

PERSONNEL COMMITTEE MEETING MINUTES  
JUNE 13, 2019

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Campbell, LaPointe, Fedler, Hogan

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke Moore, Ferguson, Shaw, Middleton, Rozell

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Officer

Al Nolette, County Treasurer

Teri McNall, CIO Information Technology

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes May 7, 17 & 29, 2019
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Department of Social Services
    1. Typist – Backfill
    2. Caseworker - Backfill
  - B. Sewer District – New Laborer (Staffing Pattern Change
  - C. Public Safety – Communications Officer - Backfill
- 4) Other Business
  - A. Advertised Vacant Positions
  - B. Health Insurance Broker Mtg.
  - C. Retirement Plaques
  - D. DPW Safety Days – June 18 & 19
  - E. Civil Service Exams
  - F. Summer Staff Update
- 5) Adjournment

Chairman Hicks called the meeting to order at 9:00 A.M. Mr. Moore, Vice Chairman, making quorum.

A motion to accept the minutes of the May 7, 17 and 29, 2019 meetings was moved by Mr. LaPointe, seconded by Mr. Moore and adopted.

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

DEPARTMENT OF SOCIAL SERVICES:

- Typist – Backfill – A motion to approve backfill, Typist, due to a promotion was moved by Mr. LaPointe, seconded by Mr. Moore and adopted.
- Caseworker – Backfill – A motion to approve backfill, Caseworker, due to a resignation was moved by Mr. Moore, seconded by Mr. LaPointe and adopted.

SEWER DISTRICT:

- New Laborer (Staffing Pattern Change) – A motion to approve a new Laborer position, amend Staffing Pattern and leave Waste Water Treatment Operator position on the Staffing Pattern, currently vacant, was moved by Mr. LaPointe, seconded by Mr. Moore and adopted.

Messrs. Hogan and Campbell arrived making a quorum of committee members.

PUBLIC SAFETY:

- Communications Officer – A motion to approve backfill, Communications Officer, due to a resignation was moved by Mr. LaPointe, seconded by Mr. Hogan and adopted.

OTHER BUSINESS:

- Advertised Vacant Positions – Three positions have recently been advertised: Code Enforcement Administrator, Assistant County Attorney and Data Collector. They are taking

applications and the positions have not been filled.

Mrs. Fedler arrived.

Personnel has not received a lot of responses for the Code Administrator position and the other two positions applications have gone directly to the Department Heads. She will keep the committee updated.

- Health Insurance Broker Meeting – Recently met with the broker to talk about our concerns with open enrollment, our process and issues we are having. A follow up meeting is scheduled for June 20<sup>th</sup> and hopefully the broker will present some ideas they have come up with to make the process a little smoother.
- Retirement Plaques – Ordered retirement plaques from Sheldon Slate for presentation at the June 21<sup>st</sup> Board meeting for presentation to the following retirees: Tracy Lagoe - DPW, Andrew Williamson - DSS, Susan Harke – DSS, Mark Serverson – Correction Officer, and Michael McWhorter – Deputy Sheriff Investigator.
- DPW Safety Days – June 18 & 19 – Her department is pretty involved and send two staff members that assist with registration and getting people where they need to be. The Clerk asked if everything was in place for the food/beverage purchase for the training. The Personnel Director stated that is budgeted through Public Works but will follow up on that and report back at the Finance Committee meeting scheduled for this morning. A motion to approve expenditure of County funds for the purchase of food/beverages for DPW Safety Days training was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.
- Civil Service Exams – Six exams scheduled for June 22<sup>nd</sup> and Police Officer/Deputy Sheriff on September 14<sup>th</sup> noting that the State has issued a new study guide for the Police Officer/Deputy Sheriff exam and is available on the county website.
- Summer Staff Update – DPW and Buildings and Grounds have hired their summer staff and have scheduled and completed their employee orientation. Two more summer staff come on in July.

A motion to adjourn was moved by Mr. LaPointe, seconded by Mr. Campbell and adopted. The meeting adjourned at 9:10 A.M.

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*



WASHINGTON COUNTY  
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Personnel Committee Mtg. June 13, 2019  
Chairman Hicks, Supervisors: Campbell, LaPointe, Fedler, Hogan

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STAFFING:

DSS - Backfill Typist  
Backfill Caseworker

Sewer - New Laborer  
\*Staffing Pattern

Public Safety - Backfill Communications Officer

OTHER:

Advertised Vacant Positions

Assistant County Attorney  
Code Enforcement Administrator  
Data Collector

Health Insurance Broker Mtg

Retirement Plaques

Tracey LaGoe- DPW-Senior Account Clerk  
Andrew Williamson - DSS-Senior Caseworker  
Susan Harke - DSS-Senior Typist  
Mark Severson- Sheriff-Correction Officer  
Michael McWhorter- Sheriff- Deputy Sheriff Investigator

DPW Safety Days - June 18 & 19

Civil Service Exams

June 22<sup>nd</sup> - 6 Civil Service Exams Scheduled  
September 14<sup>th</sup> - Police Officer/Deputy Sheriff

Summer Staff Update - NEO

**Personnel Committee  
Position Fill Request Form**

RECEIVED  
WASHINGTON COUNTY

Date: 6/5/19

JUN - 5 2019

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Typist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$14.90

Base Rate/Salary if Filled:

\$14.67

Number of Hours/Week:

40

Reason Position is Being Vacated:

provisional appointment to  
Social Services Examiner

Date the Position will be Vacated:

June 13, 2019

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?

15

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)\*\***

**Personnel Committee  
Position Fill Request Form**

RECEIVED  
WASHINGTON COUNTY

Date: 6/5/19

JUN - 5 2019

Department: Social Services

CIVIL SERVICE /  
PERSONNEL

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:

\$22.71

Base Rate/Salary if Filled:

\$22.17

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

June 6, 2019

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?

35

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)\*\***

**Personnel Committee  
Position Fill Request Form**

Date: 5/29/2019 Department: WCSD #2

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Laborer (Sewer)

Civil Service Competitive or Non-Competitive?

Non

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

\$15.87

Number of Hours/Week:

40

Reason Position is Being Vacated:

Date the Position will be Vacated:

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

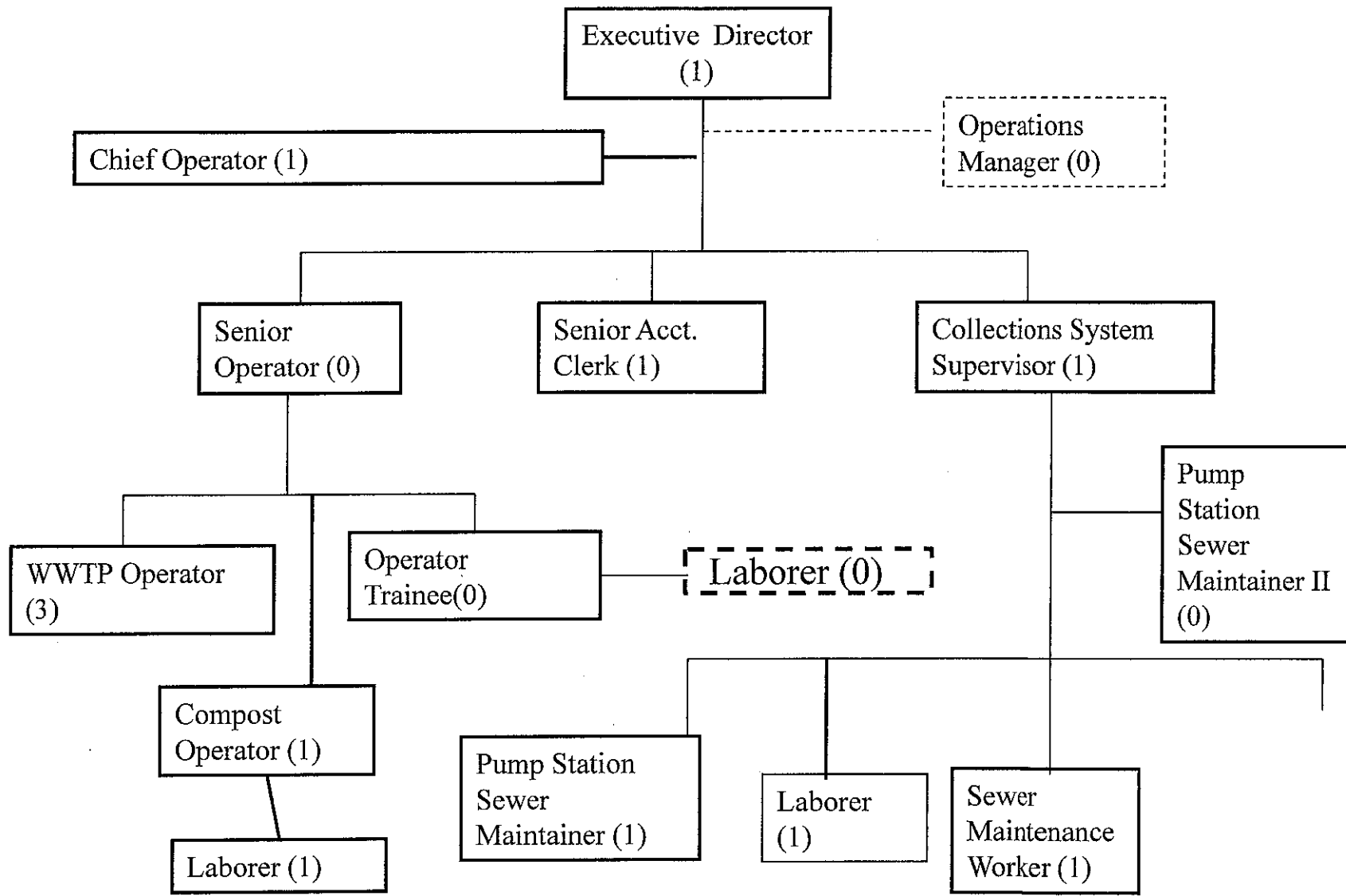
2

What is the source of the funding?

GB.8000.8120.1

**\*If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.**

Washington County Sewer District #2  
DRAFT - Organizational Chart (6/10/2019)



**Personnel Committee  
Position Fill Request Form**

**Date:**

May 29, 2019

**Department:**

PUBLIC SAFETY

**Is the Request for a Backfill or New Position?**

Backfill

**Title of Civil Service Position:**

Communicaitons Officer

**Civil Service Competitive or Non-Competitive?**

Competitive

**Pay Rate/Salary of Last Person in Position:**

18.42 /hr

**Base Rate/Salary if Filled:**

17.58 /hr

**Number of Hours/Week:**

36 / 48 (84 pay period)

**Reason Position is Being Vacated:**

Resignation

**Date the Position will be Vacated:**

June 13, 2019

**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?**

12 (including this one)

**What is the Source for Funding the Position?**

Budgeted in .1