

JOINT FINANCE & PERSONNEL COMMITTEE MEETING MINUTES
SEPTEMBER 26, 2016

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

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – September 8, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Social Services
 1. Social Services Examiner – Backfill
 2. Senior Social Services Examiner – Backfill
- 4) Personnel Department 2017 Budget Request
- 5) Other Business
- 6) Adjournment

Chairman LaPointe called the Personnel Committee meeting to order at 12:16 P.M. joining the Finance Committee already called order.

A motion to accept the minutes of the September 8, 2016 meeting was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS/STAFFING PATTERN CHANGES: handout attached.

SOCIAL SERVICES

- Senior Social Services Examiner – Backfill – A motion to approve backfill, Senior Social Services Examiner, due to accepting a Caseworker position was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- Social Services Examiner – Backfill – A motion to approve backfill, Social Services Examiner, due to a promotion to Senior Social Services Examiner was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

2017 CIVIL SERVICE BUDGET - Melissa Fitch, Personnel Director, addressed the 2017 budget request:

A1430

Personal Services	\$182,330
Equipment	\$ 400 + \$400 = \$800
Contractual	\$ 25,850
Total	\$208,580 + \$400 = \$208,980

Revenue: \$4,900 Personnel: (4) full time employees and (6) Exam Proctors for civil service exams. She had approval to allow two of the full time employees to work up to 40 hours a week. Equipment – Her office chair is being ruined by her desk and she is working with the Superintendent of Buildings and Grounds on locating a different desk. Budgeted for a replacement chair. Also purchasing (4) keyboard trays. She would like a desk. A.1430.2010 Office Equipment was increased from \$400 to \$800 for the purchase of a new desk. Contractual – noted an increase in office supplies due to a color printer used for the County Lifestyle Improvement Program. Service pins that are given out to employees.

Staffing Request for 2017:

ADD	REMOVE	BUDGET IMPACT	REASON
Senior Typist	Typist	\$3,749	Promote – due to responsibilities and duties
Civil Service Technician (35 to 40 hours)		None	Increase in workload; worked up to 40 hours – make 40 hour employee and not budget as much OT
Personnel Clerk (35 to 40 hours)		None	40 hours in 2016 – make 40 hour employee and not budget as much OT

The meeting adjourned at 12:30 P.M.

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

Personnel Committee Position Fill Request Form

Date: 9/16/16 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill*
(* due to anticipated promotion)

Title of Civil Service Position:

Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

unk*

Base Rate/Salary if Filled:

\$17.01

Number of Hours/Week:

35

Reason Position is Being Vacated:

promotion to Sr SSE*

Date the Position will be Vacated:

unk*

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?

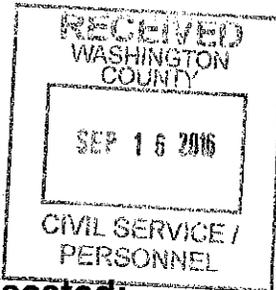
no

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

34

What is the source of the funding?

varies - likely to be 25% Local



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

**Personnel Committee
Position Fill Request Form**

Date: 9/16/16 **Department:** Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Sr Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$20.56

Base Rate/Salary if Filled:

\$18.79

Number of Hours/Week:

35

Reason Position is Being Vacated:

move to Caseworker

Date the Position will be Vacated:

October 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?

7

What is the source of the funding?

50% Fed-25% State- 25% Local

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



Budget Worksheet Report

Budget Year 2017



G/L Account	Account Description	2016 Amended Budget	2016 Actual Amount	2016 Estimated Amount	2017 Department Requested
Fund A - General Fund					
	REVENUE				
	Department 1430 - Civil Services				
	<i>Departmental Income</i>				
A.1430.1260	Personnel Fees	2,000.00	.00	2,000.00	2,500.00
	<i>Departmental Income Totals</i>	\$2,000.00	\$0.00	\$2,000.00	\$2,500.00
	<i>Intergovernmental Charges</i>				
A.1430.2210.03	General Services, Other Governments EAP	2,500.00	2,400.00	2,400.00	2,400.00
	<i>Intergovernmental Charges Totals</i>	\$2,500.00	\$2,400.00	\$2,400.00	\$2,400.00
	Department 1430 - Civil Services Totals	\$4,500.00	\$2,400.00	\$4,400.00	\$4,900.00



Budget Worksheet Report

Budget Year 2017

G/L Account	Account Description	2016 Amended Budget	2016 Actual Amount	2016 Estimated Amount	2017 Department Requested	
Fund A - General Fund						
EXPENSE						
Department 1430 - Civil Services						
Personal Services						
Salaries and Wages						
A.1430.121	Regular Earnings	175,273.00	111,556.94	175,273.00	172,930.00	
Budget Transactions						
	<i>Level</i>			<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Requested			6.00	700.00	4,200.00
	Department Requested			1.00	60,694.00	60,694.00
	Department Requested			1.00	47,029.00	47,029.00
	Department Requested			1.00	35,181.00	35,181.00
	Department Requested			1.00	25,826.00	25,826.00
				Department Requested Totals		\$172,930.00
A.1430.122	OT (1.0)	9,000.00	6,059.97	9,000.00	9,000.00	
A.1430.123	OT (1.5)	400.00	370.69	400.00	400.00	
A.1430.9010	State Retirement	.00	932.48	.00	.00	
A.1430.9030	Social Security/Medicare	.00	5,815.74	.00	.00	
A.1430.9060.01	Hospital & Medical Insurance	.00	6,511.68	.00	.00	
A.1430.9060.02	Dental Insurance	.00	60.00	.00	.00	
	<i>Salaries and Wages Totals</i>	\$184,673.00	\$131,307.50	\$184,673.00	\$182,330.00	
	<i>Personal Services Totals</i>	\$184,673.00	\$131,307.50	\$184,673.00	\$182,330.00	
<i>Equipment</i>						
A.1430.2010	Office Equipment	.00	.00	.00	400.00	
Budget Transactions						
	<i>Level</i>			<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Requested			1.00	200.00	200.00
	Department Requested			4.00	50.00	200.00
	Department Requested			4.00	50.00	200.00
				Department Requested Totals		\$600.00
	<i>Equipment Totals</i>	\$0.00	\$0.00	\$0.00	\$400.00	
<i>Contractual</i>						
A.1430.4010	Telephone	200.00	78.30	200.00	200.00	
A.1430.4020	Postage	1,600.00	900.26	1,600.00	1,600.00	
A.1430.4030.01	Office Supplies Other	2,100.00	1,045.46	2,100.00	2,100.00	

Budget Worksheet Report

Budget Year 2017



G/L Account	Account Description	2016 Amended Budget	2016 Actual Amount	2016 Estimated Amount	2017 Department Requested	
Fund A - General Fund						
EXPENSE						
Department 1430 - Civil Services						
Contractual						
A.1430.4040	Contract Expenses	18,700.00	14,643.61	16,500.00	16,500.00	
Budget Transactions						
	<i>Level</i>					
	<i>Transaction</i>					
				<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Requested			1,400.00	10.00	14,000.00
	Department Requested			1.00	1,500.00	1,500.00
	Department Requested			1.00	1,000.00	1,000.00
				Department Requested Totals		\$16,500.00
A.1430.4070	Dues & Subscriptions	800.00	290.00	400.00	400.00	
A.1430.4100	Printing	150.00	60.72	150.00	150.00	
A.1430.4170	Education/Training/Staff Development	1,700.00	942.39	1,700.00	1,700.00	
A.1430.4260	Mileage Expenses/Car Pool	600.00	304.70	500.00	700.00	
A.1430.4440.18	Miscellaneous Other	100.00	.00	.00	.00	
A.1430.4445	Awards, Certificates & Regognitions	1,500.00	750.00	1,500.00	2,500.00	
	<i>Contractual Totals</i>	\$27,450.00	\$19,015.44	\$24,650.00	\$25,850.00	
Department 1430 - Civil Services Totals		\$212,123.00	\$150,322.94	\$209,323.00	\$208,580.00	