

PERSONNEL COMMITTEE MEETING MINUTES
SEPTEMBER 26, 2018

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, LaPointe, Shaw, Moore, Campbell

Debra Prehoda, Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Director

Media

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Discuss 2019 Staffing Change Requests Including Budget Impacts:
 - 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
- 3) Other Business
- 4) Adjournment

Chairman Hicks called the meeting to order at 10:00 A.M.

OTHER BUSINESS: Requesting approval to provide food for a Buildings and Grounds annual safety day program administered by the Safety Officer at a cost of up to \$400. A motion to approve food request for safety day program in the amount up to \$400 out of the Workers Compensation Fund was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

DISCUSS 2019 STAFFING CHANGE REQUESTS INCLUDING BUDGET IMPACTS, handout attached: Chairman Hicks stated the committee would discuss these 2019 personnel requests and it would ultimately be up to the Budget Officer to decide whether or not to include them in the tentative budget. He stated if you have a strong feeling on any of these to talk to the Budget Officer.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
Sewer District	Senior Waste Water Treatment Plant Operator (40hrs) Grade 17 \$22.17/hr.		Promotional; supervisory; add'l duties – on Staffing Pattern vacant		\$69,436.44
	Grade Increase All Positions			Change Title by Grade	

- Sewer District No. 2 – Joe Brilling, Executive Director, addressed the committee. The Senior Waste Water Treatment Plant Operator position has been on the Staffing Pattern but not budgeted for in 2018 because he had promoted the Sr. Operator to Chief Operator and would like to fill that position in 2019. He has some employees that need to go through some training and get certification through DEC. He has an employee that once he has the training and certification, he would like to promote to this Sr. Waste Water Treatment Plant Operator

position. The main difference between an Operator and a Senior Operator is the Senior Operator is responsible for all the record keeping and all of the inspections of their certified lab with the NYS Department of Health. He has a trainee who will probably be upgraded to Operator in 2020. This position requested is funded through Sewer District funds; no taxpayer funds. The Commissioners have charged him with coming to the County to change the salary schedule grades of all the employees of the district going up one grade. Employees have been asked and charged with all sorts of new technologies, not that their job description has changed but their duties within that job have been changed quite a bit. The technology is changing. This request is coming from the Board of Commissioners. All the positions are unique to the District except one Sr. Account Clerk position. The County Administrator stated the committee could entertain conversation in denoting the Sr. Account Clerk position as Sr. Account Clerk-Sewer District making it specific to the District and place at a different grade. Mr. Brillig stated the staff are aging out and they need training at the lower level to meet future needs. The Personnel Director stated the Sewer District has difficulty filling these positions. Discussion ensued on separating the Sewer District from the County. Chairman Hicks stated if the Sewer District Commissioners are interested in taking control of the District, separate from the County, the County would entertain such a proposal.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
County Clerk	Recording Clerk 37.5 hrs. Grade 9 at \$17.08/hr	Account Clerk	Promotion of Account Clerk to Recording Clerk	Remove Account Clerk	\$2,888.92

- County Clerk - Stephanie Lemery, addressed the committee. She is requesting one position to go from Account Clerk to Recording Clerk. To fulfill their obligation and job, they need to be a Recording Clerk but they basically have had a year of training as an Account Clerk. This has been the process in the office. The budget impact is \$2,888.92.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
Planning	Junior Planner change from Grade 12 to 13 *Title by Grade – Non Union	Funds in Budget for 2018	Grade 12 20.04 @ 35hrs = \$36,613.08	Change Title by Grade	\$2,362.68
	Change from 35 to 37.5 hrs/wk		Grade 13 21.10 @ 35hrs = 38,549.70		\$5,709.14

- Planning - Laura Oswald, Economic Development Coordinator, stated the position of Jr. Planner was created two years ago because they could not fill a Planner position. The Planner position at \$52,000 remains in the budget and all the funds are not used by the Jr. Planner position. The Jr. Planner was placed on a grade 12 reflective of the candidate at the time; new position and inexperienced. The grade for the position was reviewed for the duties and responsibilities of the position and that a grade 13 is the correct grade. She plans to

eliminate the Planner position, \$53,300, that is in the 2018 budget and the funding for this position is less. She is also looking for an increase in hours. She is currently working 37.5 hrs./wk. This is really a \$10,000 decrease. The Personnel Director agreed it could be a Grade 13 position; noting the difficulty recruiting for the Planner position. The Planner position was a grade 15.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
Real Property	Data Collector 35hrs. Grade 11 \$18.98 New Position		Share with Towns; Charge to Towns for use.	Add – Title by Grade Schedule	\$52,014.69

- Real Property – Laura Chadwick, Director, is requesting a Data Collector. She originally put in an annual salary but possibly this position could start in July. She has four towns interested in data collection services, 9542 parcels x \$2 = \$19,000 and possibly an additional five towns for \$20,000. A written commitment from these towns would be beneficial. She is looking for a person in the office to update 911 addresses (SAMS data base) especially village and update image mate online, the pictures are really out of date. This position would not be 100% funded. Possibly charge more for this service. The County Administrator stated we want to be ready but do not want to head down the road until we have a clearer picture. \$26,007 for half year. She does look at this position as full time in 2020. This involves field work and estimating \$8,000 per year in car pool also needed per the County Administrator. The Board needs to discuss the chargeback rate to the towns after the beginning of the year.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
District Attorney	5 th Assistant District Attorney 40 hrs – Increase salary from \$53,163 to \$68,056 – Change Exempt Salary Schedule		To match the salary with the other ADA & Asst. Public Defenders	Change Exempt Salary Schedule	\$18,169.46
	6 th Assistant District Attorney 40hrs – New position – Add to Exempt Salary Schedule		Increase in volume of work	Add to Exempt Salary Schedule	\$99,594.00

- District Attorney – Tony Jordan, DA, would like to bring the 5th ADA in line with the salary schedule for other attorneys in the County estimating an additional \$18,169.46. The second request is driven by changes in the criminal justice system in the last few years. He has seen a significant increase in the office’s workload. Reasons for increase include: State law/increase use of audio/video recording interviews, new State laws, increase in felony DWI with child in car, Raise the Age will be more on the side of calls what do we do and compound investigations with nine law enforcement agencies to help guide and body cameras and the volume of information to review. They were present at 100% of the Counsel at First Appearance, there has been a jump in Code Enforcement violations, and search

warrant paperwork has increased. Workload has increase especially due to felonies, increase in local court, appeals are up and investigations.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
Information Technology	Network Analyst (40hrs) Grade 18 CSEA \$26.41/hr – New Position	Micro Computer Specialist Grade 13 \$21.10/hr	Needs of department & succession planning	Add to Staffing Pattern & delete Micro Computer Specialist	\$13,526.48
	Micro Computer Specialist PT \$21.11/hr	Temporary	Remain Part Time		\$20,414.25

- Information Technology – Teri McNall, CIO, addressed the committee. The Micro Computer specialist position is vacant and rather than backfill would like to upgrade to Network Analyst position, new position, because the skill set would align much better with the department and two employees are near retirement; upgrade to Network Analyst cost \$13,500. A current part time Micro Computer specialist is temporary and would like the position to go to permanent part time; about \$20,414 budget increase.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
Probation	Probation Officer Trainee (40hrs) Grade 14 CSEA \$22.17/hr – New Position		Raise the Age & Increase Workload	Add to Staffing Pattern	\$60,756.89
	Probation Asst, Probation Supervisor (2), Sr. Probation Officer (2), Probation Officers (8) to Exempt Salary Schedule		Change 35 hrs/wk to 40 hrs/wk – Raise the Age	Change Staffing Pattern	\$106,421.82

- Probation – Anthony White, Director, addressed the committee and distributed attached handout. The new Probation Officer Trainee is to get ready for Raise the Age and have time to get the necessary training. He is unsure of the Raise the Age funding. He would like to submit what he needs for Raise the Age and have it on hold until the funding is determined. He will not act on this until funding is determined. He would like two Probation Officers but one with the staff increasing hours would cover it. Straight time overtime could be eliminated if the department goes to 40hrs, \$28,000. The County Administrator stated the plan is not done yet and the issue is compounded by having an Alternative Sentencing Department and Probation Department and prior to submitting to the State, the Board needs to weigh in on who is doing what. He added there is potential revenue for 2019 but no number is known at

this time. Mr. White stated this is what is needed for what is coming. He was asking in his component of the Raise the Age plan for \$121,000. The County Administrator will work with the Budget Officer on how to address this in the 2019 budget.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
Public Works	Highway Worker III (40hrs) \$19.41 Teamster – New Position	Hwy Worker II	Provides more skilled labor throughout County & decreases travel expenses	Add Hwy Worker III & delete (1) Hwy Worker II	\$2,216.20
	Senior Account Clerk (35 hrs) grade 10 \$18.14/hr – New Position	Promote Acct. Clk no backfill of Sr. Acct. Clk retiring	Taking over duties of retiring Sr. Acct. Clerk	Add Sr. Acct Clerk and remove Acct. Clerk upon promotion	\$5,059.69 (\$57,919.50)
	Deputy Supt. of Public Works 40hrs. \$65,000 On Staffing Pattern & Exempt Salary Schedule			Change to Exempt Salary Schedule & Remove Acting Supt.	\$97,500.00
	Acct Clk (1), Sr. Acct Clerk (3) Principal Acct Clerk (1)		Increase 35 to 40 hrs/wk – Savings of \$28 due to not backfilling Acct Clk	Change Staffing Pattern	\$21,662.32

- DPW – In the absence of Deborah Donohue, Supt. DPW, Cassie Fedler, Chair of the Public Works Committee, addressed these requests. Hwy Worker III is an upgrade for better coverage and less down time with travel between jobs and eliminate a Hwy Worker II position. Move an Account Clerk to Senior Account Clerk position to fill a Senior Account position who is retiring in 2019 and not backfill the Account Clerk and also requesting to work 40 hours per week; five days a week at 8 hours a day; regular building hours. Deputy Highway Superintendent currently in staffing pattern and funded in 2018 and requesting to fill this position in 2019 but did not budget for this position. Feels this position would be beneficial making the department more efficient and analyze information. The County Attorney explained that a true Deputy Superintendent would serve as the Superintendent if

they resigned, etc. until a successor was appointed or in their absence, on vacation, at training. The Deputy is appointed at the pleasure of the Superintendent. Mr. Hogan suggested making the Deputy Superintendent subject to approval of the Board because he feels like we are presented with them, is at the discretion of one person and essentially forced to accept that person in a roll in the event of a resignation, termination, death or whatever. It is his opinion that that they should be subject to the Board's approval. The Deputy would assume the responsibilities of the Superintendent and fill in during the absence of a Superintendent but has no rights to the position. Mr. Hogan would like to ensure they are qualified. Chairman Hicks stated today's meeting is to address budget requests and this matter should be taken up at a different time.

Department	Add	Remove	Reason	Staffing Pattern	Total Increase
County Attorney	Assistant County Attorney 35 hrs – New		Raise the Age/Increased Workload	Add to Exempt Salary Schedule	\$99,594.00

- County Attorney – Roger Wickes, County Attorney, is requesting a new Assistant County Attorney position because current staff is working to the maximum amount. He is also doing safety and cyber security. With Raise the Age his staff will have to be present at arraignments. He anticipates some reimbursement towards this expense.

Mr. Shaw, Budget Officer, stated it wasn't clear if we should leave Probation alone until after the budget or in the budget. He stated it is going to be very difficult to do everything requested today. County Administrator stated they will know better how to address Probation by the time the tentative budget is released. Raise the Age starts October 1st.

Mr. O'Brien recommends that the personnel request handout also indicate any offsetting costs.

The meeting adjourned at 12:04P.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Personnel Requests: Budget Impacts 9-26-18						
		Current	New	Wage Increase	Fringe	Total Increase
County Clerk	Acct Clerk to Recording Clerk Grade 8 -> Grade 9	\$ 15.87	\$ 17.08	\$ 2,367.97	\$ 520.95	\$ 2,888.92
Planning	Upgrade Junior Planner Grade 12 -> Grade 13	\$ 20.04	\$ 21.10	\$ 1,936.62	\$ 426.06	\$ 2,362.68
	Upgrade Junior Planner 35 hrs to 37.5 hrs	\$ 36,613.08	\$ 41,292.70	\$ 4,679.62	\$ 1,029.52	\$ 5,709.14
Real Property	Data Collector *New Position*	\$ -	\$ 18.98	\$ 34,676.46	\$ 17,338.23	\$ 52,014.69
County Attorney	Asst. Co. Attorney *New Position*	\$ -	\$ 66,396.00	\$ 66,396.00	\$ 33,198.00	\$ 99,594.00
District Attny	Increase 5th ADA Salary	\$ 53,163.00	\$ 68,056.00	\$ 14,893.00	\$ 3,276.46	\$ 18,169.46
	6th ADA *New Position*	\$ -	\$ 66,396.00	\$ 66,396.00	\$ 33,198.00	\$ 99,594.00
DPW	Highway Worker III *New Position * Existing Highway Worker II eliminated	\$ 18.54	\$ 19.41	\$ 1,816.56	\$ 399.64	\$ 2,216.20
	Upgrade Acct Clerk to Senior	\$ 15.87	\$ 18.14	\$ 4,147.29	\$ 912.40	\$ 5,059.69
	Remove Acct Clerk Position	\$ 19.11	\$ -	\$ (38,613.00)	\$ (19,306.50)	\$ (57,919.50)
	Transition Office Staff -> 40 hrs	\$ 121,116.00	\$ 138,872.00	\$ 17,756.00	\$ 3,906.32	\$ 21,662.32
	Deputy Highway Superintendent *New*	\$ -	\$ 65,000.00	\$ 65,000.00	\$ 32,500.00	\$ 97,500.00
Probation	Probation Officer Trainee *New Position*	\$ -	\$ 22.17	\$ 40,504.59	\$ 20,252.30	\$ 60,756.89
	Transition Staff to 40 hrs.	\$ 784,132.00	\$ 871,363.00	\$ 87,231.00	\$ 19,190.82	\$ 106,421.82
IT	Upgrade Micro Specialist -> Network Analyst	\$ 21.10	\$ 26.41	\$ 11,087.28	\$ 2,439.20	\$ 13,526.48
	Keep Micro Specialist PT Position	\$ -	\$ 21.10	\$ 18,990.00	\$ 1,424.25	\$ 20,414.25
Sewer District	Sr. Treatment Plant Operator *New *	\$ -	\$ 22.17	\$ 46,290.96	\$ 23,145.48	\$ 69,436.44



**WASHINGTON COUNTY
DEPARTMENT OF PROBATION**

383 Broadway
Fort Edward, NY 12828
PHONE: (518) 746-2260 FAX: (518) 746-2277

Anthony M. White
Probation Director II

Albert J. Caprood
Probation Supervisor
Daniel J. Boucher
Probation Supervisor

September 11, 2018

Personnel Committee
Washington County Board of Supervisors
383 Broadway
Fort Edward, NY 12828

Committee,

This month the Washington County Probation Department submitted a request to the Personnel Committee to add one staff member. The employee was listed as a Probation Officer Trainee (Grade 14) at a rate of pay of \$22.17 per hour. This equates to \$40,504.59 for the year of 2019. The figure was submitted at a 35 hour work week as directed. However, this department is submitting a budget specific to the Raise the Age legislation that requests this position and an increase to 40 hours per week for the titles of Probation Assistant, Probation Officer Trainee, Probation Officer, Sr. Probation Officer and Probation Supervisor.

The request is solely based on the new Raise the Age legislation. Our department is expecting a significant increase in volume at the juvenile level that will likely double the juvenile caseload by the end of 2019 and beginning of 2020. The new position will be working directly with this juvenile population which will include intake, adjustment, investigation, court appearances, supervision, etc. All proposed additions are anticipated to have offsetting revenue.

Respectfully Submitted,

Anthony M. White
Director

Washington County Probation Department Training Requirements

The qualifications and training requirements for Probation positions are regulated by the NYS Division of Criminal Justice Services, Office of Probation and Correctional Alternatives (OPCA). In collaboration with counties, OPCA provides a variety of professional development opportunities for new and experienced probation officers.

This training is as follows:

1. **Peace Officer Training.** In New York State, all probation officers are **peace officers**. Peace officer training requires a complete week of basic peace officer training approved by the New York State Division of Criminal Justice Services Municipal Police Training Council.
2. **Fundamentals of Probation Practice (FPP).** Within the first six months of employment, probation officers are required to complete a **three week** classroom program: the Fundamentals of Probation Practice (FPP). The OPCA curriculum has been accredited by the American Probation and Parole Association.
3. **The Probation Officer Safety and Survival Training (OSST)** was developed by the NYS DCJS Office of Probation and Correctional Alternatives, the NYS Probation Officers Association, the NYS Council of Probation Administrators and the NYS Division of Parole. The OSST is a three day program.

***Day one and day two** are designed for all probation officers and topics include Mental and Physical Conditioning, Department Safety, Planning and Preparation for Field Safety, Tactics for Field Safety, and Critical Incidents.

***Day three** is designed for officers who carry firearms but participation is open to all officers whether they carry firearms or not. The topics included in day three are: Arrest Process, Transportation of Prisoners, Using Aerosol Spray, and Firearm Safety and Storage.

4. **Initial Course in Firearms and Deadly Physical Force.** Washington County Probation Officers are required to complete **47 hours** of training and qualification approved by the New York State Division of Criminal Justice Services Municipal Police Training Council. The training is conducted by the Washington Sheriff's Department or the New York State Department of Corrections.
5. **Initial Other Weapons and Deadly Physical Force – Aerosol Subject Restraint.** Washington County Probation Officers are required to complete the **2 days** of training approved by the New York State Division of Criminal Justice Services Municipal Police Training Council to carry pepper spray/chemical agents.

➤ *Probation Officers must each obtain 21 hours of approved continuing education annually after the first 12 months of employment.*

**STANDARD SPECIFICATIONS
FOR
PROFESSIONAL PROBATION POSITIONS**

PROBATION OFFICER TRAINEE

Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in the social or behavioral sciences.

PROBATION OFFICER

PROMOTION: Satisfactory completion of one year service as probation officer trainee.

OPEN COMPETITIVE: Graduate degree in social work, education administration, law, sociology, psychology, criminology, or a related field; OR Bachelor's degree and two years experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; OR appropriate combination of experience.

SENIOR PROBATION OFFICER

PROMOTION: Two (2) years of permanent service as probation officer.

OPEN COMPETITIVE: Three (3) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or a related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

PROBATION SUPERVISOR

PROMOTION: Three (3) years of permanent service as probation officer; OR one (1) year of permanent service as a probation officer II or senior probation officer.

OPEN COMPETITIVE: Four (4) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

PROBATION DIRECTOR II

PROMOTION: One (1) year of permanent service as a Deputy Director II, or two (2) years permanent service as a Probation Supervisor.

OPEN COMPETITIVE: Three (3) years experience in a supervisory or administrative position in a probation agency.