

PERSONNEL COMMITTEE MEETING MINUTES
MARCH 10, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Suprenant, Pitts
PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hicks, Fedler, Shaw, Moore, Idleman, Haff, Campbell, Skellie, Hogan
Debra Prehoda, Clerk
Melissa Moulthrop, Personnel Director
Roger Wickes, County Attorney
Chris DeBolt, County Administrator
Al Nolette, Treasurer
Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 24, 2016
- 3) Department Staffing Requests
 - A. Code Enforcement
 1. Code Enforcement Officer F/T – Backfill – Retirement
 2. Code Enforcement Officer P/T – New Position
 - B. Department of Social Services
 1. Title Changes
 - a. Social Welfare Examiner to Social Services Examiner
 - b. Support Investigator to Social Services Examiner
 - c. Senior Social Welfare Examiner to Senior Social Services Examiner
 - d. Senior Support Investigator to Senior Social Services Examiner
 - C. Public Defender
 1. Legal Assistant (Temp) P/T to Legal Assistant (Temp) F/T
- 4) Other Business
- 5) Adjournment

Chairman LaPointe called the meeting to order at 9:11 A.M. Vice Chairman Hicks making the quorum.

A motion to accept the minutes of the February 24, 2016 meeting was moved by Mr. Shay, seconded by Mr. Hicks and adopted.

STAFFING REQUESTS: In attendance, Supervisors Pitts and Suprenant, committee members.

CODE ENFORCEMENT:

- Code Enforcement Officer F/T – Backfill due to Retirement – The Personnel Director stated Dave Armando, Code Enforcement Administrator, has stated his intention to retire at the end of April and has asked to backfill the full time Code Enforcement Officer position that he holds and create a new Code Enforcement Officer part time slot. She stated there is also the issue of the \$5359 Code Enforcement Administrator stipend. Dave Armando addressed the committee confirming that he would like to retire at the end of April and would love to stay on part time. He explained how the new Code Enforcement Officer, the backfill to his full time slot, will be busy with required training and the department is busy during the summer. Also it appears that the Town of Kingsbury and Village of Hudson Falls will be coming on board with the County in June or July for some code services creating additional work. He stated if he was to work part time, he would be limited to \$1,310 per month earnings. He stated his stipend is already in place for the entire year. To backfill his position with a new base salary position for Code Enforcement Officer and create and fill the part time position, he estimates the Code budget would require an additional \$5,600. He stated if he was paid out of the budget hourly for one day a week and then work another day a week off the stipend or whatever it takes, one or two days a week. Mr. Hicks asked who would be the Administrator then. Mr. Armando stated he would like to remain as the Administrator. The County Attorney, County Administrator and County Treasurer all expressed concern with the exempt salary regulation. The County Administrator stated he thinks there are some concerns about

adequate coverage of the Administrator over the department if it is just part time and that is certainly something we have to think about. Public Safety Committee Chairman Suprenant stated this request was moved to the Personnel Committee for discussion without any recommendation. Roger Wickes, County Attorney, stated there is a deadline in statute where municipalities that want to get out of some or all of Code Enforcement have to notify us to start the next year so that we have time to prepare and start. He added the County could agree otherwise to their plan. In the Code Enforcement budget, the expenses outweigh the revenue received; there is a net County cost. Supervisor Campbell stated with the designation of an Administrator for the department, that person would hire the part time position and determine the hours worked; it would not be Mr. Armando's decision if he is not the Administrator. The Personnel Director stated the first request was to backfill the full time Code Enforcement Officer position; backfilling Mr. Armando's position as a Code Enforcement Officer due to his retirement. A motion to approve backfill, full time Code Enforcement Officer, due to a retirement was moved by Mr. Suprenant and seconded by Mr. Pitts. Discussion. This is backfilling the Code Enforcement Officer position not the Administrator. The Board appoints the Administrator. This is just the full time position not the stipend for Code Enforcement Administrator. The Personnel Director stated an exam was recently held for Code Enforcement Officer and they are waiting for the results. Mr. Armando stated he would like to work part time and retain the Administrator stipend. The motion to approve backfill, full time Code Enforcement Officer, due to a retirement was moved by Mr. Suprenant, seconded by Mr. Pitts and adopted. A motion to create a new part time Code Enforcement Officer position was moved by Mr. Shay and seconded by Mr. Suprenant. Discussion. The appointment of the Code Enforcement Administrator position was referred back to the Public Safety Committee for a recommendation. Whoever is the Code Enforcement Administrator would appoint that part time position. The Treasurer stated whoever the Board appoints in April as the Code Enforcement Administrator effective the day after Mr. Armando's retirement they would then fill the slots in the department. The Code Enforcement Administrator position can be advertised, filled from within, there are options just like any other department head. The County Attorney stated the only person the Board appoints is the Code Enforcement Administrator; no authority to fill the other positions: Code Enforcement Officer full time and part time. Mr. Suprenant stated the options are advertise for a full time Code Enforcement Officer also being the Administrator or a part time Administrator either from within the department or outside the department. The Treasurer stated also a full time from within the department. The motion to create a new part time Code Enforcement Officer position was moved by Mr. Shay, seconded by Mr. Suprenant and adopted. (Resolution) The Personnel Director stated the motion was to backfill a full time Code Enforcement Officer position and asked who is going to be the appointing authority for this full time position. She stated there is not a slot until Mr. Armando retires. The County Attorney stated it would be the new Administrator. The County Administrator stated we almost have to create a new full time Code Enforcement Officer position to bring them in now. The Treasurer stated why not just wait until the April Board meeting. The County Administrator stated we want to bring someone in now because if we wait until Mr. Armando retires, we will have multiple months without somebody effectively. The Treasurer stated you can appoint at the April meeting before he leaves is fine. The Personnel Director stated she can advertise right now. Mr. O'Brien does not think the part time position should be the Administrator that should be a full time position. Chairman LaPointe stated the Administrator position is going to the Public Safety Committee for consideration. Chairman LaPointe moved to move forward with advertising for a full time Code Enforcement Officer position and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Title Changes: The Personnel Director has been working with the Commissioner of Social Services on the reclassification of the positions which made a lot sense as far as duties that are overlapping and this opens up opportunities for these current employees to promote to other positions that are road blocked.
 - Social Welfare Examiner to Social Services Examiner – new position
 - Support Investigator to Social Services Examiner
 - Senior Social Welfare Examiner to Senior Social Services Examiner
 - Senior Support Investigator to Senior Social Services Examiner

This puts two titles into one position and allows them to promote and allows the Commissioner to use them more efficiently. DSS has wanted this for a long time and the Personnel Director worked with NYS Civil Service. She is waiting to hear back from the union but there does not seem to be any issue. A motion to approve requested title changes in the Department of Social Services was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. The County Administrator stated Larry Paltrowitz, union negotiator, stated an MOA is needed on this. Authorization is needed for the Chairman to sign the MOA with the union recognizing these title changes. These title changes do not require the employees to retest. These are only title changes not grade changes. The motion to approve requested title changes in the Department of Social Services was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (Resolution)

PUBLIC DEFENDER:

- Legal Assistant (Temporary) P/T to Legal Assistant F/T – The Personnel Director stated the Public Defender currently has a temporary part time Legal Assistant and is requesting to move that to a full time position at 40 hours per week. Currently, the Legal Assistants in the Public Defender's Office work 35 hours a week. A motion to approve full time Legal Assistant position in the Public Defender's Office at 40 hours a week was moved by Mr. O'Brien and seconded by Mr. Shay. Discussion. Mr. Shay asked what was the Quality Improvement plan funding. The County Administrator stated it is under the Hurrell-Harring lawsuit settlement. The temporary part time Legal Assistant position was created at the February Board meeting. Last month, the discussion was to make this position temporary until funding from the Hurrell-Harring lawsuit was received. Temporary employees are not entitled to benefits but under the Affordable Care Act any employee working over 30 hours a week would be eligible for health insurance. The Treasurer stated the Employees' Handbook needs to be amended. The County Administrator stated the long term goal is to make this employee a permanent full time employee structured temporary waiting on lawsuit so he does not know if we want to not provide this employee with all County benefits since the goal is to have them on long term. He stated every expectation is that we will have funding for this position. Mr. O'Brien stated we cannot start making exceptions to our policies for temporary employees. Discussion on leaving this position temporary until the funding issue is resolved. It was asked what changed in the span of a month to require this position to go from part time to full time. The Personnel Director stated a test has been given for this position but she does not have a list yet. Mike Mercure, Public Defender, joined the meeting. Chairman of the Board Henke asked what has changed since last month when you asked for a temporary part time position to now requesting full time. Mr. Mercure stated he wanted a 40 hour position last month and a full time position is what is needed so this is not inconsistent to move to 40 hours. He does think this all can be funded; choices just need to be made on where to allocate the funding from. Last month, the decision was made to create a part time temporary position until the Hurrell-Harring settlement funding is received. He felt the distinction of the position being temporary was more important than part time verses full time

therefore he would like a temporary 40 hour Legal Assistant position. He stated there are two funding streams, Distribution funding and Hurrell-Harring. He has held off on the Distribution funding (3–6) pending the details of the Hurrell-Harring funding. Mr. Mercure would like to have four clerical positions in total in the office. The County Administrator expects the Hurrell-Harring contract by the end of the month. This matter was postponed until the next Personnel Committee meeting. Mr. O'Brien withdrew his motion to approve full time Legal Assistant position in the Public Defender's Office at 40 hours a week and Mr. Shay withdrew his second.

OTHER BUSINESS: The Clerk stated that inadvertently the Staffing Pattern was never amended for the County Clerk's part time Account Clerk for the DMV satellite office proposal that was approved at the end of 2015. A resolution will be submitted for consideration at the March Board meeting. (Resolution)

The meeting adjourned at 10:00 A.M.

Respectfully submitted,

*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. Moulthrop, Personnel Officer
mmoulthrop@co.washington.ny.us
Tel: (518) 746-2250 FAX: (518) 746-2169

Personnel Committee Mtg.

Thursday, March 10, 2016

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

I. Staffing Requests

Code Enforcement – Retirement; Backfill of Code Enforcement Officer F/T
NEW P/T Code Enforcement Officer position
(Staffing Pattern Change)

DSS – Title Changes – Social Welfare Examiner to Social Services Examiner
-Support Investigator to Social Services Examiner
- Senior Social Welfare Examiner to Senior Social Services Examiner
- Senior Support Investigator to Senior Social Services Examiner
(Staffing Pattern Change)

Public Defender - Legal Assistant – P/T Legal; Assistant (Temp) to F/T (40 hrs/wk)
(Staffing Pattern Change)

**Personnel Committee
Position Fill Request Form**

Date: March 10, 2016 Department: Code Enforcement

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Code Enforcement Officer F/T

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$22.28

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

40

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

April 30?

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?

4

What is the source of the funding?

budget

* Code Enforcement Administrator stipend - \$5359.

**Personnel Committee
Position Fill Request Form**

Date: March 10, 2016 **Department:** Code Enforcement

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Code Enforcement Officer P/T

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

20

Reason Position is Being Vacated:

N/A

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?

yes

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

4 F/T

What is the source of the funding?

?



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY, FORT EDWARD, New York 12828
Melissa R. Moulthrop, Personnel Officer
mmoulthrop@co.washington.ny.us
Tel: (518) 746-2250 FAX: (518) 746-2169

To: Chairman LaPointe, Supervisors O'Brien, Shay, Suprenant, Pitts
From: Melissa Moulthrop
Date: March 10, 2016
Re: DSS Title Changes

Several months ago, the Commissioner of Social Services and I began discussing the positions in Social Services and the promotional opportunities available or not available to those within the department. Some positions, once occupied, had very little opportunity for promotion. It also became apparent that the duties of the Social Welfare Examiners and Support Investigators were overlapping. Therefore, by reclassifying the positions, it not only updates the duties of the position, but also allows for further promotional opportunities.

After reviewing the job specs for positions in the department of DSS, and working diligently with NYS Civil Service and Commissioner DeLorme, I have found it appropriate to reclassify the following positions:

Social Welfare Examiner to Social Services Examiner
Support Investigator to Social Services Examiner

Senior Social Welfare Examiner to Senior Social Services Examiner
Senior Support Investigator to Senior Social Services Examiner

As a result of this reclassification, probationary terms have not been effected, nor will an additional Civil Service Exam be required of those with reclassified titles. Salary, length of service, training, experience, or other factors are not considered in determining the classifications of positions. The reclassifications are based solely on job duties.

The employees have received, or will be receiving, personalized letters notifying them of the reclassification. We look forward to the positive impact this has for the employees of DSS and members of CSEA.

**Personnel Committee
Position Fill Request Form**

Date: 3/2/2016 Department: PUBLIC DEFENDER

Is the Request for a Backfill or New Position?

Temp.
PART TIME TO FULL TIME

Title of Civil Service Position:

LEGAL ASSISTANT

Civil Service Competitive or Non-Competitive?

CIVIL SERVICE COMPETITIVE

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

40

Reason Position is Being Vacated:

PART TIME TO FULL TIME

Date the Position will be Vacated:

PART TIME TO FULL TIME

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?

QUALITY IMPROVEMENT PLAN

Other source of funding?

ILS DISTRIBUTIONS

** Request is for 40 hrs/wk; other L.A. is 35 hrs/wk.
* Provisional Appnt until List established.*

Resolution No. March 18, 2016

By Supervisors

TITLE: Amend the Staffing Pattern – County Clerk

WHEREAS, in 2015, the Government Operations and Finance Committees approved a one year pilot program for a DMV satellite office to try to recoup revenue lost due to online transactions and preaddressed mailings to a State processing center in Utica, and

WHEREAS, the proposal includes a part time Account Clerk which is in the 2016 budget but not on the Staffing Pattern, and

WHEREAS, a resolution is needed to amend the Staffing Pattern for this position; now therefore be it

RESOLVED, that the Staffing Pattern for the County Clerk is hereby amended to add one (1) part time Account Clerk.

BUDGET IMPACT STATEMENT: None.

Resolution No. March 18, 2016

By Supervisors

TITLE: Amend Staffing Pattern for Title Changes in the Department of Social Services

WHEREAS, the Personnel Officer has reviewed titles in the Department of Social Services and recommends changes, and

WHEREAS, the Personnel Committee has approved these changes; now therefore be it

RESOLVED, that the Staffing Pattern in the Department of Social Services be amended to reflect the title changes as follows:

Current Title:

Social Welfare Examiner
Support Investigator
Senior Social Welfare Examiner
Senior Support Investigator

New Title:

Social Services Examiner
Social Services Examiner
Senior Social Services Examiner
Senior Social Services Examiner

BUDGET IMPACT STATEMENT: None. Amends the Staffing Pattern to reflect the new titles.

Resolution No. March 18, 2016

By Supervisors

TITLE: Amend the Staffing Pattern – Public Defender

WHEREAS, Resolution No. 81 dated February 19, 2016 authorized amending the Staffing Pattern for the Public Defender to add one (1) temporary part time Legal Assistant to handle administrative work for the eight attorneys in the office, and

WHEREAS, the Public Defender has requested to move the temporary part time Legal Assistant to temporary full time at 40 hours per week and the Public Safety Committee approved this request; now therefore be it

RESOLVED, that the Staffing Pattern for the Public Defender be amended by adding one (1) temporary full time Legal Assistant and decreasing one (1) temporary part time Legal Assistant.

BUDGET IMPACT STATEMENT: Funding for this position has not been determined yet.