

PERSONNEL COMMITTEE MEETING MINUTES
JUNE 9, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Suprenant, Pitts
PERSONNEL COMMITTEE MEMBERS ABSENT: None
SUPERVISORS: Henke, Hicks, Gang, Moore, Idleman, Haff, Campbell, Hogan
Debra Prehoda, Clerk Roger Wickes, County Attorney
Chris DeBolt, County Administrator Al Nolette, Treasurer
Melissa Moulthrop, Personnel Director Sheriff Murphy
Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 12, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Youth Bureau/Alternative Sentencing
 1. Alternative Sentencing Program Assistant – Recommended Grade 9 – New Position Replacing Alternative Sentencing Program Aide on Staffing Pattern
 - B. Sheriff
 1. Deputy Sheriff – New Position/Staffing Pattern Change
 - C. DSS
 1. Caseworker – Backfill
 2. Social Welfare Examiner (3) - Backfill
 - D. Public Health
 1. Bookkeeper – Temporary – New Position/Staffing Pattern Change
 2. WIC Program Nutritionist – Backfill
 3. Senior Account Clerk – Anticipated Vacancy due to Upcoming Retirement – Backfill
 4. Office Manager – Anticipated Vacancy due to Upcoming Retirement - Backfill
 - E. Public Defender
 1. Amend Staffing Pattern – Legal Assistant – 35 hours/week to 40 hours/week
- 4) Personnel Department Report/Requests:
 - A. Request for Budget Amendment to Cover Cost of Employee Recognitions and CLIP Program Expenses
 - B. Health Insurance Open Enrollment Update
 - C. Safety Days – June 21 & 22, 2016
 - D. Police Officer/Deputy Sheriff Agilities Update
- 5) Other Business
- 6) Adjournment

Chairman LaPointe called the meeting to order at 9:04 A.M.

A motion to accept the minutes of the May 12, 2016 meeting was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS/STAFFING PATTERN CHANGES:

YOUTH BUREAU/ALTERNATIVE SENTENCING

- Alternative Sentencing Program Assistant – Grade 9 – New Position – Replacing Alternative Sentencing Program Aide on Staffing Pattern – Working with Mike Gray, Alternative Sentencing Director, they determined the position would be better classified as an Alternative Sentencing Program Assistant at grade 9 rather than an Alternative Sentencing Program Aide at grade 7. Mr. Shay noted that the hourly wage for this position is higher than the hourly wage paid a Deputy Sheriff. A motion to fill Alternative Sentencing Program Assistant position, add the position to titles by grade and amend the Staffing Pattern to add one (1) Alternative Sentencing Program Assistant and remove one (1) Alternative Sentencing Program Aide was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. *(Place Alternative Sentencing Program Assistant on grade schedule at a grade 9 and amend Staffing Pattern adding (1) Alternative Sentencing Program Assistant and removing (1) Alternative Sentencing Program Aide.)*

SHERIFF

- Deputy Sheriff – New Position/Staffing Pattern Change – The Sheriff is requesting to create this new Deputy Sheriff position due to the Captain being out without pay so he is down one position and has the funds in his budget for this new Deputy position. A motion to approve new Deputy Sheriff position and amend Staffing Pattern to add one (1) Deputy Sheriff was moved by Mr. Suprenant, seconded by Mr. Shay and adopted. (*Amend Staffing Pattern to add one (1) Deputy Sheriff*)

DEPARTMENT OF SOCIAL SERVICES

- Caseworker – Backfill – A motion to approve backfill, Caseworker, due to a resignation was moved by Mr. Suprenant, seconded by Mr. O'Brien and adopted.
- Social Welfare Examiner (3) – Backfills – A motion to backfill three (3) Social Welfare Examiners, two (2) resignations and one (1) to backfill the Caseworker position, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

PUBLIC HEALTH

- Bookkeeper – Temporary – New Position/Staffing Pattern Change – Public Health/WIC would like to bring back a retiree to help with the budget process she has going on. A motion to approve temporary Bookkeeper in Public Health/WIC and amend Staffing Pattern was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. (*Amend Staffing Pattern to create one Temporary Bookkeeper – Public Health/WIC*)
- WIC Program Nutritionist – Backfill – A motion to approve WIC Program Nutritionist due to a retirement, August 1, 2016, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.
- Senior Account Clerk – Anticipated Vacancy due to Upcoming Retirement July 30, 2016 – Backfill – A motion to approve backfill, Senior Account Clerk, due to a retirement was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.
- Office Manager – Anticipated Vacancy due to Upcoming Retirement August 25, 2016 – Backfill – A motion to approve, Office Manager, backfill due to a retirement was moved by Mr. Shay and seconded by Mr. Suprenant. Discussion. Mr. Hicks asked if the position is backfilled at the end of August. The Personnel Director stated after the person retires; there will not be any overlap. The motion to approve, Office Manager, backfill due to a retirement was moved by Mr. Shay, seconded by Mr. Suprenant and adopted.

PUBLIC DEFENDER

- Legal Assistant 35 hours/week to 40 hours/week – Amend Staffing Pattern – The Personnel Director stated that the Public Defender currently has one Legal Assistant at 40 hours per week and one at 35 hours per week who has been approved to work up to 40 hours per week. He would like to have the 35 hour per week Legal Assistant changed to a 40 hours per week position. The County Administrator stated this is due to the Hurrell-Harring contract being fully executed, he feels comfortable making that a 40 hours per week position. A motion to amend the Staffing Pattern to add one (1) Legal Assistant 40 hours per week and remove one (1) Legal Assistant 35 hours per week was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. (*Amend Staffing Pattern to add one Legal Assistant 40 hours per week and remove one Legal Assistant 35 hours per week.*)
- Amend Staffing – The Public Defender currently has three (3) full time Assistant Public Defenders and is requesting to amend his Staffing Pattern to four (4) full time Assistant Public Defenders and three (3) part time Assistant Public Defenders. A motion to approve amending Staffing Pattern to add (1) full time Assistant Public Defender and remove one (1) part time Assistant Public Defender was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. Mr. O'Brien asked how the position is being funded. The County Administrator

stated through the Quality Improvement component of the Hurrell-Harring settlement. The Personnel Director stated the Public Defender does not know if he will have an inside candidate for this position. Mr. O'Brien stated the Public Defender has requested additional vacation time for another part time Assistant Public Defender who went full time and it was denied and should be aware additional vacation time will not be granted if an inside candidate takes this full time position. The County Administrator stated the settlement funding includes salary and fringe benefit costs. The motion to approve amending Staffing Pattern to add (1) full time Assistant Public Defender and remove one (1) part time Assistant Public Defender was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (*Amend Staffing Pattern to add one full time Assistant Public Defender and remove one part time Assistant Public Defender.*)

BUILDINGS AND GROUNDS – The Superintendent of Buildings and Grounds is requesting to add one (1) Lifeguard position due to issues filling shifts. This is a temporary seasonal position. A motion to increase Lifeguard positions by one (1) was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (*Amend Staffing Pattern to add one temporary seasonal Lifeguard position*)

REAL PROPERTY – Real Property requested to add an additional Tax Map Technician position due to a Tax Map Technician being out on medical leave and planning to retire. The Tax Map Technician has retired and the Staffing Pattern should be amended to remove one (1) Tax Map Technician. A motion to amend Staffing Pattern to remove one (1) Tax Map Technician was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. (*Amend Staffing Pattern to remove one (1) Tax Map Technician – Real Property*)

PERSONNEL DEPARTMENT REPORT/REQUESTS:

- Budget Amendment Personnel/Civil Service
 - Employee Recognitions Expenses – The County Administrator and Personnel Director met with Sheldon Slate and have selected a 12 x 12 slate plaque as the retirement recognition item at a cost of \$75. A motion to amend the Personnel/Civil Service budget to increase appropriations, Employee Recognition by \$1,500 and decrease Contingency \$1,500 was moved by Mr. Suprenant, seconded by Mr. O'Brien and adopted.
 - CLIP (Washington County Lifestyle Improvement Program) Expenses - CLIP – The County Administrator stated a wellness program saves us money on our health insurance. The Personnel Director and Director of Public Health have completely revamped the wellness program and have it totally different than before, effective and moving forward with it. The County Administrator stated after discussion with the Budget Officer, Capital Financial and internally thought it was a good idea to provide a budget for the wellness program to make it effective. His recommendation as a starting point is to take \$10,000 out of the fund balance of the Self Insurance Employee Health Benefit fund, create a new line item in the Personnel budget for the CLIP program and allow that to be used by the Personnel Director and Public Health Director to administer the wellness program. He does not expect that entire amount to be spent but it was a starting point. Mr. O'Brien asked for an idea of what will be paid out of that account. The County Administrator stated it will be bringing in instructors and classes to facilitate activities. The Treasurer asked with the savings in claims that we have seen this year can we take just take \$10,000 out of the claims line and not hit fund balance. The County Administrator stated probably if people are

more comfortable with that. A motion to take \$10,000 out of the Health Insurance fund and create a new line in the Personnel budget for the CLIP program was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

- Safety Days – June 21 & 22, 2016 – Lake Lauderdale – The Personnel Director stated the Safety Officer does a wonderful job putting on these Safety Days and it includes town, village and county highway departments. It is a great day and encouraged Supervisors to attend. The County Administrator has suggested possibly having a couple of Supervisors with heavy equipment experience challenge some of the DPW guys in the front end loader. Blue Shield is coming both days to stress the importance of stretching, taking care of themselves and making sure they are hydrated on hot days.
- Police Officer/Deputy Sheriff Agilities Update – The Personnel Office recently administered the Police Officer and Deputy Sheriff agility test at the Hudson Falls High School on May 14th. This went very smoothly. Lt. Tucker runs the agility test and had probably seven Deputies present. The agility test gave the Sheriff fourteen candidates for Deputy Sheriff. That is not a high amount and there is a possibility she may be giving this exam again next year. The Police Officer list has 46 names.
- Health Insurance Open Enrollment Update – May 2nd and 3rd. The Personnel Director stated it looks like at least fifty (50) enrollees changed plans and went to the 5012 HRA plan. She stated it was a huge success. The County Administrator praised the Personnel Director for her efforts explaining what the HRA plan was and how it works for the employee. He stated for the last two years there has been a lot of distrust from the employees about the plan. That is going to be a significant saving for us that we got fifty employees to move over to that plan. He honestly thinks it is going to work very well for them as well so he doesn't think we are doing it at the cost of the employee and we owe Melissa because she did a great job with that. Mr. Suprenant asked if there had been any movement to allow towns and villages to join the county plan. The County Administrator stated he did not hear anything about this at the NYSAC conference. Discussion ensued. The Treasurer updated the committee on the number of employees who changed to the HRA plan went from 52 to 110. The Personnel Director stated we doubled the number of enrollees in the HRA plan which is great; it will save the county some money. She stated that shows even more than just the money savings, the trust we are starting to get from the employees.
- NYSAPCSO Conference – The Personnel Director just attend this conference and it was a great opportunity. She wanted to take the opportunity to thank the committee for allowing her to attend.

OTHER BUSINESS: None.

The meeting adjourned at 9:37 A.M.

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



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Personnel Committee Mtg.
Agenda for Thursday, June 9, 2016

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

I. Staffing Requests

Youth Bureau -

New- Alternative Sentencing Program Assistant

*Add to Staffing Pattern: Recommend Grade 9; Remove Alt. Sent. Program Aide from Staffing Pattern; Add Alt. Sent. Prog. Assist to Title by Grade

Sheriff

New- Deputy Sheriff

*Add to Staffing Pattern

DSS

Backfill - Caseworker

Backfill - Social Welfare Examiners (3)

Public Health-

New - Bookkeeper (Temp)

*Add to Staffing Pattern

Backfill - WIC Nutritionist

Backfill - Senior Account Clerk

Backfill - Office Manager

Other Business

Budget Transfer: Employee Recognition; CLIP

Health Insurance Open Enrollment - May 2 & 3

Safety Days - June 21 & 22

Police Officer & Deputy Sheriff Agilities

NYSAPCSO Conference

**Personnel Committee
Position Fill Request Form**

Date:

June 6, 2016

Department:

Youth Bureau

Is the Request for a Backfill or New Position?

New Position

Title of Civil Service Position:

Alt. Sentencing
Program Assistant

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

\$16.01

Number of Hours/Week:

35

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

If a Full Time Position, Could it be a Temporary or Part-Time Position?

No

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

1

What is the Source for Funding the Position?

NYS OPCA/County

**Personnel Committee
Position Fill Request Form**

Date:

June 9, 2016

Department:

Sheriff- ROAD

Is the Request for a Backfill or New Position?

NEW

Title of Civil Service Position:

DEPUTY SHERIFF

Civil Service Competitive or Non-Competitive?

YES

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

15.46/HR

Number of Hours/Week:

40

Reason Position is Being Vacated:

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

If a Full Time Position, Could it be a Temporary or Part-Time Position?

NO

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

4-Apr

What is the Source for Funding the Position?

Budgeted

**Personnel Committee
Position Fill Request Form**

5/18/16

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Caseworker
Civil Service Competitive or Non-Competitive?	Competitive
Pay Rate/Salary of Last Person in Position:	\$22.68
Base Rate/Salary if Filled:	\$20.79
Number of Hours/Week:	40
Reason Position is Being Vacated:	moving to Dubai
Date the Position will be Vacated:	June 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?	32
What is the source of the funding?	Fed & State is program dependent 25% local (or under) is average

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

**Personnel Committee
Position Fill Request Form**

5/25/16

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:

\$17.24

Base Rate/Salary if Filled:

\$17.01

Number of Hours/Week:

35

Reason Position is Being Vacated:

backfilling CW position

Date the Position will be Vacated:

6/15/16

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?

based on program assignment, at least 75% reimbursement between State and Fed

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

**Personnel Committee
Position Fill Request Form**

5/24/16

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:	\$17.01
Base Rate/Salary if Filled:	\$17.01
Number of Hours/Week:	35
Reason Position is Being Vacated:	resignation
Date the Position will be Vacated:	6/6/16
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?	based on program assignment, at least 75% reimbursement between State and Fed

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

**Personnel Committee
Position Fill Request Form**

5/18/16

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:

\$18.78

Base Rate/Salary if Filled:

\$17.01

Number of Hours/Week:

35

Reason Position is Being Vacated:

resignation

Date the Position will be Vacated:

immediately

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?

100 Fed (Medicaid)

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

**Personnel Committee
Position Fill Request Form**

Date: 3/26/16 Department: WIC- Public Health

Is the Request for a Backfill or New Position?

Temp 7/1/16-9/30/16

Title of Civil Service Position:

Bookkeeper

Civil Service Competitive or Non-Competitive?

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

\$19.79 grade 13 base

Number of Hours/Week:

21 hours

Reason Position is Being Vacated:

Date the Position will be Vacated:

Are the Duties of the Position Essential to the Department?

Yes, help with budget close out
budget prep new staff.

Can the Duties of this Position be Absorbed by Others in the Department?

Could this position be Part-Time?

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

none

What is the source of the funding?

WIC grant funding.

**Personnel Committee
Position Fill Request Form**

Date: 3/26/16 Department: Public Health

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

WIC Nutritionist

Civil Service Competitive or Non-Competitive?

Competative

Pay Rate/Salary of Last Person in Position:

\$28.26 as Sr. Nutritionist

Base Rate/Salary if Filled:

\$22.76 / hr Gr. 16

Number of Hours/Week:

35

Reason Position is Being Vacated:

retirement

Date the Position will be Vacated:

August 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?

2

What is the source of the funding?

WIC Grant funding Federal/State

**Personnel Committee
Position Fill Request Form**

3/24/2016

Public Health

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Account Clerk

Civil Service Competitive or Non-Competitive?

Competative

Pay Rate/Salary of Last Person in Position:

\$19.18

Base Rate/Salary if Filled:

Number of Hours/Week:

35

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

July 30, 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 additional

What is the source of the funding?

Agency budget

**Personnel Committee
Position Fill Request Form**

Date: 6/3/16 Department: Public Health

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Office Manager
Civil Service Competitive or Non-Competitive?	Competative
Pay Rate/Salary of Last Person in Position:	\$25.26 /hr.
Base Rate/Salary if Filled:	\$21.77
Number of Hours/Week:	35
Reason Position is Being Vacated:	Retirement
Date the Position will be Vacated:	August 25, 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?	only 1
What is the source of the funding?	PH budget