS & RECREATION:

- Park Manager (2) – Backfill – A motion to approve backfills, two (2) Park Manager positions, was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.
- Lifeguards/Laborers (13) – Backfills - A motion to approve backfills, thirteen (13) Lifeguard/Laborer positions, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

EMPLOYEE HANDBOOK 7.008 HEALTH INSURANCE ELIGIBILITY – Request to change handbook that new hires will become eligible for Health Insurance and Dental coverage effective the 1st day of the month following the employees date of hire. Jaeger and Flynn, Health Insurance Broker, are requesting this change due to a concern with ACA start dates, it is a compliance issue, and it is administratively problematic for them. Another change requested is the application must be in to the carrier thirty (30) days from the qualifying event rather than 60 days previously. Handout attached details these changes. A motion to approve change to new hire eligibility date for health insurance and dental coverage was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted. A motion to change qualifying event application into carrier from 60 days to 30 days was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted.

LONG TERM SICK LEAVE BUCKET – The employee earns the sick time but on their anniversary date loses those days if they are at the maximum. The Treasurer changed his proposal to use the 205 days first and then tap the long-term bucket. The Treasurer does not accrue sick time and does not benefit from this proposal as an elected official. Discussion ensued. The Treasurer brought this forward out of fairness. A motion to forward to the full Board resolution to create long term sick leave bucket was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted. Mr. Hogan opposed.

OTHER BUSINESS: None.

A motion to recess until Thursday April 12th at 9:20 AM was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

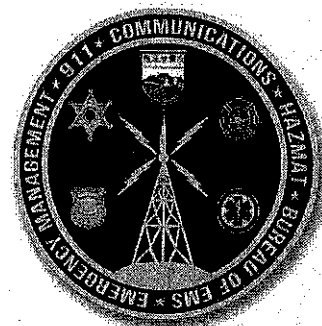


WASHINGTON COUNTY DEPARTMENT OF PUBLIC SAFETY

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April 10, 2018

Washington County Board of Supervisors
 Members of the Personnel Committee;

As discussed at the Public Safety Committee meeting on March 27th, we reviewed the needs of our department, our 911 Communications Center and those that rely on our operation with the Personnel Director and County Administrator, we took an in depth look at how the recent resignations affect our operation and staffing and what would best fit the needs of all to ensure the operation functions effectively and efficiently for those that rely upon it.

It is our proposal and recommendation that we move forward with the following personnel changes which will address our needs:

REQUEST FOR POSITION RE-ALLOCATION WITHIN DEPARTMENT

REQUEST TO RE-ALLOCATE THE FOLLOWING POSITION

EMERGENCY MANAGEMENT COORDINATOR

- Grade 14, former employee was at 4th Year Step: \$22.67 /hr
- Civil Service, 35 Hour Position
- Vacant since: 03/07/2018
- If vacant through 05/01/2018, **savings of \$6,347.60**

TO THE POSITION NOTED BELOW

COMMUNICATIONS CENTER SUPERVISOR

- Grade 17, base will be at \$24.72 /hr (approximately \$2/hr above the current Supervising Communications Officer base)
- Civil Service, 40 Hour Position
- Available to provide immediate assistance in Communications with issues and urgent increase in activity needs

ADDITIONAL SAVINGS IN PERSONNEL CHANGES

COMMUNICATIONS OFFICER (12 YEAR) resigned, will be replaced with a new **COMMUNICATIONS OFFICER (Base)**, difference of \$3.70/hr, overall for the year, estimated **cost savings of \$9,174.46**.

Respectfully Submitted,

Glen P. Gosnell
 Director

Timothy R. Hardy
 Deputy Director



WASHINGTON COUNTY
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Personnel Committee Mtg. April 10, 2018
Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

I. Staffing Requests

Public Safety

New- Communications Center Supervisor in lieu of backfilling Emergency
Management Coordinator
*Staffing Pattern Change

2. Other

Long Term Sick Leave Bucket
Employee Handbook 7.008 Health Insurance Eligibility

Personnel Committee
Position Fill Request Form

Date: 4/4/18 Department: B&G Parks & Rec

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Park manager

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$6532

Base Rate/Salary if Filled:

\$7022

Number of Hours/Week:

varies

Reason Position is Being Vacated:

2017 season ended

Date the Position will be Vacated:

9/18/17

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

Could this position be Part-Time?

no

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

2

What is the source of the funding?

Budget

Personnel Committee
Position Fill Request Form

Date: 4/4/18 Department: B&E Parks & Rec

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Lifeguard/Laborer

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$12.88

Base Rate/Salary if Filled:

\$13.20

Number of Hours/Week:

VARIES

Reason Position is Being Vacated:

2017 season ended

Date the Position will be Vacated:

9/18/17

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

Could this position be Part-Time?

no

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

13

What is the source of the funding?

Budget

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 01/15/10	Page 2

Section 3. Enrollment

An employee can enroll into the Washington County Health Insurance Plan and/or Dental Insurance Plan under the following circumstances:

A. **New Hire** A schedule shall be utilized for determination of health/dental insurance start dates for those employees qualifying for such coverage. A chart illustrating the effective dates of coverage based on the Payroll Period in which the new hire is first issued pay will be distributed to new hires in their new hire packets and posted by the Treasurer's Office annually on the County's shared drive. Based on the chart, a new hire shall be eligible for Health Insurance coverage the first full month following the first paycheck.

Elected Officials will be eligible for Health Insurance coverage the first day of their term. One full month's deduction will be taken from the first full paycheck. If the first full paycheck does not support the amount due, the remaining amount will need to be paid directly to the Treasurer's Office by the Elected Official no later than the twentieth day of the month or the date of the second paycheck of the month, whichever is later.

B. **Scheduled Annual Open Enrollment Period** Washington County holds an annual open enrollment for each health insurance and dental insurance contract year.

C. **Qualifying Events** the only time that an active employee may enroll or make changes in their health/dental insurance coverage under the County's plan outside the "open enrollment" period is when a qualifying event occurs, such as:

- Marriage (requires legal documentation)
- Birth of a child
- Adoption of a child (requires legal documentation)
- Legal guardianship (requires legal documentation)
- Involuntary loss of coverage (requires proof of loss of coverage)

***EMPLOYEES MUST HAVE THEIR APPLICATION INTO THE TREASURER'S OFFICE WITHIN SIXTY (60) DAYS OF THE "QUALIFYING EVENT". IF THE TREASURER'S OFFICE DOES NOT HAVE YOUR APPLICATION WITHIN SIXTY (60) DAYS OF THE EVENT DATE, YOU CAN NOT SUBMIT AN APPLICATION FOR THIS CHANGE UNTIL THE NEXT ANNUAL OPEN ENROLLMENT IN JUNE. NO EXCEPTIONS WILL BE MADE. EMPLOYEES WILL BE RESPONSIBLE FOR THE PREMIUM BACK TO THE EVENT DATE (i.e. If you notify the County thirty (30) days after the "Qualifying Event", your next payroll check will show a deduction for the health insurance and/or dental insurance premium for the prior month in addition to the current month's health insurance and/or dental insurance premium due).**

Important

An employee or retiree who is eligible for coverage and has elected not to enroll in the Washington County health insurance plan during his or her active employment may enroll in a plan during open enrollment or based on a qualifying event while actively employed by the County as well as after retirement from the County.

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 04/20/18	Page 2

Section 3. Enrollment

An employee can enroll into the Washington County Health Insurance Plan and/or Dental Insurance Plan under the following circumstances:

- * A. **New Hire** will become eligible for Health Insurance and Dental coverage effective the 1st day of the month following the employees date of hire.

Elected Officials will be eligible for Health Insurance coverage the first day of their term. One full month's deduction will be taken from the first full paycheck. If the first full paycheck does not support the amount due, the remaining amount will need to be paid directly to the Treasurer's Office by the Elected Official no later than the twentieth day of the month or the date of the second paycheck of the month, whichever is later.

- B. **Scheduled Annual Open Enrollment Period** Washington County holds an annual open enrollment for each health insurance and dental insurance contract year.

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- Marriage (requires legal documentation)
- Birth of a child
- Adoption of a child (requires legal documentation)
- Legal guardianship (requires legal documentation)
- Involuntary loss of coverage (requires proof of loss of coverage)

- * The application must be in to the carrier thirty (30) days from the "qualifying event" (As required by the carrier). Employees should complete the application with the change and submit it to the Personnel Office prior to the thirty (30) day cut-off. If the application is not received by Carrier within the thirty (30) days of the event date, the change cannot take place until the next Health/Dental Insurance Open Enrollment Period.

- D. **Employee/Retiree**

An employee or retiree who is eligible for coverage and has elected not to enroll in the Washington County health insurance plan during his or her active employment may enroll in a plan during open enrollment or based on a qualifying event while actively employed by the County as well as after retirement from the County.