

PERSONNEL COMMITTEE MEETING MINUTES  
APRIL 12, 2018 RECONVENED FROM APRIL 10, 2018

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Henke, LaPointe, Shaw, Moore, Middleton, Haff, Campbell, Skellie, Clary, Shay, Rozell

Sandy Huffer, Dep. Clerk

Chris DeBolt, County Administrator

Sheriff Murphy

Tina McDougall, PH Fiscal

Al Nolette, Treasurer

Melissa Fitch, Personnel Director

Kathy Jo McIntyre, Asst. Dir. Public Health

Chairman Hicks called the Personnel Committee meeting recessed April 10, 2018 back into session at 10:08 AM.

#### SHERIFF

Sheriff Murphy addressed the committee regarding hiring outside of the county in hopes that they can attract experienced candidates, lateral transfers. He has a candidate for a Correction Officer position from Warren County and would like to be able to hire the candidate on step for previous experience. In 2005, the Board of Supervisors passed a resolution authorizing the hiring of Deputy Sheriffs on salary step credit for previous service time. This is for pay purposes only. Seniority and benefits would be based on the date of hire. The Sheriff is asking that the same be allowed for Correction Officers. The Personnel Officer added there is a value in hiring experienced CO's and the county would save on training costs. A motion for a resolution authorizing the hiring of Correction Officers on salary step credit for previous service time, was moved by Mrs. Fedler, seconded by Ms. Idleman and adopted.

#### BUILDINGS & GROUNDS

There is a vacancy in Buildings & Grounds for a Building Maintenance Helper due to a promotion approved in February after a retirement. A motion to approve backfilling a Building Maintenance Helper position, was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

#### PUBLIC HEALTH

Confidential medical records for the divested CHHA, LT & Hospice programs must be archived and accessible. Public Health has determined a procedure to print these records to a searchable PDF file. They are requesting a temporary Clerk for twenty hours a week for up to six months. A motion to approve a temporary Clerk in Public Health for up to twenty hours a week for up to six months, was moved by Ms. Idleman, seconded by Mr. O'Brien. Discussion. Kathy Jo McIntyre, Assistant Director stated that they are hoping to get a retiree from Public Health who is familiar with the system to do this work. Mr. Shaw stated there are other avenues to do this that are less costly and asked if they could use a welfare to work person. This is confidential HIPPA regulated information. They have funds in their budget due to savings from an Infectious Control nursing position that they have not been successful filling. A motion to approve amending the staffing pattern for a temporary Clerk in Public Health for up to twenty hours a week for up to six months, was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.

#### SICK TIME – LONG TERM

Mr. Shaw asked if it was determined whether there is a cost to create a long term sick bank. The Treasurer stated that there is a potential cost if the Board decided to do this. Mr. Shaw asked if there is a potential cost, should this go to the Finance Committee. Chairman Hicks stated this is a handbook change and will go out to the full Board. There is no current budget impact in passing the resolution. Mr. Haff asked what prompted this to the forefront now. The Treasurer stated there is no specific instance or person but is something in the handbook that came to his attention that he feels is unfair. What is unfair is that an employee who does not take any sick time is not getting the same benefit as an employee who uses their sick time as soon as they earn it. An employee who is at the county maximum and doesn't use any sick time this year, will have the sick days earned this year swept. Chairman Hicks reiterated that this will be considered by the full Board. Mr. Moore added that the Personnel Committee changed this resolution from last month in that the long term sick bank can only be used after the county maximum has been exhausted.

#### CHIEF INFORMATION OFFICER & CYBER SECURITY OFFICER

Draft resolutions distributed (attached). A motion to forward to the Finance Committee a recommendation to create the position of Chief Information Officer in the IT department at a base salary of \$85,000 effective May 1, 2018, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted. A motion to forward to the Finance Committee a recommendation to create the position of Cyber Security Officer at a base salary of \$60,000 within the County Attorney's office effective May 1, 2018, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

The meeting adjourned at 10:32 AM.

*Respectfully submitted,  
Sandy Huffer, Deputy Clerk  
Board of Supervisors*

WHEREAS, Washington County undertook an Information Technology Needs Analysis in 2017, and;

WHEREAS, the resulting report from that analysis recommended the creation of a Chief Information Officer position to head the Information Technology Department, and;

WHEREAS, the Information Technology Committee has also recommended the restricting of the Information Technology Department and the creation of this position, and;

WHEREAS, based on the recommendations of the Information Technology Needs Analysis and the Information Technology Committee, the position of Chief Information Officer will replace the current position of Director, Data Processing, now therefore be it;

RESOLVED, the position of Chief Information Officer is hereby created, and may it be further

RESOLVED, the position of Director, Data Processing is hereby eliminated, and may it be further

RESOLVED, the position of Director, Data Processing is hereby removed from the Information Technology Department Staffing Patterns and the Exempt Salary Schedule, and may it be further

RESOLVED, the position of Chief Information Officer is hereby added to the Information Technology Department Staffing Pattern, and may it be further

RESOLVED, the title of Chief Information Officer is hereby added to the Exempt Salary Schedule at an annual salary of \$85,000, and may it be further

RESOLVED, these changes to the Information Technology Staffing Pattern and the Exempt Salary Schedule shall take effect **May 1<sup>st</sup>, 2018**.

BUDGET IMPACT STATEMENT: The current Director of Information Technology has a salary of \$79,957; the new salary of the Chief Information Officer is created at \$85,000. This is a difference of \$5,043.

WHEREAS, Washington County has undergone a Cybersecurity Risk Assessment conducted by the Gray Castle consulting firm, and

WHEREAS, this Cybersecurity Risk Assessment has identified a number of vulnerabilities in the County's current Information Technology policies, procedures and infrastructure, and

WHEREAS, the Board of Supervisors has indicated its intentions to address and ameliorate these vulnerabilities, and

WHEREAS, the Information Technology Committee has recommended the creation of a Cyber Security Officer position to spearhead the initiatives outlined in the Gray Castle report, now therefore be it

RESOLVED, effective **May 1<sup>st</sup>**, the position of Cyber Security Officer is hereby created and placed on the Exempt Salary Schedule at an annual salary of \$60,000, and may it be further

RESOLVED, effective **May 1<sup>st</sup>**, the Staffing Pattern of the County Attorney's Office is hereby amended to add the position of Cyber Security Officer, and may it be further

RESOLVED, that in order to accommodate the salary of this new position, the County Treasurer is hereby authorized and directed to make the following amendment to the 2018 County Budget:

Increase Appropriation:

|            |                                    |          |
|------------|------------------------------------|----------|
| A.1420.121 | County Attorney – Regular Earnings | \$43,300 |
|------------|------------------------------------|----------|

Decrease Appropriation:

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|------------|------------------------------------|----------|
| A.1680.121 | Data Processing – Regular Earnings | \$10,800 |
|------------|------------------------------------|----------|

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| A.4004.121 | Public Health – Regular Earnings | \$25,900 |
|------------|----------------------------------|----------|

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|--------|-------------|-----------------|
| A.1990 | Contingency | <u>\$ 6,600</u> |
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|  |  |          |
|--|--|----------|
|  |  | \$43,300 |
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BUDGET IMPACT: This will leave a balance of \$145,379 in the General Fund Contingency Account