

PERSONNEL COMMITTEE MEETING MINUTES  
MARCH 30, 2016

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hicks, Gang, Moore

Debra Prehoda, Clerk

Melissa Moulthrop, Personnel Director

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, Treasurer

Tony Jordan, District Attorney

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – March 10, 2016
- 3) Department Staffing Requests
  - A. Youth Bureau
    1. Program Specialist - Backfill
    2. Court Referral Specialist – New – Approved in 2016 Budget (Add Court Referral Spec./Delete Sr. Acct. Clerk & Sr. Typist)
  - B. Department of Public Works
    1. Principal Eng. Tech. – New – Promotion from Sr. Eng. Tech. (Add Principal Eng. Tech./Delete Sr. Eng. Tech.)
    2. Bridge Repair Person – New – Promotion from HWI (Add Bridge Repair Person)
- 4) Employee Handbook Change – Health/Dental Insurance Sect. 7.008 to Comply with Affordable Care Act
- 5) Employee Recognition
- 6) Other Business
  1. Civil Service Conference
- 7) Adjournment

In the absence of Chairman LaPointe, Mr. O'Brien called the meeting to order at 1:00 P.M.

A motion to accept the minutes of the March 10, 2016 meeting was moved by Mr. Pitts, seconded by Mr. Suprenant and adopted.

STAFFING REQUESTS:

YOUTH BUREAU:

- Program Specialist – Backfill due to a resignation – A motion to approve backfill, Program Specialist, was moved by Mr. Pitts, seconded by Mr. Suprenant and adopted.
- Court Referral Specialist – A motion to approve filling new Court Referral Specialist approved in 2016 budget and add to Staffing Pattern and delete Senior Account Clerk and Senior Typist positions on Staffing Pattern was moved by Mr. Suprenant, seconded by Mr. Pitts and adopted.  
*Resolution to Amend Staffing Pattern to add one (1) Court Referral Specialist and delete one (1) Senior Account Clerk and one (1) Senior Typist.*

DEPARTMENT OF PUBLIC WORKS:

- Principal Engineer Technician – New – Promotion from Senior Engineering Technician - A motion to approve promotion of Senior Engineering Technician to Principal Engineer Technician was moved by Mr. Pitts, seconded by Mr. Suprenant and adopted.

Chairman LaPointe present.

- Bridge Repair Person – New – Promotion from HWII – A motion to approve new position, Bridge Repair position, was moved by Mr. Pitts, seconded by Mr. Shay and adopted. Superintendent is not requesting to backfill the Highway Worker II position at this time.  
*Resolution to amend Staffing Pattern to add one (1) Bridge Repair position.*
- Highway Worker II – Backfill due to resignation at the Whitehall Barn – A motion to approve backfill, Highway Worker II, was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Social Services Examiner – Backfill due to retirement effective April 28, 2016 – A motion to approve backfill, Social Services Examiner, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

DISTRICT ATTORNEY:

- Senior Crime Victim Advocate – Backfill due to resignation effective April 20, 2016 – A motion to approve backfill, Senior Crime Victim Advocate, was moved by Mr. Shay and seconded by Mr. Pitts. Discussion. Mr. O'Brien stated there was discussion yesterday at Public Safety about awarding this person three weeks of vacation. The person has previously worked for the County and left County employment about one year ago. He recommends developing a policy to address benefit time upon return to County employment. The Personnel Director stated the employee handbook states, "If an employee leaves County service and then returns to County service their new anniversary date, for County benefit purposes, will be the date of their return and all benefits will be figured using the return date; no credit will be given for past service." She stated this would be setting a precedent and there are department heads that do not have three weeks of vacation. This person is being appointed off a civil service list with at least 20 eligible candidates. She does not understand why the County would give this person the additional vacation time benefit. Her recommendation is no to the additional vacation time request. A motion approve backfill, Senior Crime Victim Advocate but the request for additional vacation time was not granted, was moved by Mr. Pitts, seconded by Mr. Shay and adopted.

CODE ENFORCEMENT:

- Staffing Pattern Change – Code Enforcement Officers are listed on the Staffing Pattern as 35 hours per week employees and they are actually 40 hours per week employees. A motion to amend Staffing Pattern from 35 hours per week to 40 hours per week to reflect the correct budgeted work hours for Code Enforcement Officer positions was moved by Mr. Pitts, seconded by Mr. Suprenant and adopted. *Resolution to Amend Staffing Pattern*
- Code Enforcement Administrator – Discussed at Public Safety meeting yesterday creating the position of a working Code Enforcement Administrator and eliminating the Code Enforcement Administrator stipend. Mr. O'Brien stated diagram 2 from yesterday, Code Enforcement Administrator with four Code Enforcement positions under the Administrator. A motion to move diagram 2 from Public Safety creating Code Enforcement Administrator position and eliminate stipend was moved by Mr. O'Brien and seconded by Mr. Shay. Discussion. Mr. Shay stated there would be five (5) full time positions. The Personnel Director stated currently the Code Enforcement Officer salary plus the stipend is about \$44,593. Her recommendation is to put it on the exempt salary schedule. Discussion ensued on the forthcoming change regarding the salary level for exempt employees. Currently, the Code Enforcement Administrator is paid hourly. Mr. O'Brien stated his motion includes placing the Code Enforcement Administrator on the hourly salary schedule. The County Administrator stated it would be placed nearest the grade for the amount currently being paid, \$44,593. The Personnel Director stated a provisional appointment could be made to the Code Enforcement Administrator position pending the exam. The County Administrator does not recommend a part time Administrator in that department. The Treasurer recommends this change be effective May 1, 2016. The Personnel Director will order the exam and begin recruitment after the April Board meeting. The motion to move diagram 2 from Public Safety creating a Code Enforcement Administrator position at an hourly grade and eliminate stipend effective May 1, 2016 was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. *(Establishing Grade for Code Enforcement Administrator – Finance)*

DEPUTY SUPERINTENDENT OF PUBLIC WORKS – In response to a question regarding residency requirement for Deputy Superintendent of Public Works, the Personnel Director stated that the Deputy Superintendent of Public Works requires residency in the County.

EMPLOYEE HANDBOOK CHANGE – Health/Dental Insurance Sect. 7.008 To Comply with Affordable Care Act – To comply with Affordable Care Act the Health/Dental Insurance Employee Handbook rules need to be amended. The proposed Employee Handbook change is to amend Washington County Health/Dental Insurance rules as follows: delete A. All employees employed at least thirty-five (35) hours per week on a regularly scheduled basis and add “A. *Employees that work, on average, at least 30 of service per week (130 hours of service in a calendar month is treated as the monthly equivalent of 30 hours of service per week) as mandated in the ‘Affordable Care Act’*”. The Treasurer added there is one more piece, over a six (6) months look back. It is not only 30 hours per week and 130 hours a month but also one more piece a six (6) month look back. A motion to move requested change to Employee Handbook Health/Dental Insurance rules was moved by Mr. O’Brien, seconded by Mr. Suprenant and adopted. *Resolution to amend Employee Handbook*

EMPLOYEE RECOGNITION – The Personnel Director stated there has been some discussion lately regarding employees that retire from County service and how we don’t currently have any type of recognition for them; recognize them for their service to the County. She has met recently to talk about the possibility of giving retirement recognition to an employee with ten (10) years of total service accumulative; it’s only if you retire not resignations or transfers. Suggesting a fifty dollar (\$50) limit on it and the item chosen would be standard for anyone no matter who you are or how many years you have been here; just a retirement recognition. A slate plaque was displayed which the Personnel Director, County Attorney and County Administrator all like. She stated at the most there are only about four or five retirements a year. A motion to allocate up to \$75 for an item of appreciation for people retiring with ten or more years of service was moved by Mr. O’Brien and seconded by Mr. Pitts. Discussion. The recognition item chosen is at the discretion of the Personnel Director. The recognition is the same whether you retire with ten years of service or forty years of service. Discussion on defining who gets these recognitions, LDC, EOC, Cooperative Extension and Soil and Water no and further discussion on whether or not to include the Sewer District. The Personnel Director stated people that work at the Sewer District are County employees. The County Administrator stated he thought that anything that had its own Board was separate from the County and we would not do. The Treasurer stated the Sewer District is part of our budget, part of our payroll and part of the retirement system. It was stated that the employee recognitions applies also to Sewer District employees. The motion to allocate up to \$75 for an item of appreciation for people retiring with ten or more years of service was moved by Mr. O’Brien, seconded by Mr. Pitts and adopted. (County employees and Sewer District employees) *Resolution to amend Employee Recognition Policy*

#### OTHER BUSINESS:

- Civil Service Conference – A motion to approve Personnel Director and one staff member attendance at Civil Service Conference in Rochester on June 6, 7 and 8 was moved by Mr. O’Brien, seconded by Mr. Shay and adopted.

The meeting adjourned at 1:59 P.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.

Wednesday, March 30, 2016

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

### 1. Staffing Requests

#### A. Youth Bureau

Program Specialist- Backfill

Court Referral Specialist – New – Approved in 2016 Budget

\*Staff Patt.- add Court Referral Spec./Delete Sr. Acct Clerk & Snr. Typist

#### B. Department of Public Works

Principal Engin. Tech. – New – Promotion from Sr. Eng. Tech.

(Principal in Staffing Pattern)

Bridge Repair Person- New- Promotion from HWII.

\*Staff Patt.- add Bridge Repair Person

#### Additional Staffing Requests:

DPW – HWII – Backfill- resignation

DSS - Social Services Examiner – Backfill- retirement

DA - Senior Crime Victim Advocate- Backfill – resignation

### 2. Other Business

A. Employee Handbook – Health/Dental Insurance Sect 7.008- change to comply with  
“Affordable Care Act”

B. Employee Retirement Recognition

C. Conference- 2016 Civil Service Training Conference- Rochester- June 6, 7, 8

**Personnel Committee  
Position Fill Request Form**

Date: 3/21/16 Department: Youth Bureau/Alternative Sent

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Program Specialist

Civil Service Competitive or Non-Competitive?

Civil Service Competitive

Pay Rate/Salary of Last Person in Position:

\$19.79 hr.

Base Rate/Salary if Filled:

\$19.79 hr.

Number of Hours/Week:

35

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

April 1, 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?

5

What is the source of the funding?

100% NYS

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

**Personnel Committee  
Position Fill Request Form**

Date: 3/21/16 Department: Youth Bureau/Alternative Sent

Is the Request for a Backfill or New Position?

New Position

Title of Civil Service Position:

Court Referral Specialist

Civil Service Competitive or Non-Competitive?

Civil Service Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

\$19.79 hr.

Number of Hours/Week:

35

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?

2

What is the source of the funding?

NYS

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

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2016			NOTES
			FT	PT	TOTAL	
YOUTH BUREAU/ ALTERNATIVE SENTENCING	A7310 Director of Youth Bureau / Alt Sent	35	1	0	1	
	Assistant Director Youth Bureau / Alt Sent	35	1	0	1	
	Alcohol/Substance Abuse Prg Coord.	35	1	0	1	
	Court Referral Specialist	35	1	0	1	Add
	Program Specialist	35	5	0	5	
	Senior Account Clerk	35	1	0	1	-delete
	Senior Typist	35	0	0	0	-delete
	Alternative Sentencing Program Aide	35	1	0	1	
			<b>11</b>	<b>0</b>	<b>11</b>	

**Personnel Committee  
Position Fill Request Form**

Date: 03-23-16

Department: DPW

Is the Request for a Backfill or New Position?

NEW

Title of Civil Service Position:

Principal ENGINEERING TECH

Civil Service Competitive or Non-Competitive?

COMPETITIVE (PROMOTIONAL)

Pay Rate/Salary of Last Person in Position:

\$ 28.60

Base Rate/Salary if Filled:

\$ 25.74

Number of Hours/Week:

40

Reason Position is Being Vacated:

RETIREMENT

Date the Position will be Vacated:

April 22, 2015

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?

NONE

What is the source of the funding?

2016 BUDGET

DEPARTMENT / ACCOUNT	JOB TITLE	HOURS	2016			NOTES
			FT	PT	TOTAL	
	Alternative Sentencing Program Aide	35	1	0	1	
			11	0	11	
<b>PLANNING / ECONOMIC DEVELOPMENT</b>	<b>A8020</b>					
	Economic Development Coordinator	35	1	0	1	
	Planner	35	1	0	1	
	Clerk (PT)	vary	0	1	1	
			2	1	3	
<b>*Note: Board of Elections as needed: 15 Techs/Custodians; 200 Inspectors</b>						
<b>GRAND TOTAL GENERAL FUND</b>			<b>437</b>	<b>156</b>	<b>593</b>	
<b>DPW: CAR POOL</b>						
<b>CM5135</b>						
	Auto Mechanic, FT	40	2	0	2	
	Auto Mechanic, PT	vary	0	1	1	
			2	1	3	
<b>DPW: ROAD FUND</b>						
<b>D5020, D5110, D3310</b>						
	Senior Engineer	40	1	0	1	
	Principal Engineering Technician	40	1	0	1	
	Senior Engineering Technician	40	1	0	1	
	Engineering Technician	40	1	0	1	
	Pavement Management Summer Intern	40	0	1	1	
	Pavement Management Coordinator	40	0	1	1	
	Highway General Supervisor III	40	1	0	1	
	Sign Maintenance Supervisor	40	1	0	1	
	Principal Account Clerk	35	1	0	1	
	Carpenter II	40	0	0	0	
	Highway Supervisor II	40	4	0	4	
	Highway Supervisor I	40	4	0	4	
	Highway Worker III	40	6	0	6	
	Senior Account Clerk	35	2	0	2	
	Bridge Repair Person	40	1	0	1	
	Highway Worker II	40	40	0	40	

Per 2016 budget & 2016 Res 87 (move to exempt)

**Personnel Committee  
Position Fill Request Form**

Date: 03-23-16

Department: DPW

Is the Request for a Backfill or New Position?

NEW

Title of Civil Service Position:

BRIDGE REPAIR PERSON

Civil Service Competitive or Non-Competitive?

COMPETITIVE

Pay Rate/Salary of Last Person in Position:

—

Base Rate/Salary if Filled:

\$118.14

Number of Hours/Week:

40

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?

NO

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

ONE

What is the source of the funding?

2016 BUDGET

**Personnel Committee  
Position Fill Request Form**

Date: 03-23-16

Department: DPW - Whitehall

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

HIGHWAY WORKER II

Civil Service Competitive or Non-Competitive?

NON

Pay Rate/Salary of Last Person in Position:

\$17.29

Base Rate/Salary if Filled:

\$17.29

Number of Hours/Week:

40

Reason Position is Being Vacated:

RESIGNATION

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?

40

What is the source of the funding?

2016 BUDGET

**Personnel Committee  
Position Fill Request Form**

Date: 3/24/16      Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Social Services Examiner

Civil Service Competitive or Non-Competitive?

Civil Service Competitive

Pay Rate/Salary of Last Person in Position:

\$19.19

Base Rate/Salary if Filled:

\$17.01

Number of Hours/Week:

35

Reason Position is Being Vacated:

retirement

Date the Position will be Vacated:

April 28, 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?

34

What is the source of the funding?

(SNAP) 50 Fed/50 Local

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

**Personnel Committee  
Position Fill Request Form**

28-Mar-16

District Attorney

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Crime Victim <sup>Advocate</sup> Specialist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$50,833.00

Base Rate/Salary if Filled:

\$50,833.00

Number of Hours/Week:

40

Reason Position is Being Vacated:

Leaving County for new position

Date the Position will be Vacated:

April 6, 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?

0

What is the source of the funding?

State Grant 95% County Funds 5%

## *Washington County Health/Dental Insurance*

Washington County offers Health Insurance coverage to all eligible employees. Dependents are defined as employee's spouse or children up through age 25.

Effective June 1, 2004, the County will offer dental insurance coverage to active employees only. Retirees are not covered under the County's dental plan.

### Section 1. Employee Eligibility

An employee of Washington County shall be eligible for coverage under the County Health Insurance Plan and Dental Insurance Plan, if any of the following conditions apply:

- A. All employees employed at least thirty-five (35) hours per week on a regularly scheduled basis;
- A. Employees that work, on average, at least 30 hours of service per week (130 hours of service in a calendar month is treated as the monthly equivalent of 30 hours of service per week) as mandated in the "Affordable Care Act"
- B. Part-time employees hired prior to February 1, 1992, and qualifying for health insurance benefits that are "grandfathered" for coverage;
- C. Full-time elected officials;
- D. Paid members of the County legislative board;
- E. As stipulated in any of the County's collective bargaining agreements.

### Section 2. County & Employee Share of Health Insurance Premium

#### **Individual Coverage –**

Effective 6/1/2015, the Employee will contribute 17% of the Premium, the County 83%

Effective 6/1/2016, the Employee will contribute 19% of the Premium, the County 81%

Effective 6/1/2017, the Employee will contribute the amount of the prior year plus 25% of the total increase in Premium for the current plan year. The County will contribute the amount of the prior year plus 75% of the total increase in Premium for the current plan year.

#### **2-Person and Family Coverage-**

Effective 6/1/2015, the Employee will contribute the amount of the prior year plus 25% of the total increase in Premium for the current plan year. The County will contribute the amount of the prior year plus 75% of the total increase in Premium for the current plan year.

**\*All employees who retire after June 1, 2015, that are eligible for health insurance coverage under the County's rules, will contribute at the same rate as active employees.**

#### **Prior Year Contribution Rates**

- A. Effective 6/1/14, all non-union employees will pay 15% of the single coverage or 20% of the two-person or family coverage. All retirees will pay employee's share (percent) of coverage in effect at the time of retirement.
- B. For retirees who retired 1/1/97 to 5/30/09 will pay 10% of the single coverage or 20% of the two-person or family coverage. Washington County will pay the remaining portion.

- C. For retirees who have retired prior to 1/1/97, Washington County will pay 100% of the premium for retired employee's coverage and 75% of the premium for the retired employee's dependents.
- D. Union contracts will stipulate the union employee's share of the health insurance premium.
- E. Per B.O.S. Res #227 August 21, 2009, non-union employees hired on or after October 1, 2009 Washington County will cover the retiree's spouse up to the time he or she is Medicare eligible. After that point, the County will only cover the retiree. Should the retiree's marital status change, no coverage would be offered for the new spouse. The retired employee's coverage would not change. The spouse will have a one time option to continue health insurance coverage after Medicare eligible at 100% of the premium.

Section 2.1. County & Employee Share of Dental Insurance Premium

Effective June 1, 2004, the County will offer a dental plan, of which the County will pay a flat dollar amount towards the monthly dental insurance premium. Any balance will be the employee's responsibility.