

PERSONNEL COMMITTEE MEETING MINUTES  
SEPTEMBER 8, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Pitts  
PERSONNEL COMMITTEE MEMBERS ABSENT: Suprenant  
SUPERVISORS: Henke, Hicks, Shaw, Moore, Haff, Campbell  
Debra Prehoda, Clerk  
Chris DeBolt, County Administrator  
Melissa Fitch, Personnel Director  
Public  
Roger Wickes, County Attorney  
Al Nolette, Treasurer  
Tony Jordan, District Attorney

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – August 11, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Social Services
    1. Social Services Examiner (2) (HEAP Temp) – Backfill
    2. Caseworker – Backfill
    3. Social Services Examiner - Backfill
  - B. District Attorney
    1. Crime Victim Advocate – Part-time – Backfill
  - C. Sheriff
    1. Deputy Sheriff Sergeant – Permanent Appointment – Staffing Pattern Change Required
- 4) Other Business
  - A. Recognition of Retirees
- 5) Adjournment

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

A motion to accept the minutes of the August 11, 2016 meeting was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS/STAFFING PATTERN CHANGES: handout attached.

**SOCIAL SERVICES**

- Social Services Examiner (2) (HEAP Temp) – Backfill – A motion to approve backfill, two (2) temporary HEAP Social Services Examiners, was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- Caseworker – Backfill – A motion to approve backfill, Caseworker, due to a resignation, accepted job at the State, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.
- Social Service Examiner – Backfill – A motion to approve backfill, Social Service Examiner, due to a retirement was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

**DISTRICT ATTORNEY**

- Crime Victim Advocate – Part-time – Backfill – A motion to approve backfill, part time Crime Victim Advocate, due to a resignation and acceptance of full time job, was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

**SHERIFF**

- Deputy Sheriff Sergeant – Permanent Appointment – Staffing Pattern Change Required – The Sheriff had a temporary Sergeant position assigned to a staffing slot and would like to make this a permanent position. This will require amending the Staffing Pattern. The Sheriff does not plan to backfill the Deputy position that moved to Sergeant; not changing the number of employees. A motion to amend Staffing Pattern adding one (1) Sergeant was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. Mr. O'Brien asked if the Sheriff was going to eliminate the Deputy Sheriff position which would require amending the Staffing Pattern. The Personnel Director stated the Sheriff did not plan to backfill the Deputy Sheriff position. Mr. Shaw asked if the Jail was at capacity. The County Administrator stated

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the Jail population is very low right now. Correction staff has increased to help decrease overtime expenses. Deputies work in the Sheriff's Department not in Corrections/Jail. A motion to amend to eliminate one (1) Deputy position from the Staffing Pattern was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. The motion to amend Staffing Pattern to add one (1) Sergeant was moved by Mr. Shay, seconded by Mr. O'Brien and adopted as amended. (*Amend Staffing Pattern, Sheriff – decrease (1) Deputy Sheriff position and increase (1) Sergeant position.*)

#### OTHER BUSINESS:

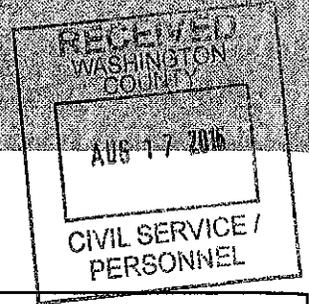
PERSONNEL – Melissa Fitch, Personnel Director, addressed the following items:

- Recognition of Retirees – Five employees recently retired and will be recognized and presented with a retirement plaque at the next Board meeting. Retirees being recognized are Bonnie Graham Andrews - DMV, Mary Ann Camacho – Public Health, Cynthia Henderson – Public Health, Marjorie Irwin – Public Health and Joseph McDowell – Sewer District. Mr. Haff asked if Sewer District employees are treated like an employee of the County or are they an employee of the County; what is on their pay checks. The Treasurer stated Sewer District employees are issued a payroll check just like every other County employee. The County Administrator stated just like the Highway Department. The Executive Director of the Sewer District is appointed by the Board. The County Attorney stated the County controls the money. The Treasurer stated they are a County department. Funds are appropriated in the Personnel budget to purchase the retirement plaques.
- Business Cards – Personnel Director – A motion to approve purchase of business cards for the Personnel Director was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.
- CLIP – County Lifestyle Improvement Program – The Personnel Director met with the Public Health Director yesterday, they have scheduled some new programs for fall and notification will be going out to employees. They are requesting permission to purchase 500 reflective armbands for a walking/safety program offering. Monies are budgeted for this expenditure in the CLIPS funding line. A motion to approve purchase of 500 reflective armbands not to exceed \$2500 was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

The meeting adjourned at 9:18 A.M.

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

**Personnel Committee  
Position Fill Request Form**



**Date:** 8/17/16     **Department:** Social Services

**Is the Request for a Backfill or New Position?**

Temp HEAP (Backfill)

**Title of Civil Service Position:**

2 Social Services Examiners

**Civil Service Competitive or Non-Competitive?**

Civil Service Competitive

**Pay Rate/Salary of Last Person in Position:**

n/a

**Base Rate/Salary if Filled:**

\$17.01

**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

**Could this position be Part-Time?**

no

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

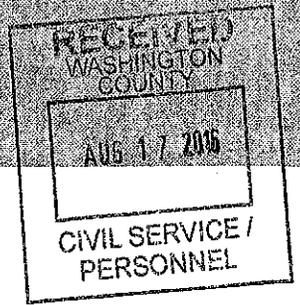
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**What is the source of the funding?**

HEAP 100% Federal

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

**Personnel Committee  
Position Fill Request Form**



**Date:** 8/17/16     **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:**

\$23.08

**Base Rate/Salary if Filled:**

\$20.79

**Number of Hours/Week:**

40

**Reason Position is Being Vacated:**

at 11 years of service there was no further financial gain to continue to do the work that she loved without moving to the State

**Date the Position will be Vacated:**

August 24, 2016

**Are the Duties of the Position Essential to the Department?**

yes

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

no

**Could this position be Part-Time?**

no

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

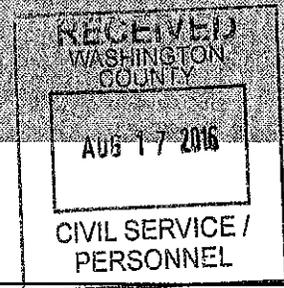
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**What is the source of the funding?**

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: 8/17/16      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:**

\$19.18

**Base Rate/Salary if Filled:**

\$17.01

**Number of Hours/Week:**

35

**Reason Position is Being Vacated:**

retirement

**Date the Position will be Vacated:**

October 27, 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

Date: 8/22/16 Department: District Attorney

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

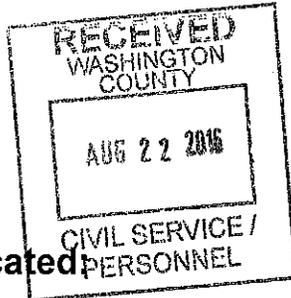
Part-time Crime Victim Advocate

Civil Service Competitive or Non-Competitive?

Civil Service

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:



\$19.79 per hr.

Number of Hours/Week:

20

Reason Position is Being Vacated

Departure for a full-time job

Date the Position will be Vacated:

8/28/16

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?

Yes

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

1

What is the source of the funding?

Grant OVS

\* Through 9/2017

**Personnel Committee  
Position Fill Request Form**

Date:

September 1, 2017

Department:

Sheriff

*\* Add to Staff. Altern*

Is the Request for a Backfill or New Position?

\*New/Perm. Appnt

Title of Civil Service Position:

Sergeant

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

N/A

Base Rate/Salary if Filled:

\$29.52

Number of Hours/Week:

40

Reason Position is Being Vacated:

Administrative Coverage

Date the Position will be Vacated:

Vacant

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?

6

What is the Source for Funding the Position?

Budgeted