

PERSONNEL COMMITTEE MEETING MINUTES
APRIL 13, 2017

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Pitts

SUPERVISORS: Henke, Gang, Shaw, Moore, Campbell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, Treasurer

Melissa Fitch, Personnel Director

Chris DeBolt, County Administrator

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – March 9, 2017
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Staffing Requests
 - 1) Buildings & Grounds
 - a. Building Maintenance Helper – Temporary – Backfill
 - 2) DPW
 - a. Pavement Management Summer Intern - Backfill
- 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 9:06 A.M.

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

STAFFING REQUESTS:

BUILDINGS & GROUNDS

a) Building Maintenance Helper – Temporary - Backfill – A motion to approve backfill, Building Maintenance Helper Temporary due to a promotion and pending passing civil service exam was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

DEPARTMENT OF PUBLIC WORKS

a) Pavement Management Summer Intern – Backfill – A motion to approve backfill, Pavement Management Summer Intern, was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

DEPARTMENT OF SOCIAL SERVICES

a) Caseworker – Backfill – A motion to approve backfill, Caseworker due to an anticipated resignation May 1st – 15th, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

OTHER BUSINESS:

- Retirement Plaques May Board of Supervisors Meeting – Four plaques for presentation at the May Board meeting.
- 2017 Department Head Evaluations April 25th, 26th, May 1st and May 3rd, schedule attached
- National Walk at Lunch Day April 27, 2017, flyer attached.
- Health Insurance Open Enrollment – May 3rd, 4th and 10th
- CLIP Wellness Fair May 10th from 10AM – 2PM

The meeting adjourned at 9:14 A.M.

Respectfully submitted,

Debra Prehoda, Clerk Washington County Board of Supervisors



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Personnel Committee Mtg.
Agenda for Thursday, April 13, 2017
Chairman LaPointe, Supervisors O'Brien, Pitts, Shay, Suprenant

1. Staffing Requests

Buildings & Grounds-
Building Maintenance Helper – Temporary- Backfill

DPW-
Pavement Management Summer Intern- Backfill

DSS-
Caseworker – Backfill

2. Other Business

Retirement Plaques – May BOS Meeting
2017 Department Head Evaluations April 25, 26 & May 1, 3
National Walk at Lunch Day April 27, 2017
Health Insurance Open Enrollment – May 3, 4, 10
CLIP Wellness Fair May 10th 10am- 2pm

**Personnel Committee
Position Fill Request Form**

Date: 3/10/2017 Department: Buildings + Grounds

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Bld. Maint Helper - Temp

Civil Service Competitive or Non-Competitive?

Non-competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

13.96

Number of Hours/Week:

40

Reason Position is Being Vacated:

promotion - provisional

Date the Position will be Vacated:

9/8/2016

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?

Temp is needed

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

10

What is the source of the funding?

2017 Budget

**Personnel Committee
Position Fill Request Form**

Date: 03-30-17 Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Pavement management
Summer Intern

Civil Service Competitive or Non-Competitive?

Non

Pay Rate/Salary of Last Person in Position:

\$16.01

Base Rate/Salary if Filled:

\$16.25⁵

Number of Hours/Week:

40

Reason Position is Being Vacated:

Return to School

Date the Position will be Vacated:

August, 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?

1

What is the source of the funding?

2017 Budget

**Personnel Committee
Position Fill Request Form**

Date: 4/12/17 **Department:** Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Caseworker

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$21.88

Base Rate/Salary if Filled:

\$21.10

Number of Hours/Week:

40

Reason Position is Being Vacated:

going to work for HHHN

Date the Position will be Vacated:

anticipated 5/1-5/15

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?

32

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost

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

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

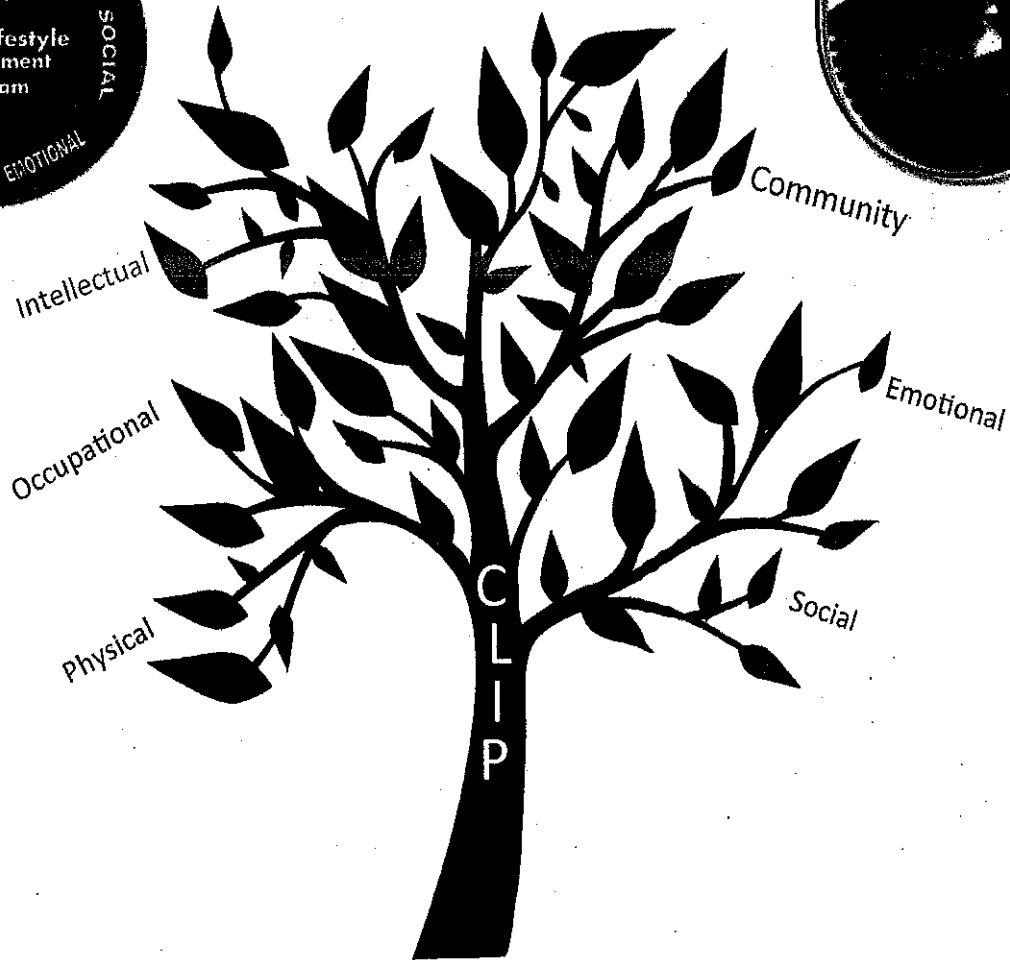
Wednesday, May 3rd

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

National Walk at Lunch Day

April 27, 2017



National Walk @ Lunch Day is the first step toward making a big difference in the health of all Americans.

When done briskly on a regular basis, walking can help:

**Decrease the risk of heart attack and type-2 diabetes,
Control Weight, Improve Muscle Tone,
and Reduce Stress, among other benefits.**

We can take the first step toward a healthier life on April 27th.

**This Walk at Lunch is an easy and fun way to begin a walking routine
to improve our health and well-being.**

What can you do? Anytime on April 27th take a walk!