

STAFFING REVIEW COMMITTEE MEETING MINUTES
DECEMBER 18, 2009

STAFFING REVIEW COMMITTEE MEMBERS PRESENT: Wilbur, G. Hall, Rymph, Henke, LaPointe, Chairman Human Services, Lindsay Chairman Public Safety

STAFFING REVIEW COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Sady, Campbell, Brown
Debra Prehoda, Clerk

AGENDA AS PRESENTED IN THE COMMITTEE NOTICE:

- 1) Call to Order
- 2) Consider the Following Personnel Requests:
 - A. District Attorney
 1. Assistant District Attorney – Resignation - Backfill
 - B. Department of Social Services
 1. Typist - Backfill
- 3) Other Business
- 4) Adjournment

Chairman Wilbur called the meeting to order at 12:17 P.M.

The 2009 Master Vacancy List was distributed, attached.

The committee considered the following personnel requests:

DISTRICT ATTORNEY – Kevin Kortright, District Attorney, Director, addressed the following personnel request:

Assistant District Attorney – Resignation – Backfill – A motion to approve backfill Assistant District Attorney, 40 hours per week, was moved by Mr. Lindsay and seconded by Messrs. Rymph and Henke. Discussion. Chairman Wilbur asked if this could be done on a part time basis. The District Attorney responded no. Mrs. G. Hall stated she is not in favor of backfilling any positions at this time with so much unsure in 2010. Mr. Rymph asked about making this a 35 hour per week position. The District Attorney stated the 40 hour per week position is needed and is more likely to have someone stay in a 40 hour position verses 35 avoiding constantly retraining personnel. He stated with less hours or part time, he will not be able to cover all the courts. Mrs. G. Hall stated countywide they are trying to hire at 35 hours per week. Mr. Brown asked if there might be a retired attorney who would like to help out. A motion to amend to approve backfill of Assistant District Attorney at 35 hours per week was moved by Mr. Rymph, seconded by Mrs. G. Hall and adopted on the following roll call vote: AYES (4) Wilbur, G. Hall, Rymph, Lindsay, NOES (1) Henke, ABSENT (0), ABSTAIN (0). The motion to approve backfill of Assistant District Attorney at 35 hours per week as amended was adopted on the following roll call vote: AYES (4) Wilbur, Henke, Rymph, Lindsay, NOES (1) G. Hall, ABSENT (0), ABSTAIN (0).

DEPARTMENT OF SOCIAL SERVICES – Tammy DeLorme, Commissioner, addressed the following personnel request:

Typist 35 hrs/wk – Backfill – Tammy stated this position has a 17% local cost. The Commissioner stated she is working toward creating a typist pool. A motion to approve backfill, Typist, was moved by Mr. LaPointe and seconded by Mr. Henke. Discussion. Mrs. G. Hall stated this is not the time, fiscally responsible not knowing the State is going to do to us, to backfill. Tammy's handout states: "This is a program area that was previously reduced by one worker (Investigator) position at the start of 2009." "One duty of this specific employee that does present as a problem to incorporate into a pool is the coordination of paternity testing." Tammy reiterated that she is working toward a typist pool and she has a typist that is retiring in February that she does not plan to replace. They continue to work on cross training staff. The motion to approve backfill, Typist, was moved by Mr. LaPointe, seconded by Mr. Henke and adopted on the following roll call vote: AYES (4) Wilbur, Henke, Rymph, LaPointe, NOES (1) Mrs. G. Hall, ABSENT (0), ABSTAIN (0).

OTHER BUSINESS: None.

The meeting adjourned at 12:40 P.M.

2009 MASTER VACANCY LIST

Date	Department	Title	Reason for vacancy	Date of Vacancy	hrs/wk	vacated hrly rate	replace hrly rate	Action
11/12/2009	Alternative Sent	Americorp Worker (1700 hrs)	New (not an employee)		35			approved
12/20/2009	DPW	Highway Worker II	Highway Wrkr III retired	6/10/2009	40	\$17.70	\$15.71	approved
12/10/2009	DPW	Highway Supervisor I (Camb)	Highway Supv I retired	7/31/2009	40	\$22.24	\$17.62	approved
12/10/2009	DPW	Highway Worker II	Highway Wrkr III promoted		40			approved
12/10/2009	Solid Waste	Auto Mechanic	Asst. Supv. Mech retired	12/24/2009	40	\$20.02	\$17.62	approved
12/10/2009	Solid Waste	Waste Station Supervisor	retired	3/31/2009	40	\$23.52	\$21.34	approved
12/10/2009	District Attorney	Assistant District Attorney	resignation	10/17/2009	35	\$28.55	\$28.00	approved
12/18/2009	District Attorney	Assistant District Attorney	resignation	1/10/2010	40	\$29.10	\$28.00	
12/18/2009	DSS	Typist	resignation		35	\$13.16	\$12.70	

Action: Approved
 Disapproved
 Back to committee

2009 MASTER VACANCY LIST

Date	Department	Title	Reason for vacancy	Date of Vacancy	hrs/wk	vacated hrly rate	replace hrly rate	Action
8/13/2009	PVI	Food Service Helper (Union)	backfill from promotion	7/16/2009	20	\$11.51	\$10.46	approved
8/13/2009	PVI	Food Service Helper (Union)	backfill from promotion	7/16/2009	20	\$10.46	\$10.46	approved
8/13/2009	PVI	Supv. Of Laundry & Cleaning	retirement (Grade 11)	8/19/2009	35	\$18.97	\$16.69	re-considered
8/13/2009	DSS	Caseworker (P/T) Intake	pool of people		20		\$18.01	approved
8/21/2009	PVI	Senior Cleaner	new title (Grade 9)	8/19/2009	35	\$18.97	\$14.82	approved
8/21/2009	PVI	Director of Nursing	resigned	8/31/2009	35	\$34.44	\$31.60	approved
8/21/2009	PVI	Adult Home Director	resigned	9/2/2009	35	\$22.54	\$22.28	approved
9/8/2009	DSS	Social Welfare Examiner	Temp - HEAP		35	\$15.76	\$15.76	approved
9/8/2009	DSS	Social Welfare Examiner	Temp - HEAP		35	\$15.76	\$15.76	approved
9/10/2009	PVI	Infirmary Aide (Activities)	1 yr medical leave	8/27/2009	40	\$11.91	\$10.68	approved
9/10/2009	Public Health	Hand. Children's Serv. Spec.	resigned	8/21/2009	35	\$19.49	\$19.49	approved
9/10/2009	Sheriff	Investigator	retirement	9/29/2009	40	\$27.03	\$23.15	approved
9/10/2009	Public Health	Hand. Children's Serv. Spec.	promoted to HCC (16)	6/11/2009	35	\$20.53	\$19.49	approved
9/9/2009	Sewer Dist.	Executive Director	retirement	10/1/2009	35	\$40.93	\$38.47	approved
9/18/2009	Public Defender	Public Defender	Resignation	9/14/2009	35	\$29.13	\$29.13	approved
9/18/2009	Public Defender	Asst. Public Defender	appt. to Public Defender	9/17/2009	35	\$29.13	\$29.13	approved
10/7/2009	DSS	Social Welfare Examiner	resigned	8/4/2009	35	\$15.76	\$15.76	approved
10/7/2009	WIC	Clerk from 25 to 35 hrs	increase hours				\$14.68	approved
10/7/2009	WIC	Nutrition Aide PT Per Diem	create				\$12.70	hold off
10/7/2009	WIC	Nutritionist 25 to 35 hrs	increase hours				\$22.38	approved
10/7/2009	WIC	Nutritionist 14 hrs per week	resigned		14	\$21.60	\$21.34	approved
10/7/2009	DPW	Waste Station Supervisor	retirement	3/31/2009	40	\$23.52	\$21.34	disapproved
10/16/2009	Public Health	P/T Temp Account Clerk	add (reduction from 6 to 4)		10		\$10.61	approved
11/12/2009	Public Health	Supervising Public Hlth Nurse	resignation	11/6/2009	37.5	\$30.32	\$28.81	approved
11/12/2009	PV	Part-time Food Serv. Helper	resignation	10/30/2009	20	\$10.66	\$10.46	approved
11/12/2009	PV	Cleaner	retirement	9/30/2009	40	\$13.06	\$10.46	approved
11/12/2009	PV	Cleaner	retirement	10/16/2009	40	\$13.06	\$10.46	approved

Action: Approved

Disapproved

Ask to committee

2009 MASTER VACANCY LIST

Date	Department	Title	Reason for Vacancy	Date of vacancy	hrswk	vacated hrly rate	replace hrly rate	Action
4/10/2009	Real Property	Clerk - Summer/Temporary	death of Tax Map Tech.	3/14/2009	35	\$19.07	\$10.61	approved
4/10/2009	PVI	Infirmary Aide (Temporary)	Long term disability	8/1/2008	20	\$11.48	\$10.68	approved
4/10/2009	PVI	P/T Transporter	terminated	1/18/2008	20	\$10.37	\$10.68	approved
4/10/2009	Public Health	Administrative Secretary	retired	5/14/2009	35	\$18.39	\$15.76	approved
4/10/2009	DPW	Solid Waste Supervisor	retired	3/31/2009	40	\$23.52	\$21.34	back to comm
4/10/2009	DPW	P/T Solid Waste Laborer	pool of 10				\$11.11	approved
4/10/2009	PVI	Senior Clerk to P/T Typist	resignation	2/19/2009	20	\$16.44	\$12.70	approved
5/5/2009	PVI	Dietetic Services Supervisor	retirement	6/11/2009	35	\$19.75	\$20.63	approved
6/11/2009	PVI	Full-time temporary cleaner	3 F/T on db or using sick	4/15/2009	35	11.06-13.06	\$7.53	approved
6/11/2009	PVI	Full-time temporary cleaner	3 F/T on db or using sick	4/15/2009	35	11.06-13.06	\$7.53	approved
6/11/2009	PVI	Cook (Teamsters Union)	prom. To Diet. Supv.	6/11/2009	35	\$14.22	\$12.57	approved
6/11/2009	Public Safety	Per Diem	pool of 6 or 8	early June		\$15.76	\$15.50	approved
6/11/2009	Sheriff	Typist	resignation	3/20/2009	35	\$12.93	\$12.70	approved
6/11/2009	DSS	Social Welfare Examiner	resignation	7/1/2009	35	\$16.22	\$15.76	approved
6/11/2009	DSS	Social Welfare Examiner	resignation	4/10/2009	35	\$15.99	\$15.76	approved
6/11/2009	DSS	Typist	resignation	6/11/2009	35	\$13.97	\$12.70	approved
6/11/2009	DPW	Full-time temporary Laborer	summer		40		\$14.08	approved
6/11/2009	DPW	Full-time temporary Laborer	summer		40		\$14.08	approved
6/11/2009	DPW	Full-time temporary Laborer	summer		40		\$14.08	disapproved
6/11/2009	Sheriff	Cook - grade 8	retirement	7/6/2009	35	\$14.45	\$13.76	approved
6/11/2009	Sheriff	Asst. Cook - grade 6	promoted to Cook	7/6/2009	35	\$11.93	\$11.70	approved
6/11/2009	Public Health	Handicapped Children's Coord.	resignation	6/15/2009	35	\$22.73	\$21.34	approved
6/11/2009	Public Health	Home Health Aide (CSEA)	retirement	5/30/2009	35	\$13.39	\$11.11	approved
6/11/2009	Public Health	Typist	provisional promotion	5/14/2009	35	\$14.98	\$12.70	approved
7/9/2009	PVI	Assistant Cook (Grade 4)Union	prom to Cook		P/T		\$10.46	approved
7/9/2009	PVI	Assistant Cook (Grade 4)Union	prom to Asst. Cook		P/T		\$10.46	approved
7/9/2009	Sewer	Laborer (Grade 5)	Summer/Temporary		40		\$11.11	approved
7/9/2009	Public Health	Sr. Typist	promotion from Typist		35		\$16.18	approved
7/9/2009	ADRC	Aging Services Assistant	prov didn't pass exam(2)		35		\$14.82	approved
7/29/2009	Bd of Elections	Deputy Election Commissioner	terminated	7/13/2009	35	\$16.09	\$14.82	approved

Action: Approved

Disapproved

Back to committee

2009 MASTER VACANCY LIST

Date	Department	Title	Reason for vacancy	Date of Vacancy	hrs/wk	vacated hrly rate	replace hrly rate	Action
1/8/2009	DSS	Account Clerk	unsuccessful probation	12/8/2008	35	\$13.76	\$13.76	
1/8/2009	DSS	Typist	resignation	11/18/2008	35	\$12.70	\$12.70	disapproved
1/8/2009	DSS	Typist	transfer to PVI	11/27/2008	40	\$12.70	\$12.70	approved
1/8/2009	Sheriff's	Lieutenant	retirement	1/21/2009	40	\$28.74	\$26.16	approved
1/8/2009	DSS	Principal Welfare Examiner	retirement	1/29/2009	35	\$24.09	\$21.34	disapproved
1/8/2009	DSS	Principal Welfare Examiner	retirement	2/16/2009	35	\$24.09	\$22.48	approved
1/8/2009	DSS	Support Investigator	provisional	1/2/2009	35	\$15.76	\$14.73	disapproved
1/8/2009	OFA	Dietician/Nutritionist	resignation	1/21/2009	35	\$21.86	\$21.34	removed

1/27/2009	DSS	Typist	unsuccessful probation	1/27/2009	35	\$12.70	\$12.70	
1/27/2009	Carpool	Automotive Mechanic	transfer closer to home	11/13/2008	40	\$16.43	\$16.69	approved
1/27/2009	PVI	Adult Home Director	transfer to Nursing	2/13/2009	40	\$22.28	\$21.63	approved
1/27/2009	DSS	Sr. Social Welfare Examiner	prom. to Principal SWE	1/29/2009	35	\$19.82	\$17.62	approved
1/27/2009	DSS	Social Welfare Examiner	promotion to Sr. SWE	TBA	35	\$16.45	\$14.73	approved
1/27/2009	PVI	Account Clerk	transfer to DSS	2/5/2009	35	\$16.04	\$13.76	approved
1/27/2009	DSS	Clerk/Typist - Temporary	HEAP demands		35	\$12.70		approved

2/12/2009	B&G	Bldg. Maintenance Helper	pending retirement	4/8/2009	40	\$14.98	\$12.70	
2/12/2009	DPW	Highway Worker II	transfer to Public Safety	2/19/2009	40	\$15.91	\$15.21	approved
2/12/2009	Sheriff's	P/T LPN	need pool to call in		varies		\$15.76	approved
2/12/2009	Sheriff's	P/T Deputy	need pool to call in		varies		\$13.70	approved

2/25/2009	DSS	Comm Serv Aide TEMP	retirement 3/3/09	2/11/2009	35	\$13.74	\$11.96	approved
2/25/2009	DSS	Typist	unsuccessful probation	2/19/2009	35	\$12.70	\$12.70	
2/25/2009	PVI	Senior Clerk	resignation	2/19/2009	35	\$16.44	\$14.82	back to comm
2/25/2009	Treasurer's	Sr. Acct. Clk/Account Clerk	transfer to PVI	2/19/2009	35	\$16.22	\$13.76	approved

3/12/2009	PVI	Administrative Secty/Typist	retiring	5/15/2009	35	\$18.04	\$12.33	approved
3/12/2009	PVI	P/T Typist	resignation	3/11/2009	20	\$12.33	\$12.33	approved
3/12/2009	PVI	Supervising Nurse 3:00-11:00	resignation	3/6/2009	40	\$24.40	\$24.14	approved
3/12/2009	Probation	Probation Officer/Trainee	resignation	3/21/2009	35	\$20.41	\$19.49	approved

Action: Approved
 Disapproved
 Back to committee