

PERSONNEL COMMITTEE MEETING MINUTES
FEBRUARY 24, 2016

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hicks, Fedler, Gang, Moore, Campbell, Hogan, Armstrong

Debra Prehoda, Clerk

Melissa Moulthrop, Personnel Director

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 27, 2016
- 3) Department Staffing Requests
 - A. Real Property
 1. Tax Map Technician – New – Anticipated Retirement
 - B. Public Health
 1. Early Intervention Program Coordinator – Backfill
 2. Pre-School Service Coordinator – Backfill – Reclassification from Handicapped Children Specialist
 3. Nutrition Aide – WIC Per Diem - Backfill
- 4) Other Business
- 5) Adjournment

Chairman LaPointe called the meeting to order at 11:20 A.M.

A motion to accept the minutes of the January 27, 2016 meeting was moved by Mr. Pitts, seconded by Mr. Shay and adopted.

STAFFING REQUESTS:

REAL PROPERTY– Tax Map Technician – New – Anticipated Retirement – Real Property currently has a Tax Map Technician out on medical leave and has notified the Department Head that he plans to retire in mid-April. Due to the necessity of this position, the Real Property Director has asked to establish as a new position, not temporary, effective immediately and not backfill the current Tax Map Technician position once he is officially retired. This is a competitive position and the exam has been ordered. Mr. O'Brien stated it is going to take time to fill this position and asked why a new position and not a backfill. The Personnel Director stated the employee is not anticipated to return to work but it is possible that could still happen. Mr. O'Brien stated so if we create this position and then he comes back, we have two positions. If that happened an employee could be laid off or a position eliminated. Chris DeBolt, County Administrator, stated we don't think there is any reason to believe that that scenario would play out. A letter has been requested from the employee out on medical leave stating that he plans to retire. Melissa Moulthrop, Personnel Director, stated he is not anticipated to come back; his desk has been cleaned out. Mr. O'Brien objects to creating a new position for this; could get stuck with two. The Personnel Director stated another option would be to hire a temporary backfill for the position. The County Administrator stated the Real Property Director has concerns about recruitment if it is advertised as temporary. The County Attorney stated by the time an offer is made to hire someone, the question of his return should be resolved. A motion to create a new Tax Map Technician position in Real Property was moved by Mr. Shay, seconded by Mr. Suprenant and adopted. Mr. O'Brien opposed. (Resolution to Amend Staffing Pattern)

PUBLIC HEALTH:

- Early Intervention Program Coordinator – Backfill – Resignation – A motion to approve backfill, Early Intervention Program Coordinator, due to a resignation, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (Resolution Not Required)

- Pre-School Service Coordinator – Backfill – Reclassification from Handicapped Children Services Specialist to make title coincide with State's description of this position. A motion to approve backfill, due to a promotion, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (Resolution to Amend Staffing Pattern and Amend Titles by Grade Salary Schedule for title change.)
- Nutrition Aide – WIC Per Diem – Backfill – A motion to approve backfill, Nutrition Aide WIC per diem, due to a resignation, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (Resolution Not Required)

OTHER BUSINESS:

ADDITIONAL STAFFING REQUEST RECEIVED AFTER MEETING WAS NOTICED:

DEPARTMENT OF SOCIAL SERVICES – Typist – Backfill - Transferred to another County department. A motion to approve backfill, Typist, due to employee transferring to another County department, was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. (Resolution Not Required)

PUBLIC HEALTH RETIREMENTS – Chris DeBolt, County Administrator, stated for the committee's information, he met last week with the Public Health Director and approximately one-third of that department is eligible for retirement over the next two years. The Public Health Director is working on a plan and there may be a lot of staffing requests coming in from Public Health.

READDRESS PUBLIC HEALTH STAFFING REQUEST – The Personnel Director stated Public Health at the last meeting requested a temporary WIC Program Nutritionist position because she had medical leaves and upcoming retirements. That motion was moved and approved and asked if this required Board action to put this temporary position on the Staffing Pattern. This temporary position is indefinite because it is starting out to fill in for employees on medical leave. The County Attorney stated Board approval is needed if this is an additional slot; not filling an already established slot in the Staffing Pattern. The Personnel Director stated this is a different title than the two employees going out on medical leave/disability. The County Attorney stated this needs to go to the full Board. The Personnel Director can temporarily fill if it is the same title without going to the Board. She will check to see if the temporary position is eligible to be the same title as those going out on leave and then a temporary backfill could be done. A motion to approve doing that was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

PLANNER – ECONOMIC DEVELOPMENT – Yesterday, the Economic Development Director addressed with the Agriculture, Planning, Tourism and Community Development Committee, the desire to hire a Planner. Currently, the position on the exempt salary schedule is Director of Planning and is requesting to change that to Planner. The salary is \$52,500 and that would not change. Mr. O'Brien said it was stated that this Planner would be asked to do some economic development job duties and also some grant writing. He asked if that was included in the job description or did that need to change. Ms. Oswald, Economic Development Coordinator, stated one of the things in the job description is other duties as assigned by the department head so you could say it is covered by that wording. The residency requirement was removed yesterday. Ms. Oswald stated the Personnel Committee last year changed the Planner from exempt at \$52,500 to a Planner at a grade 15 a 35-hour per week employee but the exempt salary schedule included a new position of Director of Planning and the Ag committee

did not want that position and there was a lot of confusion. She has spoken with the Personnel Director and determined the simplest manner to get rid of the confusion is by taking the exempt salary schedule and changing the title of Director of Planning into Planner and leave it as it was originally budgeted. The residency requirement has already been removed. A motion to change the exempt salary schedule from Director of Planning to Planner and the salary to remain the same was moved by Mr. Suprenant, seconded by Mr. Shay and adopted.

COUNTY LIFESTYLE IMPROVEMENT PROGRAM – The Personnel Director and Director of Public Health with the help of our health insurance broker, Capital Financial, will be putting out a mailing around the first week in March to all county employees and retirees telling them about this new County sponsored program which is going to really kind of explain the benefits and that the County really has an interest in their health and health of their families and try to get participation.

The meeting adjourned at 11:37 A.M.

Respectfully submitted,

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



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Personnel Committee Mtg.

Wednesday, January 27, 2016

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

1. Real Property - Tax Map Technician – New
Current TMT out on leave and anticipated retirement in April, no request to backfill that position once vacated.
2. Public Health – Early Intervention Program Coordinator – Backfill
- Pre-School Service Coordinator – Backfill
(Reclassification from Handicapped Children's Services Specialist; Title change to Staffing Pattern and Titles by Grade Schedule)
- Nutrition Aide – WIC Per Diem - Backfill
3. DSS – Typist – Backfill
4. Other Business:
Change Director of Planning to Planner on Exempt Salary Schedule.
Remove Planner from Grade 15

**Personnel Committee
Position Fill Request Form**

Date: 2/9/16 Department: Real Property

Is the Request for a Backfill or New Position?

NEW / ~~Backfill~~

Title of Civil Service Position:

Tax map technician

Civil Service Competitive or Non-Competitive?

competitive

Pay Rate/Salary of Last Person in Position:

\$23.28

Base Rate/Salary if Filled:

\$19.79

Number of Hours/Week:

35

Reason Position is Being Vacated:

retirement

Date the Position will be Vacated:

April 11, 2016

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?

one

What is the source of the funding?

budget

** New Position, Current Tax Map Tech. out on leave
* retiring 4/11/16. & will not be backfilled.*

**Personnel Committee
Position Fill Request Form**

Date: 2/10/2016__ Department: Public Health- preschool spec. ed

Is the Request for a Backfill or New Position?

fill

Title of Civil Service Position:

Early Intervention Prog. Coord

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$25.05

Base Rate/Salary if Filled:

\$23.21
~~\$20.21~~

Number of Hours/Week:

35

Reason Position is Being Vacated:

12/18/2015

Date the Position will be Vacated:

resignation need to fill

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?

only 1

What is the source of the funding?

county some state offset

**Personnel Committee
Position Fill Request Form**

Date: 2/10/2016

Department: Public Health

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

PreSchool Service Coordinator

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$22.28/hr

Base Rate/Salary if Filled:

\$20.79, Gr 14 Base

Number of Hours/Week:

35

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

March 22, 2016

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?

3

What is the source of the funding?

County and State

** Reclassified from Handicapped Children Specialist*

**Personnel Committee
Position Fill Request Form**

2/10/2016

Public Health-WIC

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Nutrition Aide WIC per diem

Civil Service Competitive or Non-Competitive?

competitive

Pay Rate/Salary of Last Person in Position:

\$13.75

Base Rate/Salary if Filled:

\$13.75 gr 7 base

Number of Hours/Week:

20

Reason Position is Being Vacated:

resignation/relocation

Date the Position will be Vacated:

March 24, 2016

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?

is per diem

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

3

What is the source of the funding?

NYS WIC funding state/federal

**Personnel Committee
Position Fill Request Form**

Date: 2/22/16 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:

\$15.52

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

35

Reason Position is Being Vacated:

transfer

Date the Position will be Vacated:

March 10, 2016

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?

11 at 35 hours

What is the source of the funding?

50 Fed - 25 State - 25 Local

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