

PERSONNEL COMMITTEE MEETING MINUTES
JUNE 5, 2018

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Moore, Shaw, Clary, Rozell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, Treasurer

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Director

Sheriff Murphy

Media & Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 8 & 18, 2018
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A) Sheriff – Fill Special Patrol Officer (8)
 - B) Real Property – Account Clerk (Backfill)
 - C) Buildings & Grounds – Account Clerk – Upgrade to Senior Account Clerk
 - D) Personnel – Backfill Civil Service Technician Upon Retirement with Account Clerk
- 4) Other Business
 - A) Retirement Plaque – IT Employee – June Board Mtg.
- 5) Adjournment

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

A motion to approve the minutes of the May 8 and 18, 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.

SHERIFF:

- Special Patrol Officer (8) – Eight Special Patrol Officers were added to the Staffing Pattern at a Grade 13 \$20.59 per hour and requesting to fill those positions. There is a scheduled training for these positions in July. A motion to approve filling eight (8) Special Patrol Officers was moved by Mr. O'Brien and seconded by Mr. Hogan. Discussion. The Sheriff met with the School Superintendents yesterday and advised them he would provide a contract by the end of the week. Ms. Idleman is unhappy with the order in which this was done. She is not comfortable with the process that has been gone through. The motion to approve filling eight (8) Special Patrol Officers was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted. Ms. Idleman opposed.

REAL PROPERTY:

- Account Clerk – Backfill - A motion to approve backfill, Account Clerk, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

BUILDINGS & GROUNDS:

- Account Clerk – Upgrade to Senior Account Clerk – The Personnel Director stated several months ago the Buildings and Grounds Superintendent advertised for a Senior Account Clerk but was unable to find a Senior Account Clerk at that time so he hired an Account Clerk who could train and move into the Senior Account Clerk title. The person has been in that position for a considerable amount of time and he would like to upgrade that position to Senior Account Clerk and has the funds within his budget. The Staffing Pattern already lists Senior Account Clerk so no change required. A motion to approve upgrade of Account Clerk in Buildings and Grounds to Senior Account Clerk was moved by Mrs. Fedler and seconded by Mr. Hogan. Discussion. Mr. Shaw, Budget Officer, asked if this is the position that went

from 35 to 40 hours a week and the Personnel Director responded yes. His concern is the impact to the budget. Mr. Hicks stated the position was budgeted as a Senior Account Clerk but paying for an Account Clerk so money has been saved. The motion to approve upgrade of Account Clerk in Buildings and Grounds to Senior Account Clerk was moved by Mrs. Fedler, seconded by Mr. Hogan and adopted.

PERSONEL:

- Account Clerk – Backfill Civil Service Technician Upon Retirement with Account Clerk – The Personnel Department has a Civil Service Technician at \$26.39 retiring at the beginning of August and requesting to backfill with an Account Clerk at \$15.48 per hour. A motion to approve backfill of Civil Service Technician in the Personnel Department with an Account Clerk was moved by Mr. O'Brien and seconded by Mrs. Fedler. Discussion. The Personnel Director stated because she has a significant savings due to backfilling with an Account Clerk and if she can find a candidate would bring them in a week or two ahead of the retirement date. Their work log is high and training this new employee will pull someone away from their workload. For budget, she is looking at a position between herself and the two Personnel Clerks because she will not have the Civil Service Technician anymore and would be looking to backfill at that time. She may ask for a position to promote someone into at budget time but not another person. She is looking for a backup because she does not have a Deputy. The Civil Service Technician title is competitive and an exam would be promotional and a provisional appointment could be made. The Civil Service Technician position can be removed from the Staffing Pattern upon her retirement. The motion to approve backfill of Civil Service Technician in the Personnel Department with an Account Clerk was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

OTHER BUSINESS:

Retirement plaque will be presented at the June 15th Board meeting to Paula Simms, retired from IT Department.

Handbook Changes: The Personnel Director stated after discussions yesterday with the Sheriff, Captain LeClaire, County Administrator and School Superintendents she is recommending two handbook changes regarding the Special Patrol Officer:

- Section #7.008 Section 2 – The Special Patrol Officers being full time employees would normally be eligible for health and dental insurance. The Sheriff stated the County would not want to be contributing towards this coverage. Recommends adding the following wording to Section #7.008 Section 2: Special Patrol Officers will contribute 100% of the Premium for Health and Dental Insurance. This is only if they opt to take our insurance which is unlikely because they are all retirees. A motion to move to the full Board an amendment to the Employee Handbook Section #7.008 adding Special Patrol Officers will contribute 100% of the Premium for Health and Dental Insurance was moved by Mr. O'Brien and seconded by Mr. Hogan. Discussion. Ms. Idleman asked if this is adding liability concerns to the County. The County Administrator stated the additional liability costs for the County will be \$1,500 per officer per school year. The County Attorney stated for every employee you add you increase the liability exposure. The Personnel Director stated the County is taking on the risk of Workers Compensation; the County would be responsible. The motion to move to the full Board an amendment to the Employee Handbook Section #7.008 Section 2: Special Patrol Officers will contribute 100% of the Premium for Health and Dental Insurance was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted. Ms. Idleman opposed.

- Section #7.000 – Benefit Time – The Personnel Director recommends adding the following wording to Section #7.000: Special Patrol Officers are exempt from all active employee benefits with the exception of statutory benefits provided through Federal and Government mandates. A motion to move to the full Board an amendment to the Employee Handbook Section #7.000 adding Special Patrol Officers are exempt from all active employee benefits with the exception of statutory benefits provided through Federal and Government mandates was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted. Ms. Idleman opposed.

The meeting adjourned at 9:49 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



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Personnel Committee Mtg. June 5, 2018

Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

Staffing

Sheriff-

Fill - Special Patrol Officer (8)

Real Property-

Backfill - Account Clerk

Buildings & Grounds

Account Clerk - upgrade to Senior Account Clerk

*Already in Staffing Pattern

Personnel

Backfill Civil Service Technician with Account Clerk

*Staffing Pattern Change

Other-

Retirement Plaque - IT Employee - June Board Mtg.

Employee Handbook Updates

Personnel Committee
Position Fill Request Form

Date: 5/29/18 Department: Real Property Tax Serv.

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Account Clerk
Civil Service Competitive or Non-Competitive?	Competitive
Pay Rate/Salary of Last Person in Position:	\$16.02
Base Rate/Salary if Filled:	\$15.10
Number of Hours/Week:	35
Reason Position is Being Vacated:	deceased
Date the Position will be Vacated:	May 24, 2018
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?	None
What is the source of the funding?	Budget

RECEIVED
WASHINGTON COUNTY

MAY 29 2018

CIVIL SERVICE /
PERSONNEL

**Personnel Committee
Position Fill Request Form**

Date: 5/29/18

Department: Buildings + Grounds

Is the Request for a Backfill or New Position?

Title of Civil Service Position:

Senior Account Clerk

Civil Service Competitive or Non-Competitive?

Civil Service

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

\$17.70

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?

—

What is the source of the funding?

Budget

* Position already exists in staffing pattern.

* Upgrade Acct Clerk to Senior Account Clerk
\$15.48/hr → \$17.70/hr

**Personnel Committee
Position Fill Request Form**

Date: May 30, 2018

Department:

Personnel

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Civil Service Technician

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$26.39/hr

Base Rate/Salary if Filled:

Account Clerk \$15.48/hr

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

August 8, 2018

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?

2018 Budget

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 06/15/18	Page 1

Washington County Health/Dental Insurance

Washington County offers Health Insurance coverage to all eligible employees. Dependents are defined as employee's spouse or children up through age 26.

The County will offer Dental Insurance coverage to active employees only. Retirees are not covered under the County's Dental Plan.

Section 1. Employee Eligibility

An employee of Washington County shall be eligible for coverage under the County Health Insurance Plan and Dental Insurance Plan, if any of the following conditions apply:

- A. Employees that work, on average, of at least 30 hours of service per week as mandated in the "Affordable Care Act"
- B. Part-time employees hired prior to February 1, 1992, and qualifying for health insurance benefits that are "grandfathered" for coverage;
- C. Full-time elected officials;
- D. Paid members of the County legislative board;
- E. As stipulated in any of the County's collective bargaining agreements.

Section 2. County & Employee Share of Health Insurance Premium

Effective June 1, 2018:

Employees will contribute the following amount towards County offered Health Insurance:

- 2018 - 22% of premium
- 2019 - 23% of premium
- 2020 - 24% of premium
- 2021 - 25% of premium

***Special Patrol Officers will contribute 100% of the Premium for Health and Dental Insurance.**

***The Employees contribution rate of 25% will be in effect until such time as further acted upon by this article of the Employee Handbook**

***Non Union Employees hired on or after 10/1/09- Washington County will cover the retiree's spouse up to the time he/she is Medicare eligible. After that point, the County will only cover the retiree. Should the retiree's marital status change, no coverage will be offered for the new spouse. The retired employee's coverage would not change. The spouse will have a one-time option to continue health insurance coverage after Medicare eligible at 100% of the premium cost.**

Section 2.1. County & Employee Share of Dental Insurance Premium

Effective June 1, 2004, the County will offer a dental plan, of which the County will pay a flat dollar amount towards the monthly dental insurance premium. Any balance will be the employee's responsibility.

Section: Benefits	Issue Date: 03/21/03	Section # 7.000
Subsection: Special Patrol Officers	Revised Date: 06/15/18	Page 1

***Washington County
Special Patrol Officers***

Special Patrol Officers are exempt from all active employee benefits with the exception of statutory benefits provided through Federal and Government mandates.

DRAFT