

PERSONNEL COMMITTEE MEETING MINUTES
SEPTEMBER 11, 2018

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Hogan

SUPERVISORS: Henke, LaPointe, Ferguson, Shaw, Moore, Middleton, Campbell, Clary, Rozell
Debra Prehoda, Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Director

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes August 7, 2018
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. DPW – Highway Worker II - Backfill
 - B. DSS – Typist (Backfill)
 - C. OFA – Meal Site Manager PT (Backfill)
 - D. Public Health
 - 1) Senior WIC Program Nutritionist (Backfill)
 - 2) (2) WIC Program Nutritionist FT (Backfill)
- 4) Other Business
 - 1) Employee Handbook #7.008
- 5) Discuss 2019 Staffing Change Requests:
 - A. County Clerk
 - B. Planning
 - C. Real Property
 - D. County Attorney
 - E. District Attorney
 - F. DPW
 - G. Probation
 - H. IT
 - I. Sewer District No. 2
- 6) Adjournment

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

A motion to approve the minutes of the August 7, 2018 meeting was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

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

DEPARTMENT OF PUBLIC WORKS:

- Highway Worker II – Backfill at Putnam Barn due to a resignation – A motion to approve backfill, Highway Worker II, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

SOCIAL SERVICES:

- Typist – Backfill due to a promotion– A motion to approve backfill, Typist, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

OFFICE FOR THE AGING:

- Meal Site Manager PT (Backfill) due to a resignation – A motion to approve backfill, Meal Site Manager PT, was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.

PUBLIC HEALTH:

- Senior WIC Program Nutritionist (Backfill) – due to a retirement – A motion to approve backfill, Senior WIC Program Nutritionist, was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted.

- (1) WIC Program Nutritionist FT (Backfill) – promotion to Senior WIC Program Nutritionist – A motion to approve backfill, WIC Program Nutritionist FT, was moved by Mrs. Fedler, seconded by Ms. Idleman and adopted.
- (1) WIC Program Nutritionist FT (Backfill) – This position is erroneously not listed on the Staffing Pattern and requires the Staffing Pattern to be amended. A motion to approve backfill, WIC Program Nutritionist FT, and amend Staffing Pattern adding one (1) WIC Program Nutritionist and removing one (1) WIC Nutrition Aide FT (currently vacant) was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.

OTHER BUSINESS:

- Employee Handbook #7.008 – Health Insurance, included in handout. Requesting to amend the Employee Handbook to reflect the current process in the Treasurer's Office of giving refunds when necessary. The Treasurer stated the handbook was changed last month to the way Jaeger and Flynn, Health Insurance Broker, do business. The practice that the County had is if you terminated service in July but received a check in August the employee had a deduction and continued their insurance; basically, a run out month. Jaeger and Flynn do not do that so if your employment ends in July then your health insurance coverage ends in July. The Treasurer needs the ability to refund the employee the health insurance premium if they are issued a check in the following month and the wording in the handbook does not allow it unless there is a change. A motion to delete the following two sentences under Section #7.008 – Section 3.1 Cancellation/Change in Eligibility Status:
 - "If the County is not notified prior to the collection of premiums the employee is responsible for the premium.
 - No refunds or credits will be given to any employee. No exceptions will be made."was moved by Mrs. Fedler, seconded by Ms. Idleman and adopted.
- Sewer District No. 2 - The Personnel Director stated it has come to her attention that Sewer District No. 2 has a position that is classified incorrectly; Heavy Equipment Operator. That position does not operate any heavy equipment and requesting to reclassify to Waste Water Maintenance Worker based on the duties performed. A motion to reclassify Heavy Equipment Operator to Waste Water Maintenance Worker and amend Staffing Pattern was moved by Ms. Idleman and seconded by Mr. O'Brien. Discussion. The Personnel Director stated this is a Staffing Pattern change. The employee will not have any reduction in pay even though the rate of pay is lower than Heavy Equipment Operator. The rate of pay will remain the same per the Handbook section #3.005 and Civil Service Law. The motion to reclassify Heavy Equipment Operator to Waste Water Maintenance Worker and amend Staffing Pattern was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.
- Extend Vacation Time – The Real Property Tax Director is requesting to carry over two vacation days for one month past her anniversary date of August 26th. A motion to approve Real Property Tax Director carrying over two vacation days for one month past her anniversary date of August 26th was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.

DISCUSS 2019 STAFFING CHANGE REQUESTS:

Chairman Hicks stated the requested 2019 staffing changes will be introduced at today's meeting for the committee's information and will schedule another meeting later in the month to go over these in detail and financial impact, handout attached:

- County Clerk – Promote Account Clerk grade 8 to Recording Clerk grade 9 37.5 hrs/wk – Stephanie Lemery, County Clerk, stated this has been a standard staff change after a year of service and it allows them to do more jobs in the office. This would be a staffing pattern change.
- Planning – Change Junior Planner from a grade 12 to grade 13 and change from 35 hrs/wk to 37.5 hrs/wk – A Senior Planner was approved but unable to fill the position. The duties of the Junior Planner are expanding but not to the level of Senior Planner. The Personnel Director feels the change in grade is appropriate for the title. Change to title by grade and hours worked. Laura Oswald, Economic Development Director, stated the position is currently working over the 35 hours per week. She stated the committee last year asked her to address this position this year, during that time evaluate how the employee is doing and then discuss changing the hours per week to 37.5 and moving the position up one grade, and that is what she is doing.
- Real Property – New Position - Data Collector grade 11 35hrs/wk – The Real Property Director stated they planning to update the 911 addresses and image mate on line and had some Supervisors and Assessors ask about data collection services estimating approximately \$20,000 in revenue plus an additional \$22,000 to \$25,000 from shared services funding.
- County Attorney – New Position Assistant County Attorney – The County Attorney is requesting this position due to Raise the Age and increased workload. The County Administrator stated there are a couple of requests on the list related to Raise the Age and a discussion is needed on when and if those positions are implemented due to lack of clear guidance from the State, approval of our plan by the State and reimbursement remains unknown but feels this one should be looked at different, independent of Raise the Age. This office already has a more than full workload and cannot take on more.
- District Attorney:
 - Increase salary 5th District Attorney (40hrs) increase from \$53,163 to \$68,056 – to match the salary with the other Assistant District Attorneys. The DA stated he has brought this request forward to the Public Safety Committee. When this employee was hired, he was trying a phased in approach to increase the pay with the experience but that did not get carried through and would now like to make that adjustment.
 - New Position – 6th District Attorney 40hrs/wk volume is up, felonies, significant increase in paper.
- DPW:
 - New Position Highway Worker III 40hr/wk – Teamster- Proposing to move a Highway Worker II to Highway Worker III and not backfill the Highway Worker II position. The Superintendent stated an additional Highway Worker III would be beneficial for county coverage and would help to avoid excess travel to a site to work.
 - Promote Account Clerk to Senior Account Clerk to fill Senior Account Clerk 35hs/wk position that is retiring.
 - New Position Deputy Superintendent of Public Works 40hrs/wk at a salary of \$65,000. Ms. Idleman would like the history on this position for the last several years. The Superintendent did not include the position in her 2019 budget request.
 - Increase from 35 hrs/wk to 40 hrs/wk for (1) Account Clerk, (3) Senior Account Clerks and (1) Principal Account Clerk. The Senior Account Clerk position that is retiring will not be backfilled.
- Probation – New Position Probation Officer Trainee 35 hrs/wk grade 14 – CSEA – This is due to Raise the Age and the Probation Director believes the caseload side for juvenile will

double by 2020. The request is also to transition the office to 40 hrs/wk except for grade 7 and 8 positions.

- Information Technology – New Position Network Analyst 40hrs/wk grade 18 40hrs/wk replacing a Micro Computer Specialist position. The CIO would also like to keep the temporary Micro Computer Specialist and make that position part time. The County Administrator also feels there is a need for clerical assistance in the office. Regarding the Network Analyst position, the CIO stated there are two people in the office very close to probably retiring and she would like to bring someone in who could ramp up quickly and possibly step into to some other roles.
- Sewer District No. 2 – Requesting to promote and backfill Senior Waste Water Treatment Plant Operator grade 14 40hrs/wk- The Sewer District Executive Director stated he believes this position is budgeted and it would be a backfill.

Chairman Hicks stated the committee will meet again with all the numbers and budget impact for all these positions and then go in-depth with department heads. The Budget Officer stated he wanted to get this information out to the Supervisors to allow time for them to review the requests and ask questions.

The meeting adjourned at 10:27A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT
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Personnel Committee Mtg. September 11, 2018
Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

STAFFING:

DPW-

Backfill Highway Worker 2

DSS-

Backfill Typist

OFA-

Backfill Meal Site Manager (PT)

PUBLIC HEALTH-

Backfill Senior WIC Program Nutritionist

Backfill WIC Program Nutritionist

Backfill WIC Program Nutritionist

*Staffing Pattern Change

OTHER -

- Employee Handbook #7.008
- Reclassification Sewer District II
- HEO to Waste Water Maintenance Worker
*Staffing Pattern Change (Add WWMW Delete HEO)
- Director of Real Property Tax Services request- 2 vacation days (14 hrs)
8/26 Anniv. Date
- 2019 Staffing Requests

**Personnel Committee
Position Fill Request Form**

Date: 8/23/2018 **Department:** Public Works

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Highway Worker 2
Civil Service Competitive or Non-Competitive?	Teamsters
Pay Rate/Salary of Last Person in Position:	\$18.06
Base Rate/Salary if Filled:	\$18.06
Number of Hours/Week:	40
Reason Position is Being Vacated:	Employment Elsewhere
Date the Position will be Vacated:	8/29/2018 EOB
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?	38
What is the source of the funding?	Road Machinery Fund

**Personnel Committee
Position Fill Request Form**

Date: 8/24/18

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:

\$14.54

Base Rate/Salary if Filled:

\$14.31

Number of Hours/Week:

40

Reason Position is Being Vacated:

going to be a SSE

Date the Position will be Vacated:

August 23, 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?

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**

Date:

August 21, 2018

Department:

Office for Aging

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Meal Site Manager(PT) Grade 4

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$11.98

Base Rate/Salary if Filled:

\$11.98

Number of Hours/Week:

20

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

August 13, 2018

Are the Duties of the Position Essential to the Department?

Yes - Meal Site Manager

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?

Already Part Time

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

2

What is the Source for Funding the Position?

Reimbursed through OFA State funding called IIIC-1

**Personnel Committee
Position Fill Request Form**

Date: 8/31/18 Department: Public Health - WIC

Is the Request for a Backfill or New Position? Backfill

Title of Civil Service Position: Sr. Wic Program Nutritionist

Civil Service Competitive or Non-Competitive? Competative.

Pay Rate/Salary of Last Person in Position: 51,631. gr 18-step 4

Base Rate/Salary if Filled: 48,251 - gr 18 Base

Number of Hours/Week: 35

Reason Position is Being Vacated: Retirement vacant

Date the Position will be Vacated: Vacant

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? WIC grant funded.

**Personnel Committee
Position Fill Request Form**

Date: 8/31/18

Department: Public Health - WIC

Is the Request for a Backfill or New Position?

Title of Civil Service Position:

Civil Service Competitive or Non-Competitive?

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Number of Hours/Week:

Reason Position is Being Vacated:

Date the Position will be Vacated:

Are the Duties of the Position Essential to the Department?

Can the Duties of this Position be Absorbed by Others in the Department?

Could this position be Part-Time?

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

What is the source of the funding?

**Personnel Committee
Position Fill Request Form**

Date: 8/28/18 Department: Public Health- WIC

Is the Request for a Backfill or New Position?

Title of Civil Service Position:

Civil Service Competitive or Non-Competitive?

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Number of Hours/Week:

Reason Position is Being Vacated:

Date the Position will be Vacated:

Are the Duties of the Position Essential to the Department?

Can the Duties of this Position be Absorbed by Others in the Department?

Could this position be Part-Time?

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

What is the source of the funding?

* Staffing Pattern Change *

* Remove 1 WIC Nutrition Aide FT
(currently vacant)

* Add 1 WIC Program Nutritionist

* Current *

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 11/21/14	Page 3

Section 3.1. CANCELLATION/CHANGE IN ELIGIBILITY STATUS

Employees are required to notify the Treasurer's office, in writing, of any cancellation of coverage. These include, but are not limited to:

- Employee cancellation due to health insurance coverage under a different plan or provider
- Over-age dependents cancellation/loss of Full Time Student Status
- Cancellation due to change in marital status (i.e. divorce removing spouse)
- Deceased Dependent

IMPORTANT

*EMPLOYEES ARE REQUIRED TO NOTIFY THE COUNTY THIRTY (30) DAYS BEFORE THE CANCELLATION/CHANGE IN ELIGIBILITY STATUS. [IF THE COUNTY IS NOT NOTIFIED PRIOR TO THE COLLECTION OF PREMIUMS THE EMPLOYEE IS RESPONSIBLE FOR THE PREMIUM.]

[**NO REFUNDS OR CREDITS WILL BE GIVEN TO ANY EMPLOYEE. NO EXCEPTIONS WILL BE MADE.**]

Section 3.2. MEDICARE ELIGIBILITY

ALL WASHINGTON COUNTY RETIREES AND THEIR DEPENDANTS MUST NOTIFY THE TREASURER'S OFFICE ONCE THEY BECOME SIXTY-FIVE (65) YEARS OF AGE OR MEDICARE ELIGIBLE

Any Retiree Medicare eligible with an individual or 2-person policy must enroll in both Medicare Part A (Hospital) AND Medicare part B (Medical). Retirees carrying a Family Plan policy will be allowed to keep a family policy until such time as their policy coverage is reduced from family to Individual or 2-Person at which time they will notify the Treasurer's Office immediately and will be required to enroll in Medicare Part A & B during the next Medicare Open Enrollment.

IMPORTANT

The Treasurer's Office must be notified within sixty (60) days of the Medicare effective date and a copy of the retirees' and/or dependent's Medicare card must be supplied to the Treasurer's Office.

Section 4. Payment of Premiums

An employee on the payroll will have his or her normal monthly contribution to health insurance deducted out of the first two paychecks of each month in two equal payments for the current month's premium, effective June 1, 2009

A retired employee or an employee not on the payroll must remit his or her share of the health/dental insurance premium to the County Treasurer's Office on the established due date.

An individual covered under Continuous Coverage or COBRA must remit the employee and employer amount of the monthly health/dental insurance premium to the County Treasurer's Office on the established due date.

If an employee covered for health/dental insurance under Section 5 (Disability) has accumulated benefit time, the employee may elect to use this time to remain on the payroll (first and second payroll of the month) for their employee's health insurance or dental insurance contribution.

WASHINGTON COUNTY EMPLOYEE HANDBOOK

* The redactions of the 2 sentences above will reflect the current process in the Treasurer's Office.

* Revised *

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
<u>Subsection: Health Insurance</u>	Revised Date: 9/21/2018	Page 3

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**WASHINGTON COUNTY
PERSONNEL/CIVIL SERVICE**

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Sewer District II

Reclassification of Heavy Equipment Operator to Waste Water Maintenance Worker based on the duties performed.

No change in rate of pay

2019 BUDGET DEPARTMENT STAFFING CHANGE REQUESTS

DEPARTMENT	ADD	REMOVE	REASON
County Clerk	Recording Clerk (37.5 hrs) grade 9 (\$17.08/hr) *New position * On title by grade schedule	Account Clerk	Promotion of Account Clerk to Recording Clerk
Planning	Junior Planner change from grade 12 to grade 13 *Title by Grade non-union	Funds in budget for 2018	gr12(\$20.04@35hrs=\$36,613.08 gr13 (\$21.10 @ 35 hrs=\$38,549.70
	Junior Planner change from 35 hrs/wk to 37.5 hrs/wk	Funds in budget for 2018	Demands of position require 37.5 hrs/wk
Real Property	Data Collector (35 hrs) grade 11 (\$18.98/hr) *New position; Add to Title by grade non-union		Share with Towns; Charge to Towns for use.
County Attorney	Assistant County Attorney (35 hrs) *New position *On exempt salary schedule		Raise the Age/Increased Work Load
District Attorney	5th Assistant District Attorney (40 hrs) *Increase salary from \$53,163 to \$68,056 *On exempt salary schedule		To match the salary with the other Assistant District Attorneys & Assistant Public Defenders
	6th District Attorney(40 hrs) *New position; Add to exempt salary schedule		Increase in volume of work
DPW	Highway Worker III (40 hrs) \$19.41/hr Teamster *New position; exists in CSEA	Highway Worker II	Provides more skilled labor throughout County decrease travel expenses
	Senior Account Clerk (35 hrs) grade 10 (\$18.14/hr); On title by grade non-union *New position	promote Acct Clerk no backfill Snr. Account Clerk retiring April no backfill	Snr. Acct Clerk Retiring ; taking over duties
	Deputy Superintendent of Public Works (40 hrs) \$65,000 *New position; add to exempt salary schedule		
	Account Clerk (1), Senior Account Clerk (3) Principal Account Clerk (1)		Increase from 35 to 40 hrs/wk Savings of \$28 due to not backfilling Acct Clerk position
Probation	Probation Officer Trainee(35 hrs) grade 14- CSEA (\$22.17/hr) *New Position; exists on CSEA		Raise the Age/ Increase Work Load
IT	Network Analyst (40 hrs) grade 18-CSEA (\$26.41/hr) *New position	Microcomputer Specialist grade 13 (\$21.10/hr (currently vacant)	Needs of department and succession planning
	Micro Computer Specialist P/T (\$21.11/hr)	previously approved temporarily	Remain Part-Time
Sewer District II	Senior Waste Water Treatment Plant Operator (40 hrs) grade 14 (\$22.17/hr)		Promotional; supervisory; additional duties On staffing pattern but vacant