

PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 11, 2016

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

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – July 7, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Fire Coordinator – Backfill – Anticipated Retirement
 1. Fire Coordinator – Backfill – Anticipated Retirement
 - B. Sheriff's Department
 1. PT Civil Clerk to FT Civil Clerk (Staffing Pattern Change)
 - C. Public Health
 1. WIC Breastfeeding Coordinator – New Position (Staffing Pattern Change)
 - D. Buildings & Grounds
 1. Building Maintenance Supervisor – Backfill - Resignation
 - E. County Clerk
 1. DMV Senior Motor Vehicle License Clerk – Backfill – Retirement
 - F. DPW
 1. Storekeeper – Backfill – Resignation
 2. Highway Worker II – Backfill
 - G. Social Services
 1. Caseworker – Backfill
 2. Senior Account Clerk – Backfill – Resignation
 - H. Public Defender
 1. Part-time Assistant Public Defender – Backfill – Resignation
 - I. OFA
 1. Backfill/New Position – Retirement
 - J. Probation
 1. Account Clerk - Backfill
- 4) Other Business
 - A. Assigned Counsel – Supervising Attorney
- 5) Adjournment

Chairman LaPointe called the meeting to order at 9:00 A.M.

A motion to accept the minutes of the July 7, 2016 meeting was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS/STAFFING PATTERN CHANGES: handout attached.

FIRE COORDINATOR

- Fire Coordinator – Backfill – Anticipated Retirement – The Fire Coordinator plans to retire at the end of the year and requesting to backfill. This position is part time fourteen (14) hours per week. A motion to backfill, Fire Coordinator - part time 14 hours per week, was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. Mr. Suprenant, Public Safety Chairman, stated the position will be advertised and resumes collected in September. The Fire Advisory Board will review the resumes and advise who they think should be interviewed, provide some questions to ask the candidates and sit in on interviews not asking the candidates questions but will be included in the follow up discussions without the candidate present. This is a Board of Supervisors appointment. A motion to backfill, Fire Coordinator – part time 14 hours per week, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

SHERIFF

- PT Civil Clerk to FT Civil Clerk (Staffing Pattern Change) – The Sheriff currently has a part time Civil Clerk and due to pistol permits and other work over there, he would like to make that position full time. He has money in his budget to do that. The Personnel Director stated he has been working this part time Civil Clerk above the allotted hours so something needs to happen; either reduce their hours or increase to full time. A motion to approve request to change part time Civil Clerk to full time was moved by Mr. Shay and seconded by Mr. Pitts. Discussion. The Treasurer stated he just did a salary projection and he does not believe the Sheriff has the money to cover this position and possibly not enough to cover budget through year end. This request is on hold, contingent on funding, and will check with the Sheriff.

PUBLIC HEALTH

- WIC Breastfeeding Coordinator – New Position (Staffing Pattern Change) – two days (14hrs) a week. A motion to approve new position, WIC Breastfeeding Coordinator, was moved by Mr. Shay and seconded by Mr. Suprenant. Discussion. Mr. Shaw asked how this was funded. The Personnel Director stated WIC funded. They received more funding than they anticipated this year. She is in the process of classifying this position. The motion to approve new position, WIC Breastfeeding Coordinator, was moved by Mr. Shay, seconded by Mr. Suprenant and adopted. (*Resolution to create position, place on grade schedule and amend Staffing Pattern*)

BUILDINGS & GROUNDS

- Building Maintenance Supervisor – Backfill – Resignation – A motion to approve backfill, Building Maintenance Supervisor, was moved by Mr. Suprenant, seconded by Mr. Pitts, and adopted.

COUNTY CLERK

- DMV Senior Motor Vehicle License Clerk – Backfill – Retirement – A motion to approve backfill, DMV Senior Motor Vehicle License Clerk due to a retirement, was moved by Mr. O'Brien, seconded by Mr. Pitts and adopted.

DEPARTMENT OF PUBLIC WORKS

- Storekeeper – Backfill – Resignation – A motion to approve backfill, Storekeeper due to a resignation, was moved by Mr. Pitts, seconded by Mr. Shay and adopted.
- Highway Worker II - Backfill – A motion to approve backfill, Highway Worker II due to promotion to Storekeeper, was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

DEPARTMENT OF SOCIAL SERVICES

- Caseworker – Backfill – A motion to approve backfill, Caseworker due to a resignation, was moved by Mr. Shay, seconded by Mr. Suprenant and adopted.
- Senior Account Clerk – Backfill – Resignation – A motion to approve backfill, Senior Account Clerk due to a transfer to another department, was moved by Mr. Shay, seconded by Mr. Pitts, and adopted.
- Account Clerk – Backfill due to promotion to Senior Account Clerk – A motion to approve backfill, Account Clerk, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

PUBLIC DEFENDER

- Part-time Assistant Public Defender – Backfill – Anticipated Vacancy – A motion to approve backfill of anticipated vacancy, part-time Assistant Public Defender pending approval of

appointment of Supervising Attorney, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

OFFICE FOR THE AGING

- New Position in lieu of backfilling Aging Services Assistant due to a resignation – A Nutrition Program Coordinator resigned. The Personnel Director has been working with Office for the Aging Director and looking at the duties of the position stated it should be reclassified to Nutrition Program Coordinator. This position is on the salary schedule. A motion to approve new position, Nutrition Program Coordinator, in lieu of backfilling Aging Services Assist that resigned, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. (*Resolution to Amend Staffing Pattern – add Nutrition Program Coordinator and remove (1) Aging Services Assistant.*)

PROBATION

- Account Clerk – Backfill – The backfill is due to the Account Clerk accepting the County Archivist position in the County Clerk's Office. A motion to approve backfill, Account Clerk, was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

OTHER BUSINESS:

PUBLIC SAFETY

- Communication Officer – Backfill due to a resignation - A motion to approve backfill, Communication Officer due to a resignation, was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

ASSIGNED COUNSEL – SUPERVISING ATTORNEY – New Position – The Personnel Director has checked the candidate's references and they were all positive and Mr. Suprenant concurred. This candidate has not been offered the position. A motion to enter an executive session to discuss the appointment of a particular person was moved by Mr. Suprenant, seconded by Mr. O'Brien and adopted. A motion to return to regular session was moved by Mr. Suprenant, seconded by Mr. Pitts and adopted. No action was taken in the executive session. The Personnel Director was directed to contact the candidate. A motion to approve filling the Supervising Attorney position was moved by Mr. Suprenant, seconded by Mr. O'Brien and adopted.

TREASURER – The Treasurer is requesting a change in the employees' handbook regarding eligibility for retirees to return to our health insurance plan, handout attached. The handbook language is contradictory to each other in two sections. Section 11 (2b) states the employee is enrolled in the health insurance plan at the time of retirement and states see section 14 for exception and that states "An employee who is eligible for coverage at the time of retirement and who has elected not to be covered or to enroll for coverage as a retired person shall be eligible to enroll for coverage with the County at any time in the future by notifying the Washington County Treasurer at least thirty days prior to the month in which coverage is to begin." He stated the practice which has been what the former Treasurer and County Administrator have told employees is that as long as you have 20 years in that you can come back at any time. Section 14 states you have to be on it when you retire. He recommends changing the language to if you have your 20 years and retire from the NYS Retirement System, the County will welcome you back. He stated that is what the practice has been and he would like that to continue. He would like to change the language to match the County's intent. A

motion to allow the County Treasurer to change to the language so it fits the policy (correct the language) was moved by Mr. Pitts, seconded by Mr. Shay and adopted. The official wording will be developed.

A motion to recess until after Finance was moved by Mr. O'Brien, seconded by Mr. Suprenant and adopted. The committee reconvened and considered Sheriff's request to increase part time Civil Clerk to full time.

- SHERIFF - PT Civil Clerk to FT Civil Clerk (Staffing Pattern Change) – The Finance Committee approve a budget amendment to transfer funds from the Jail to the Sheriff's budget to cover the increase in personal services for the Civil Clerk to go from part time to full time for the remainder of the year. A motion to approve increasing part time Civil Clerk in the Sheriff's Department to full time and amend the Staffing Pattern was moved by Mr. O'Brien, seconded by Mr. Pitts and adopted. (*Resolution to Amend Staffing Pattern*)

A motion to adjourn was moved by Mr. Pitts, seconded and adopted. The meeting adjourned 11:35 A.M.

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

**Personnel Committee
Position Fill Request Form**

Date:8/10/16 **Department:** Fire Bureau

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Fire Coordinator (P/T)

Civil Service Competitive or Non-Competitive?

NC

Pay Rate/Salary of Last Person in Position:

\$15,798.00

Base Rate/Salary if Filled:

\$15,798.00

Number of Hours/Week:

14

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

End of 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?

It is

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

1

What is the source of the funding?

Budget

**Personnel Committee
Position Fill Request Form**

Date:

August 4, 2016

Department:

Sheriff

** Request to change
P/T Civil Clerk to
F/T Civil Clerk*

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

Civil Clerk (F/T)

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$16.01

Base Rate/Salary if Filled:

\$16.01

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

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

We tried Part Time

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

1

What is the Source for Funding the Position?

Budgeted

**Personnel Committee
Position Fill Request Form**

Date: 8/3/16

Department: WIC - PH

Is the Request for a Backfill or New Position?

NEW

Title of Civil Service Position:

WIC Breastfeeding Coordinator

Civil Service Competitive or Non-Competitive?

competitive

Pay Rate/Salary of Last Person in Position:

—

Base Rate/Salary if Filled:

recommended \$17.01 Grade 10

Number of Hours/Week:

2 days/week (14hrs)

Reason Position is Being Vacated:

previously held by now retired Nutritionist

Date the Position will be Vacated:

7/31/16

Are the Duties of the Position Essential to the Department?

Yes, NYS WIC requires a Br. feeding Coord. with a CLC (Certified Lactation Counselor) - ~~all~~ new Nutritionists need training in 2016

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

No, all CLC's have retired - new hires need training not available until 2016

Could this position be Part-Time?

Yes -

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

none - currently.

What is the source of the funding?

NYS-WIC funding COLA \$.

See attached.

**Personnel Committee
Position Fill Request Form**

Date: August 3, 2016

Department: Buildings and Grounds

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Bld. Maint. Supervisor

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$21.68

Base Rate/Salary if Filled:

\$19.79

Number of Hours/Week:

40

Reason Position is Being Vacated:

Person resigned

Date the Position will be Vacated:

August 17, 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?

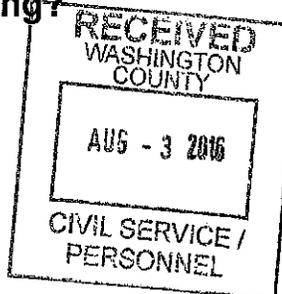
no

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

1

What is the source of the funding?

Budgeted



Personnel Committee
Position Fill Request Form

2-Aug-16 County Clerk/DMV

Is the Request for a Backfill or New Position?

Back Fill

Title of Civil Service Position:

Senior Motor Vehicle License Clerk^k

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$19.92

Base Rate/Salary if Filled:

\$19.06

Number of Hours/Week:

35

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

July 29, 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?

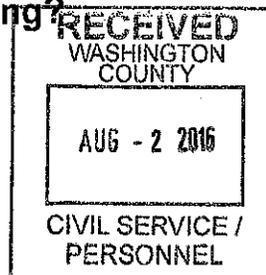
NO

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

1 Other

What is the source of the funding?

Budget



**Personnel Committee
Position Fill Request Form**

Date: 08-02-16 Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Storekeeper

Civil Service Competitive or Non-Competitive?

Promotional

Pay Rate/Salary of Last Person in Position:

\$20.82

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

July 7, 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?

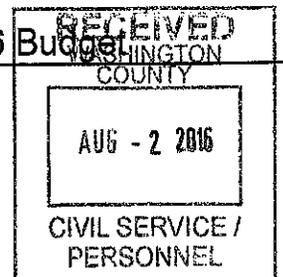
No

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

2

What is the source of the funding?

2016 Budget



**Personnel Committee
Position Fill Request Form**

Date: 08-02-16

Department: DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Highway Worker II (Jackson)

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$17.89

Base Rate/Salary if Filled:

\$17.29

Number of Hours/Week:

40

Reason Position is Being Vacated:

Promotion

Date the Position will be Vacated:

August 7, 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?

39

What is the source of the funding?

2016 Budget

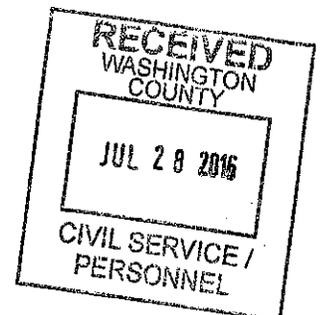
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PERSONNEL

**Personnel Committee
Position Fill Request Form**

Date: 1/6/16	Department: Social Services
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:	better opportunity w/ one of our contractors
Date the Position will be Vacated:	September 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?	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**

Date: 6/22/16	Department: Social Services
Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Senior Account Clerk
Civil Service Competitive or Non-Competitive?	Competitive
Pay Rate/Salary of Last Person in Position:	\$20.38
Base Rate/Salary if Filled:	\$17.27
Number of Hours/Week:	35
Reason Position is Being Vacated:	transfer to Treasurer
Date the Position will be Vacated:	August 8, 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

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 CIVIL SERVICE /
 PERSONNEL

How Many Positions of the Same Title are in the Unit/Department?	4
What is the source of the funding?	66% Fed-34%Local
If New position, provide backup on the funding (position + fringe benefits)	

**Personnel Committee
Position Fill Request Form**

Date: 8/10/16 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Account Clerk

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.57

Base Rate/Salary if Filled:

\$14.88

Number of Hours/Week:

35

Reason Position is Being Vacated:

promotion

Date the Position will be Vacated:

August 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?

2

What is the source of the funding?

66% Fed-34%Local

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

**Personnel Committee
Position Fill Request Form**

Date: 8/4/2016 Department: PUBLIC DEFENDER

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

ASSISTANT PUBLIC DEFENDER

Civil Service Competitive or Non-Competitive?

NON COMPETITIVE/PART-TIME

Pay Rate/Salary of Last Person in Position:

\$48,896.00

Base Rate/Salary if Filled:

\$48,896.00

Number of Hours/Week:

30 HOURS

Reason Position is Being Vacated:

DEPARTMENT SWITCH

Date the Position will be Vacated:

August 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?

IT IS PART TIME

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

3

What is the source of the funding?

Budget

**Personnel Committee
Position Fill Request Form**

Date: 8/10/16

Department: OFA

Is the Request for a Backfill or New Position?

New position (in lieu of backfill)

Title of Civil Service Position:

Nutrition Program Coordinator

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

Aging Services Assist \$19.38/hr

Base Rate/Salary if Filled:

\$20.79

Number of Hours/Week:

35

Reason Position is Being Vacated:

Resign.of Aging Services Assist.

Date the Position will be Vacated:

August 17, 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

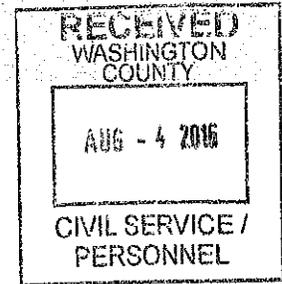
How Many Positions of the Same Title are in the Unit/Department?

1

What is the source of the funding?

Budget

**Personnel Committee
Position Fill Request Form**



Date:

Department:

Is the Request for a Backfill or New Position?

Title of Civil Service Position:

Civil Service Competitive or Non-Competitive?

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Number of Hours/Week:

Reason Position is Being Vacated:

Date the Position will be Vacated:

Are the Duties of the Position Essential to the Department?

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

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

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

What is the Source for Funding the Position?

**Personnel Committee
Position Fill Request Form**

Date:

August 10, 2016

Department:

PUBLIC SAFETY

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Communications Officer

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.15

Base Rate/Salary if Filled:

15.15 /hr

Number of Hours/Week:

36 / 48 (84 pay period)

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

End of August, 2016 (TBD)

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?

12 (including this one)

What is the Source for Funding the Position?

Budgeted in .1

Section: Benefits	Issue Date: 3/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 05/18/15	Page 6

Section 11. Eligibility in Retirement

1. For an employee to be eligible for continued coverage under the Washington County Health Insurance Plan in retirement:

- a. An employee hired before June 21, 1993, must have ten (10) continuous years of service with Washington County; OR
- b. An employee hired on or after June 21, 1993, must have twenty (20) continuous years of eligible full-time service with Washington County. (See Section 1 for eligibility.); OR
- c. Per B.O.S. Res #270, November 18, 2011, an employee must have 25 years cumulative eligible full-time service with Washington County;

***An Employee who retires after June 1, 2015, who is eligible for health care coverage under the County's rules, will contribute at the same rate as active employees.**

2. The following must also apply:

- a. Employee has retired under the New York State Retirement System with an exception of any part-time employee hired prior to February 1, 1992, who was "grandfathered" for Health Insurance benefits and who meets all other requirements of this section and is at least 55 years of age, or retired under an early retirement program offered by the County.
- b. Employee is enrolled in the Washington County Health Insurance Plan at the time of retirement. (See Section 14 for exception.)
- c. 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 12. Coverage of vested employee who leaves County service

Employees with vested status as defined in Section 11 who leave County employment prior to retirement under the New York State Retirement System may continue coverage in the Washington County Health Insurance Plan by paying both the employer and employee shares of the health insurance premium. After retirement begins, said employee shall be liable for only the employee share of the premium.

Section 13. Employee dismissed for just cause

Any employee dismissed from Washington County service for just cause will not be eligible for continued health insurance coverage under the Washington County health insurance plan as per Sections 11 and 12.

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 06/01/09	Page 7

Section 14. Employee coverage at time of retirement

An employee who is eligible for coverage at the time of retirement and who has elected not to be covered or to enroll for coverage as a retired person shall be eligible to enroll for coverage with the County at any time in the future by notifying the Washington County Treasurer at least thirty (30) days prior to the month in which coverage is to begin.

Section 15. Death of a Retired Employee

The surviving spouse and minor children of a retired Washington County employee shall be eligible for continued coverage under the Washington County Health Insurance Plan. The County will pay 100% of the next three (3) months premium and the surviving spouse may elect to maintain coverage if the surviving spouse pays 100% of the County's cost of the monthly premium. If the employee retired before 7/1/83, the County will maintain the surviving spouse at the employee's contribution rate.

Section 16. Reimbursement of Medicare Costs

Employees who retired before July 1, 1983, and are receiving Medicare cost reimbursement will continue to receive this benefit.

Section 17. Definition of Continued Coverage

"Continued coverage" as used in this document shall mean the coverage available to all Washington County employees and members of the employee's family.

Section 18. Disclaimer

Nothing in this document shall affect in any way the current status under the Health Insurance Plan of any employee past or present.

In certain cases, employees and/or employee family members may be entitled to continuation of health insurance coverage at their expense pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Treasurer's Office will notify those qualified of their eligibility.

Questions on health insurance issues such as COBRA coverage, enrollment changes, etc. should be directed to the Treasurer's Office.

Washington County retains the services of a "broker of record" to aid employees in resolving health insurance issues that may arise with a provider. Information on these services may be obtained from the