

JOINT FINANCE & PERSONNEL COMMITTEE MEETING
OCTOBER 1, 2018

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Idleman

FINANCE COMMITTEE MEMBERS PRESENT: Shaw, Campbell, Shay, Hicks, O'Brien,
Fedler, Moore, Skellie, Hogan

FINANCE COMMITTEE MEMBERS ABSENT: Idleman, Haff

SUPERVISORS: Henke, LaPointe, Middleton

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Melissa Fitch, Personnel Director

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
 2. Accept Minutes – September 11, 2018
 3. Department Staffing Requests/Staffing Pattern Changes
 - A. DSS – Social Services Examiner (Temp. HEAP) – Backfill
 - B. Public Health – Pre-School Service Coordinator – Backfill
 - C. Sewer District No. 2
 - 1) Heavy Equipment Operator to Sewer Maintenance Worker
*Staffing Pattern and Titles by Grade Changes
 - 2) Supervisor of Pump Stations & Sewers – Backfill
 - 3) Laborer - Backfill
 4. CLIP Programs
 5. Retiree Health Insurance Open House/Open Enrollment
- Finance & Personnel Committee:
6. Consider Personnel Department Budget Request
 7. Other Business
 8. Adjournment

Chairmen Hicks and Shaw called the joint Finance and Personnel Committee meeting to order at 11:20 A.M.

A motion to accept the minutes of the September 11, 2018 meeting was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

STAFFING REQUESTS:

DEPARTMENT OF SOCIAL SERVICES - Social Services Examiner (Temporary HEAP) – Backfill – 100% Federal - A motion to approve backfill, Social Services Examiner (Temporary HEAP), was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted.

PUBLIC HEALTH – Pre-School Service Coordinator – Backfill – A motion to approve backfill, Pre-School Service Coordinator, due to a resignation was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

SEWER DISTRICT II:

- Heavy Equipment Sewer Maintenance Worker – Staffing Pattern and Title by Grade Changes – A motion to change title of position from Heavy Equipment Operator to Sewer Maintenance Worker changing Title by Grade Schedule and Staffing Pattern was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

- Supervisor of Pump Stations & Sewers – Backfill – A motion to approve backfill, Supervisor of Pump Stations & Sewers, due to a retirement was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.
- Laborer – Backfill – A motion to approve backfill, Laborer position that has been vacant, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

OTHER BUSINESS:

- CLIP Programs – program information in handout.
- Civil Service 101 Training on Tuesday October 30th from 10AM to 1PM at Warren County Municipal Center.
- Telemedicine - Blue Shield information going out on telemedicine. This is a savings for both the employee and the county.
- Retiree Health Insurance Open House/Enrollment will be held on October 23rd at the municipal center.
- Safety Officer Training – Refreshments – Previously approved for up to \$400 for a Safety Officer training session with Buildings and Grounds staff and requesting an additional \$25 for refreshments. A motion to approve additional \$25 for refreshments for Safety Officer training session for Buildings and Grounds staff was moved by Mr. O'Brien, seconded by Mr. Hogan and Mrs. Fedler and adopted.

JOINT FINANCE & PERSONNEL COMMITTEE MEETING:

COUNTY ADMINISTRATOR – Previously Election Inspectors and Technicians per paid an hourly rate and a stipend for participation in training. Due to an oversight by the department, the paperwork for payment to these Election Inspectors and Technicians was submitted using the old rate. The decision was to put these on the grade schedule to avoid them being listed in the stipend section on the Exempt Salary Schedule. They will now be paid an hourly rate to attend the training. The committee concurred with this change.

PERSONNEL DEPARTMENT A.1430 CIVIL SERVICE 2019 BUDGET REQUEST:

Personal Services	\$261,258
Equipment	\$ 800
Contractual	\$ 25,350
Total	\$287,408

Revenue: Added funds from CLIP to offset some of the salary of the Personnel Officer to administer program. Highlights – Personnel – next year will request an upgrade to an employee. Office equipment requested is a new printer and a copier is included in the joint purchase being compiled by the County Administrator through Central Store. He is also considering centralizing the copier maintenance contracts. Travel – Association conference in June 2019 will be held in Albany and budgeted for a two night overnight stay.

OTHER BUSINESS:

2019 PERSONNEL REQUESTS – County Administrator distributed handout with net not gross cost for the 2019 personnel requests, attached. Mr. Campbell requested net costs by department information and the Treasurer will provide.

The direction on the Budget Officer, Vice Chairman and Chairman salaries was that they will remain salaries and not stipends. Chairman Henke stated the increase could be calculated just on the base Supervisor salary for all positions.

The meeting adjourned at 11:50 AM.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY, FORT EDWARD, NEW YORK 12828
MELISSA R. FITCH, PERSONNEL OFFICER
MFITCH@CO.WASHINGTON.NY.US
TEL: (518) 746-2250 FAX: (518) 746-2169
WEB: WASHINGTONCOUNTYNY.GOV

Personnel Committee Mtg. October 1, 2018
Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

STAFFING:

DSS-

Backfill – Social Services Examiner (Temp HEAP)

PUBLIC HEALTH-

Backfill – Pre-School Service Coordinator

SEWER DISTRICT II-

Heavy Equipment Operator to Sewer Maintenance Worker

*Staffing Pattern Change

*Title by Grade Change

Backfill - Supervisor of Pump Stations & Sewers

Backfill - Laborer

OTHER –

CLIP Programs

Retiree Health Insurance Open House/Open Enrollment Oct 23rd

**Personnel Committee
Position Fill Request Form**

Date: '9/18/18

Department: Social Services

Is the Request for a Backfill or New Position?

TEMP HEAP Backfill

Title of Civil Service Position:

Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

\$17.70

Number of Hours/Week:

40

Reason Position is Being Vacated:

is seasonal

Date the Position will be Vacated:

N/A

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?

HEAP Admin is 100% Fed

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 9/24/2018

Department: Public Health - Pre-School/PSE

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Pre-School Service Coordinator

Civil Service Competitive or Non-Competitive?

Competative

Pay Rate/Salary of Last Person in Position:

\$23.26/hr ^{gr. 14}
(44,962.47)

Base Rate/Salary if Filled:

\$22.17/hr

Number of Hours/Week:

35

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

11/27/18

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?

2

What is the source of the funding?

PH Budget



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October 1, 2018

Sewer District II

**Heavy Equipment Operator was reclassified to Sewer Maintenance Worker.
*Sewer Maintenance Worker non-competitive in Civil Service Rules***

Title by Grade:

Change Waste Water Maintenance Worker to Sewer Maintenance Worker

Staffing Pattern:

Change Heavy Equipment Operator to Sewer Maintenance Worker

**Personnel Committee
Position Fill Request Form**

9/18/2018

Is the Request for a Backfill or New Position?

BackFill

Title of Civil Service Position:

Superv. Pump Stations & Sewers

Civil Service Competitive or Non-Competitive?

Comp./ Promotional

Pay Rate/Salary of Last Person in Position:

\$28.88

Base Rate/Salary if Filled:

\$26.18

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

September 17, 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?

GB.8000.8120.1

**Personnel Committee
Position Fill Request Form**

9/18/2018

Is the Request for a Backfill or New Position?

Backfill..

Title of Civil Service Position:

Laborer

Civil Service Competitive or Non-Competitive?

Non- Comp.

Pay Rate/Salary of Last Person in Position:

\$13.96

Base Rate/Salary if Filled:

\$13.96

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?

1

What is the source of the funding?

GB.8000.8120.1

REGISTER
TODAY!!!

FALL BACK INTO FITNESS PROGRAM

Begins OCTOBER 1 thru NOVEMBER 11, 2018



TRACK YOUR M & M's

(Miles and Minutes)

- Any kind of movement counts toward your miles and minutes (Walk, Bike, Hike, Meditate, Hunt, Kayak, etc.)
- Track your M&M's on the CLIP Activity Log, *which you will receive upon registering.*
- Build your own personal goals!
- Reward yourself! (with M&M's!)



6-WEEK PROGRAM

- Please register at personnel@co.washington.ny.us before October 1, 2018.
- A CLIP Activity Log will be given to each participant.
- Please submit your CLIP Activity Log to the Personnel Office every Monday/Tuesday (for holidays) during the program.
- Incentives will be awarded on Tuesday/Wednesday (for holidays) to those who submit their log each week.
- Also, every week an e-mail will be sent with a "Food for Thought". It may be a motivational quote, or a healthy tip/trick. Something to help keep you motivated.



VITAMINS AND SUPPLEMENTS

WHAT YOU NEED TO KNOW

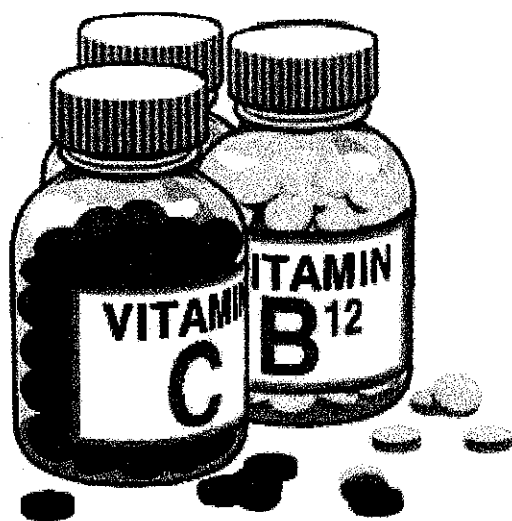
The Washington County Lifestyle Improvement Program (CLIP) in collaboration with BlueShield of Northeastern New York is offering this class to all Washington County employees and their families.

When: Tuesday, October 16th

Time: 4:45pm- 5:30pm

Location: Washington County Basement Training Room #1

Please register by Tuesday, October 2nd to personnel@co.washington.ny.us



With so many supplements out there, how do you know what makes sense for you and your health? Learn the facts about popular dietary supplements, safety tips, and important questions to ask before taking one.



BlueShield
of Northeastern New York

SUGAR SAVVY

Get the Scoop

The Washington County Lifestyle Improvement Program (CLIP) in collaboration with BlueShield of Northeastern New York is offering this class to all Washington County employees and their families.

When: Wednesday, November 14th, 2018

Time: 4:45pm- 5:30pm

Location: Washington County Basement Training Room #1

Please register by Wednesday, October 31st to personnel@co.washington.ny.us



How much sugar are you getting each day? You might be eating more than you realize. Learn what sugar is and its effect on health, tips for choosing foods and beverages with less sugar, and the pros and cons of sugar substitutes.



BlueShield
of Northeastern New York



Washington County and Jaeger & Flynn Associates (JFA)
invites you and your spouse to the
Retiree Health Insurance Open House!

When: Tuesday, October 23rd from 10:00 am – 12:00 pm

Where: Washington County Municipal Center Building
Board of Supervisors Chambers on 2nd Floor, Bldg B
383 Broadway, Fort Edward, NY 12828

Why?:

- To meet JFA (the County's new insurance broker)
- To ask any questions about JFA and discuss service
- To review and ask questions about your Humana plan and rates for 2019.

Staff from the Washington County Personnel Office, Humana and JFA will be there to review materials and answer any questions.

RSVP: Call the personnel office at 518-746-2226 or send an email to kgebo@co.washington.ny.us to let us know if you (and your spouse, if applicable) will be able to join us.

30 Corporate Drive . Clifton Park, NY 12065 . (518) 373-0069 . Fax (518) 373-0121
5 Wells Street . Saratoga Springs, NY 12866 . (518) 373-0069 . Fax (518) 245-5400
42 South Street . Glens Falls, NY 12801 . (518) 792-0042 . Fax (518) 792-0233

www.jaegerflynn.com



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Dear Towns, Villages and Schools within Washington County;

“What is this thing called Civil Service and how does it apply to my agency and employees?”

You are receiving this letter because you are an agency within Washington County that has Civil Service Employees and therefore, must abide by NYS Civil Service Law when it applies to these employees.

On **Tuesday, October 30, 2018 from 10:00am -1:00pm**, we will be offering a **Civil Service 101 Training** to those that are the point of contact for Civil Service administration in your agency. The objective of the session is to increase awareness of the local government Civil Service system and to answer questions about Civil Service administration.

Representatives from New York State Civil Service will be presenting the session and will be able to answer many of the questions you may currently have.

**Warren County Municipal Center
Human Services Bldg.
1st Floor Recertification Room
Lake George, NY 12845.**

Seating is limited, and the training will be offered to Washington and Warren County agencies, so please RSVP @ 518-746-2250 or personnel@co.washington.ny.us by September 14th.

Hope to see you there!

Melissa R. Fitch
Personnel Officer



on demand

Telemedicine

Hosted by Doctor on Demand

Telemedicine hosted by Doctor on Demand where you can connect to a doctor and be seen right away using your own mobile device or computer. It's like having your own personal doctor on call 365 days a year. Whether it's a mental, urgent or chronic condition, you can call Telemedicine hosted by Doctor on Demand and be connected by video with a board-certified physician trained and based in the United States. They will diagnose, treat, and/or prescribe what you need.

Benefits to using Telemedicine

Convenient for busy schedules
Away from home on vacation
At work during breaks

College students away at school
Middle of the night with a sick child
Many more possibilities

How does Telemedicine work?

The app works with any smartphone, tablet, or computer with a front-facing camera. Through live video, just like an in-person visit, the doctor takes your history and symptoms, performs an exam and may recommend treatment – including prescriptions and lab work.

Doctors are available within minutes or by appointment. You can schedule a visit with one of your favorite doctors at any time that works for you.

What will the copay cost?

Doctor On Demand is available to everyone in the United States, and we accept many insurance plans. It's free to join, and your price for a doctor visit may be significantly less than you would pay at an urgent care or in-pharmacy clinic.

Washington County Health Insurance Plans

EPO Debit Card 5012 Plan - \$30 Copay with a \$15 Automatic HRA Credit

EPO 5005 Plan - \$30 Copay with a \$10 Automatic HRA Credit

PPO – No HRA Credit

*EPO Debit Card 5012 HRA or Flexible Spending Account money can be used to pay copay

Without Insurance

Medical Visit - \$75 Flat Rate

Therapy - \$79 Starting Price

Psychiatry - \$229 Initial Visit

See exactly what your visit will cost by signing up today

What can we treat?

Medical Care: Doctors can treat hundreds of conditions, including common chronic illnesses and issues often seen in urgent care facilities. They frequently see patients for cough, flu, sports injury, bug bites, and urinary tract infection.

Mental Health: Therapists provide a safe, confidential space for you to get the treatment you need.

What don't we treat?

Although Telemedicine hosted by Doctor on Demand physicians can often treat many conditions through a video visit, more serious or life-threatening conditions should be treated by a visit to the doctor or hospital in person. If you are experiencing a crisis or emergency, call 911 or go to your nearest emergency room.

While our doctors are able to treat many of the top conditions for which you need to see a doctor, there are some conditions that we don't treat. Please see an in-person doctor or hospital if you experience any of the following:

Traumatic brain or spinal cord injury	Loss of consciousness
Vomiting or coughing blood	Multiple broken bones
Chest pain and/or numbness	Pediatric ear infections
Lacerations	Severe burns

Also, our doctors are unable to write prescriptions for controlled substances such as codeine or oxycodone. Please see a doctor in person if you require medication classified as a controlled substance.

How to get started:

1. Go to DoctorOnDemand.com OR Download the Doctor On Demand app from the App Store (iPhone) or Google Play (Android), or text ENROLL to 68398.
2. Click **Join now** and follow the screen prompts. Be sure to add your insurance information to receive the correct pricing.

Doctor On Demand Support

Call: 1-800-997-6196

Email: support@doctorondemand.com

Please note: Children under the age of 18 cannot create an account, a parent or guardian would create the account and select "My Child" or "Someone Else" as the individual receiving the consultation. The parent/guardian and child would attend the consultation together.

Available 24 Hours a Day - 7 Days a Week - 365 Days a Year

Personnel Requests 10-1-18

	Current	New	Increase	Fringe	Total	Revenue	Net
County Clerk							
Acct Clerk -> Recording Clerk	\$ 15.87	\$ 17.08	\$ 2,367.97	\$ 520.95	\$ 2,888.92	\$ -	\$ 2,888.92
Real Property							
Data Collector	\$ -	\$ 18.98	\$ 34,676.46	\$ 17,338.23	\$ 52,014.69	\$ 27,000.00	\$ 25,014.69
Data Collector (July 1st Start)	\$ -	\$ 18.98	\$ 17,338.23	\$ 8,669.12	\$ 26,007.35	\$ 13,500.00	\$ 12,507.35
County Attorney							
Assitant Co. Attorney	\$ -	\$ 66,396.00	\$ 66,396.00	\$ 33,198.00	\$ 99,594.00	\$ -	\$ 99,594.00
65% Reimburesment	\$ -	\$ 66,396.00	\$ 66,396.00	\$ 33,198.00	\$ 99,594.00	\$ 64,736.10	\$ 34,857.90
District Attorney							
Increase 5th ADA Salary	\$ 53,163.00	\$ 68,056.00	\$ 14,893.00	\$ 3,276.46	\$ 18,169.46	\$ -	\$ 18,169.46
6th ADA	\$ -	\$ 66,396.00	\$ 66,396.00	\$ 33,198.00	\$ 99,594.00	\$ -	\$ 99,594.00
Probation							
Probation Officer Trainee	\$ -	\$ 22.17	\$ 46,290.96	\$ 23,145.48	\$ 69,436.44	\$ 69,436.44	\$ -
	\$ 784,132.00	\$ 871,363.00	\$ 87,231.00	\$ 19,190.82	\$ 106,421.82	\$ 106,421.82	\$ -
IT							
Extend PT Micro. Specialist Pos.	\$ -	\$ 21.10	\$ 18,990.00	\$ 1,424.25	\$ 20,414.25	\$ -	\$ 20,414.25
Upgd. Micro Spec. -> Network An.	\$ 21.10	\$ 26.41	\$ 11,087.28	\$ 2,439.20	\$ 13,526.48	\$ -	\$ 13,526.48
Planning							
Upgd. Jn. Planner Gr. 13 @ 37.5	\$ 37,106.00	\$ 41,292.70	\$ 4,186.70	\$ 921.07	\$ 5,107.77	\$ -	\$ 5,107.77
DPW							
Deputy Highway Superintendent	\$ -	\$ 65,000.00	\$ 32,500.00	\$ 97,500.00	\$ 97,500.00	\$ -	\$ 97,500.00
Highway Worker III	\$ 18.54	\$ 19.41	\$ 1,816.56	\$ 399.64	\$ 2,216.20	\$ -	\$ 2,216.20
Upgd. Acct Clerk -> Senior	\$ 29,643.00	\$ 33,141.78	\$ 3,498.78	\$ 769.73	\$ 4,268.51	\$ -	\$ 4,268.51
Remove Acct Clerk	\$ 38,614.00	\$ 1,359.15	\$ (37,254.85)	\$ (18,627.43)	\$ (55,882.28)	\$ -	\$ (55,882.28)
Upgd. From 35 -> 40hrs	\$ 156,629.00	\$ 183,000.00	\$ 26,371.00	\$ 5,801.62	\$ 32,172.62	\$ -	\$ 32,172.62
						Total Selected	\$ 287,341.19