

PERSONNEL COMMITTEE MEETINGS MINUTES
JANUARY 27, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Pitts

PERSONNEL COMMITTEE MEMBERS ABSENT: Suprenant

SUPERVISORS: Henke, Hicks, Gang, Shaw, Moore

Debra Prehoda, Clerk

Melissa Moulthrop, Personnel Director

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, Treasurer

Tony Jordan, District Attorney

Glen Gosnell, Director Public Safety
Public

Tim Hardy, Deputy Dir. Communications, Public Safety

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 12, 2016
- 3) Department Staffing Requests
 - A. Public Safety
 1. Reclassification of Titles – Director and Deputy Positions
 - B. County Clerk
 1. Part-Time Recording Clerk - Backfill
 - C. Public Health
 1. WIC Program Nutritionist - Temporary
- 4) Other Business
- 5) Adjournment

Chairman LaPointe called the meeting to order at 1:00 P.M.

A motion to accept the minutes of the January 12, 2016 meeting was moved by Mr. Pitts, seconded by Mr. Shay and adopted.

RECLASSIFICATION OF TITLES – Melissa Moulthrop, Personnel Director, stated she has been working with Glen Gosnell, Director of Emergency Services, on his title and his deputy position titles, Deputy Director of Communications and Deputy Director of Emergency Services. They are in agreement that the title of Director of Emergency Services would be better titled, Director of Public Safety. That is a civil service exempt title so she cannot reclassify but has to submit the request to NYS Civil Service to have that finalized. Mr. O'Brien stated he thought it was in the law that the County must have a Director of Emergency Services and recommending checking that out prior to reclassification. The Deputy Director of Communications would be reclassified the Deputy Director of Public Safety and become a salaried position and the Deputy Director of Emergency Services would be reclassified Emergency Management Coordinator. The Personnel Director will confirm the Director title can be reclassified.

STAFFING REQUESTS:

COUNTY CLERK – P/T Recording Clerk (Backfill due to retirement) – A motion to approve backfilling a part time Recording Clerk was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

PUBLIC HEALTH – WIC Program Nutritionist – Temporary – New – due to medical leave and upcoming retirements. A motion to approve new temporary WIC Nutritionist was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

PUBLIC DEFENDER – Part Time Legal Assistant – New – A motion to approve new part time Legal Assistant and amend Staffing Pattern was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. Mr. O'Brien stated for funding reasons this should be a temporary part time position. A motion to amend to approve a temporary part time Legal Assistant was moved by

Mr. O'Brien, seconded by Mr. Shay and adopted. The motion to approve new part time Legal Assistant and amend Staffing Pattern was adopted as amended.

PERSONNEL – Typist – New - The Personnel Director is requesting to downgrade her request for a Personnel Clerk Trainee approved in the 2016 budget to Typist. A motion to approve new Typist position and amend Staffing Pattern was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

DISTRICT ATTORNEY – Assistant District Attorney – New – A motion to approve new Assistant District Attorney position was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. Tony Jordan, District Attorney, stated the position is needed right away and thinks this will allow his office to comply with the Hurrell-Herring lawsuit. He discussed a salary based on experience and gradually/incremental increases; move up through on a set scale. The Treasurer stated this pay scale would be unique to the District Attorney's Office and the County Administrator stated that presents a problem to the County. Mr. O'Brien stated this needs to be looked at globally within the County. This position is not funded in the 2016 budget. The District Attorney would like to bring an Assistant District Attorney in at an entry level and then move them up through a professional salary schedule within our salary schedule. The Treasurer asked do you hold the other offices with Attorneys to the same standard. The County Administrator recommends getting the offices that employ Attorneys to agree with this. If this is done in one office there are implications to the other offices. A motion to amend to create an entry level Assistant District Attorney position at the recommended salary of \$45,000 and forward to the Finance Committee was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. The District Attorney will address incremental increases in the months to come. The motion to approve new Assistant District Attorney position was moved by Mr. Shay, seconded by Mr. O'Brien and adopted as amended.

OTHER BUSINESS:

Public Safety – The County Administrator addressed the designation of On Call Supervising Communications Officer and Senior Communications Officer on duty discussed at the Public Safety Committee meeting. The suggested way to compensate the on call Supervising Communications Officer is to compensate them an extra \$1.00 per hour all year and Communication Officers would receive an additional \$1.25 per hour when they are the Senior Communications Officer in the room. The County Administrator is meeting with the County's union negotiator tomorrow to discuss how to implement this if approved; open contract or side letter. He does not believe this was taken to the union. Tim Hardy, Deputy Communications Director, stated he was trying to fill these holes without hiring new people. A motion to authorize County Administrator to move forward with these designations was moved by Mr. O'Brien and seconded by Mr. Shay. Discussion. Mr. Pitts asked about the cost. The County Administrator stated \$8,000 for the Supervisors and it is hard to know for the Senior Communications Officer because we do not know how much that is going to be done. Public Safety has the funds in their budget to cover this expense because they budget personal services at 85.5 hours per pay period and if someone takes time off at 80 hours that breakage internally covers this additional expense. The motion to authorize County Administrator to move forward with these designations was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

Deputy Director of Communication – The County Administrator recommends making this an exempt position. A motion to change Deputy Director Communication to exempt status on the salary schedule and forward to the Finance Committee was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

Compensatory Time – The Personnel Director distributed a copy of the handbook section that addresses compensated time. The time and attendance program, Kronos, had a forty hour cap on the compensation time that could be accrued but time was accrued over the 40 hour limit; 40 hour cap removed in January 2015. There is compensation time outstanding that is due employees. Distributed was a listing of compensatory time overages for various departments from June 4, 2004 through December 30, 2015 totaling \$40,196.14. The County Administrator suggested amending the handbook to state: that compensation time earned must be used during the pay period that they earned it or by the next two week pay period or it is paid out. This allows flexibility by both the department and the employee. Employees were not being paid for this compensated time or taking the time. The County Treasurer believes there are sufficient funds remaining in the 2015 budget to cover these expenses. A motion to move payment of compensatory time overages out of the 2015 budget to the Finance Committee was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

Evaluations – Mr. O'Brien stated when the Personnel Committee was formed it was charged with doing department head evaluations. He recommends the following changes to the process: the grading/rating system, superior, excellent, etc., either do away with it or not have the department head fill that section in, and the committee chairman not the chairman of the Personnel Committee should be doing the evaluation through this committee. Chairman LaPointe would like Mr. O'Brien to submit his requested changes in writing. The County Administrator would like to move the evaluations until June; conduct them in the middle of the year closer to the budget process. The evaluations should be completed prior to the start of the budget process.

The meeting adjourned at 1:58P.M.

*Respectfully submitted,
Debra Prehoda, Clerk,
Washington County Board of Supervisors*



WASHINGTON COUNTY
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Personnel Committee Mtg.

Wednesday, January 27, 2016

Chairman LaPointe, Supervisors O'Brien, Pitts, Shay, Suprenant

1. Public Safety – Reclassification of Titles

<u>Current</u>	<u>Proposed</u>
Director of Emergency Services	Director of Public Safety
Deputy Director of Communications	Deputy Director of Public Safety
Deputy Director of Emergency Services	Emergency Management Coordinator

*Director of Emergency Services is classified as Exempt and requires NYS Civil Service approval.

2. Staffing Requests:

County Clerk – P/T Recording Clerk (Backfill)

Public Health – WIC Program Nutritionist (Temp) – New

Public Defender – P/T Legal Assistant – New

*Add to Staffing Pattern

Personnel – Typist – New

*Downgrade from budgeted position of Pers. Clerk Trainee; change to Staffing Pattern

DA – Assistant District Attorney - New

3. Compensatory Time

40 hour cap in KRONOS caused Overages to not be paid

Washington County Employee Handbook:

Section: Pay

Issue Date: 06/21/93

Section # 2.010

Subsection: Compensatory Time Revised Date: 01/15/10

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On occasion it may be to the benefit of the County and the employee to earn compensated time in-lieu of pay. Compensated time will be calculated by the following method: any thirty-five (35) hour employee will earn one hour of compensated time for each hour worked between thirty-five (35) and forty (40) hours: all compensated time after forty (40) hours will be earned at a rate of one and one half per hour worked after forty (40) hours. The only exception to this is if an employee earns and uses compensated time within the same pay period, then compensated time will be calculated at straight time.

Pay periods start on a Thursday and end on Wednesday at midnight. The maximum amount of compensated time that an employee can accrue is twenty four (24) hours.

Accrued compensated time must be utilized before the end of or paid out to the employee during the final full payroll of each year per BOS Res No.36.

FLSA "exempt" employees and officers are not entitled to compensatory time.

Section:

40 hour cap in KRONOS was causing employees that had comp time accrue over 40 hours to lose time.

Cap was removed in January 2015

Compensatory Time Overage Summary

June 4, 2004 - December 30, 2015

Alternative Sentencing	108.45
* Board of Elections	9.60
Corrections	334.60
DA	36568.43
*DPW Engineers	1023.22
Probation	47.98
Sewer	13.82
*Sheriffs	2090.04

\$40,196.14

*BOE, DPW Engineers, A Sheriff Position - Compensated Time Accrual was not paid out when employee moved from hourly to salary, not a result of system overage cap totalling \$1,696.55.

1/7/2016