

PERSONNEL COMMITTEE MEETING MINUTES
JULY 9, 2019

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Campbell, LaPointe, Fedler, Hogan
PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Moore, Shaw, Middleton, O'Brien, Clary, Rozell

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Officer

Al Nolette, County Treasurer

Teri McNall, CIO Information Technology
Public

Matt Jones, Superintendent Bldgs. & Grnds.

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes June 13, 2019
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. County Clerk/DMV
 1. Backfill – Motor Vehicle License Clerk
 - B. Dept. of Social Services
 1. Backfill - Caseworker
 - C. Buildings & Grounds
 1. Building Maintenance Mechanic (Staffing Pattern Change)
 - D. Sheriff
 1. School Patrol Officer Salaries
- 4) Other Business
 - A. Handbook Revision – Election Voting Leave
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:45 A.M.

A motion to accept the minutes of the June 13, 2019 meeting was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

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

COUNTY CLERK/DMV:

- Motor Vehicle License Clerk – Backfill – A motion to approve backfill, Motor Vehicle License Clerk, due to a resignation was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Caseworker – Backfill – A motion to approve backfill, Caseworker, due to a retirement on September 11th noting that the position will not be filled until that position is vacated, was moved by Mr. LaPointe, seconded by Mr. Campbell and adopted.

BUILDINGS & GROUNDS:

- Building Maintenance Mechanic (Staffing Pattern Change) – Buildings and Grounds is requesting a new position, Building Maintenance Mechanic. There are two currently in the department and would like to create a third position as the result of the newly purchased school building on Burgoyne Avenue. A motion to approve new position, Building Maintenance Mechanic, and amend the Staffing Pattern was moved by Mr. Campbell and seconded by Mr. LaPointe. Discussion. This is adding one position to the Staffing Pattern; increasing staff by one. The County Administrator stated Buildings and Grounds does not have the funding in his budget and a budget amendment will be needed moving from Contingency to Building and Grounds personal services line. This position will be dedicated to the school building. The motion to approve new position, Building Maintenance Mechanic and amend the Staffing Pattern was moved by Mr. Campbell, seconded by Mr. LaPointe and

adopted. The Superintendent is not requesting backfills to other positions (corresponding backfills if promoted from within) at this time. Budget amendment will be forwarded to the Finance Committee for consideration.

COUNTY ATTORNEY:

Senior Safety Officer – The County Attorney recently received a resignation from the Safety Officer and is requesting to backfill the existing Senior Safety Officer position that is currently in the Staffing Pattern and keep the Safety Officer position in the Staffing Pattern but vacant at this time. A motion to approve backfill, Senior Safety Officer, was moved by Mr. Campbell and seconded by Mr. LaPointe. Discussion. Mr. Shaw asked what the procedure for the County Attorney is to backfill the Safety Officer position and the Personnel Director stated he would have to come back to committee. Asked why to keep the two positions open. The County Attorney stated we were planning on having two people to begin with and both positions are budgeted. The motion to approve backfill, Senior Safety Officer, was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted.

CODE ENFORCEMENT:

Code Enforcement Officer – Backfill – With the appointment of a Code Enforcement Administrator effective at the next Board meeting would like to backfill the vacant Code Enforcement Officer position created by this appointment. A motion to approve backfill, Code Enforcement Officer, was moved by Mr. Campbell and seconded by Mr. LaPointe. Discussion. The committee had previously approved backfilling another vacant Code Enforcement Officer position and filling an administrative/clerical position. The motion to approve backfill, Code Enforcement Officer, was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted.

SHERIFF:

- Special Patrol Officer (SPO) Salaries – The Sheriff has requested to change the existing rates of pay for the Special Patrol Officers that are assigned to the schools. He wants to have different rates of pay and this is an agreement and contract with the schools, based on the assignment of the Special Patrol Officers. The Special Patrol Officer would make a different amount based on where they are assigned. This is a contract between the Sheriff's Office and the school. The County Administrator stated the Sheriff felt there were issues last year with recruiting Special Patrol Officers for certain school districts because of the rate of pay. The Sheriff and Captain negotiated the rate of pay with the schools. What it came out to is five participating schools all with five different rates of pay. He stated Hartford is the lowest hourly rate of pay so that would be set as the base rate of pay for all the SPOs, \$22.00 per hour. Argyle School is the next lowest with a rate of pay of \$22.23 so the base pay would be \$22.00 and the twenty-three cents per hour would be the location pay on top of the base pay. Greenwich School is \$22.65 so that would be base pay of \$22.00 and location pay is sixty-five cents per hour. Whitehall School is \$27.78 so the base pay is \$22.00 and the location pay is \$5.78 per hour. Hudson Falls School is \$28.76 so the base pay is \$22.00 and location pay is \$6.76 per hour. The County Administrator stated we hire and they are our employees. The Sheriff is the appointing authority and he takes into consultation the recommendation of the school for that location. The SPOs are retired Deputies and the State just raised the earnings cap from \$30,000 to \$35,000 and they also get waivers. Mr. O'Brien asked isn't it an issue hiring people for the same job with different rates of pay. He stated these are our employees not school employees. Mrs. Clary stated the amount of \$30,000 was talked about last year. The County Administrator stated that amount was out there too early and that was the previous earnings cap to not impact retirement. The rate the

school is paying us is designed to cover all our costs: salary, plus FICA, some training, uniforms and some other miscellaneous costs. The County Administrator stated he has not undergone a thorough accounting of it to make sure but that is how it was designed to cover all costs. Mrs. Fedler stated this is what the schools want. Mr. O'Brien stated recently we had one grade title in another organization, Sewer District, who asked for a different pay rate and we turned that down. Now we are setting a different precedent setting different rates for the same position, SPOs. Mr. Moore stated the title may be the same but the degree of difficulty is much different and the school is going to pay us and as long as we get the money, we should not get involved. Mr. O'Brien does not have a problem with the adjustment but we should be consistent and the same rules should apply to every title the same way. He stated that is the labor department's rule too. The County Administrator stated this will work on our grade schedule and the location pay acknowledges the difference between schools. The Treasurer stated for payroll, we are going to have to figure out the mechanics of this, he does not know how he is going to do this. The County Administrator stated these positions are non-union and he has not heard of any complaints from the Deputies union. Sometimes Deputies fill in for SPOs. The Personnel Director stated these SPOs are treated uniquely different than our other employees. These are retirees that come back that have been approved by the State and they have no cap; they are unique and not comparable to the rest of our other employees and then the fact they work for different schools. They are on our payroll and yes, the Sheriff is their boss but so is the school in a small way. Mr. Hogan asked if there had been discussion about location with the Sewer District at one point and that their work is different than the normal employees work and adjusted their salaries as well. The County Administrator stated the only title held by both the Sewer District and a regular County employee was Account Clerk and there was discussion on that. He stated there is arguably a difference between a laborer in the Sewer District and a laborer in DPW as the laborer in the Sewer District has to deal with stuff that is not that pleasant but he believes the discussion was the Account Clerk duties are really the same, financial, vouchers. Mr. Hogan stated the odor is different at that location. Everyone at the Sewer District received a one grade increase but the Account Clerk. The discussion in the fall was we did not want to increase one person who shared a title with other positions across the County. Mr. Middleton stated he is going to tell the Sewer District Account Clerk to reapply because we are opening up a big can of worms here. Mr. Moore stated this is really driven by the school and the Sheriff providing the resource. These pay rates have to go the Finance Committee for consideration and a Board resolution is required. Committee approved and forwarded to Finance Committee.

OTHER BUSINESS:

- Handbook Revision – Election Voting Leave – This is still under discussion and will revisit at a future meeting.

The meeting adjourned at 11:06 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



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Personnel Committee Mtg. July 11, 2019
Chairman Hicks, Supervisors: Campbell, LaPointe, Fedler, Hogan

STAFFING:

County Clerk – DMV

Backfill - Motor Vehicle License Clerk

DSS –

Backfill – Caseworker

Buildings & Grounds

New – Building Maintenance Mechanic
*Staffing Pattern Change

County Attorney

Backfill Senior Safety Officer

Code Enforcement

Code Enforcement Administrator
Backfill - Code Enforcement Officer

OTHER:

Sheriff

Special Patrol Officer Salaries

**Personnel Committee
Position Fill Request Form**

19-Jun-19

DMV

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

DMV LICENSE CLERK

Civil Service Competitive or Non-Competitive?

COMPETITIVE

Pay Rate/Salary of Last Person in Position:

\$17.56

Base Rate/Salary if Filled:

\$17.08

Number of Hours/Week:

37.5

Reason Position is Being Vacated:

RESIGNATION

Date the Position will be Vacated:

June 12, 2019

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

5

What is the source of the funding?

IN BUDGET

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

**Personnel Committee
Position Fill Request Form**

RECEIVED
WASHINGTON COUNTY

Date: 6/18/19

JUN 18 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:

\$24.61

Base Rate/Salary if Filled:

\$22.17

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

September 11, 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: 7/2/19

Department: Buildings and Grounds

Is the Request for a Backfill or New Position?

new position

Title of Civil Service Position:

Building Maintenance Mechanic

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

\$18.14/hr

Number of Hours/Week:

40

Reason Position is Being Vacated:

N/A

Date the Position will be Vacated:

N/A

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

2

What is the source of the funding?

*Staffing Pattern Change (2 => 3)

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

**Personnel Committee
Position Fill Request Form**

Date: July 8, 2019

Department:

County Attorney

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Safety Officer

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$61,369.00

Base Rate/Salary if Filled:

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?

0

What is the source of the funding?

2019 Budget

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

**Personnel Committee
Position Fill Request Form**

Date: July 8, 2019

Department: Code Enforcement

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Code Enforcement Officer

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Grade 12 - \$20.04

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?

What is the source of the funding?

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

**Special Patrol Officer
2019 -2020 Contracts w/ Schools**

Hudson Falls - \$28.76 (\$32,499)

Hartford - \$22.00 (\$31,020)

Whitehall - \$27.78 (\$40,003)

Greenwich - \$22.65 (32,616)

Argyle – \$22.23 (\$30,900)