

PERSONNEL COMMITTEE MEETING MINUTES  
OCTOBER 13, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Shay, Suprenant, Pitts  
PERSONNEL COMMITTEE MEMBERS ABSENT: None  
SUPERVISORS: Henke, Hicks, Shaw, Moore, Idleman, Skellie, Hogan  
Debra Prehoda, Clerk  
Chris DeBolt, County Administrator  
Melissa Fitch, Personnel Director  
Public  
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. Sheriff/OFA
    1. Dietetic Service Supervisor (Sheriff) – Expanded Duties to Include OFA Nutrition Program Coordinator – Grade 14 to Grade 18 (Remove Nutrition Program Coordinator from OFA Staffing Pattern)
    2. Cook Supervisor – New Positions (2) – Adding 2 to Staffing Pattern – Removing Cook (2) from Staffing Pattern –
- 4) Other Business
  - A. Handbook Revision – Cancer Screening
- 5) Adjournment

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

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.

**SHERIFF/OFFICE FOR THE AGING (OFA)**

- Dietetic Service Supervisor - OFA was approved to fill a Nutrition Program Coordinator position and after discussions with the Sheriff is recommending combining those duties with the Sheriff's Dietetic Service Supervisor position. This would eliminate the need for a Nutrition Program Coordinator in OFA. The Personnel Director recommends increasing the Dietetic Service Supervisor from a grade 14 to a grade 18; 35 hours per week. OFA will be paying the difference in salary to the Sheriff's Department. This arrangement is doable and is cost saving. The County Administrator stated this change represents a net savings of about \$20,000 to \$22,000. A motion to increase grade of Dietetic Service Supervisor from a grade 14 to grade 18 and amend the Staffing Pattern to eliminate the Nutrition Program Coordinator position from OFA was moved by Mr. Shay and seconded by Mr. O'Brien. Discussion. Mr. Pitts asked for the details on the job description. The Personnel Director stated the County has nutrition people on staff if needed to refer to and the job description and minimum qualifications for the Dietetic Service Supervisor would remain the same. Mr. O'Brien asked why the four step increase. The Personnel Director stated because of the duties being absorbed by that existing position. Mr. Pitts asked because this person is taking on more responsibility is that the reason for the request to create the new position of Cook Supervisor (2) and remove (2) Cook positions. The Personnel Director responded that was correct and the cost of this change is accounted for in the projected net savings of \$20,000 to \$22,000. A motion to increase grade of Dietetic Service Supervisor from a grade 14 to grade 18 and amend the Staffing Pattern to eliminate the Nutrition Program Coordinator position from OFA was moved by Mr. Shay, seconded by Mr. O'Brien and adopted. *(Resolution to amend salary schedule to increase grade of Dietetic Service Supervisor from a grade 14 to grade 18 and amend Staffing Pattern OFA to remove (1) Nutrition Program Coordinator.)*

- Cook Supervisor – Requesting to promote two (2) Cooks to Cook Supervisor increasing from a grade 8 to grade 10. The two (2) Cook positions would not be backfilled. A motion to promote two (2) Cooks to Cook Supervisor grade 10 and amend the Staffing Pattern to remove two (2) Cook positions from the Staffing Pattern was moved by Mr. Suprenant and seconded by Mr. Shay. Discussion. Mr. O'Brien asked how many Cooks do we have altogether. The Personnel Director responded four (4) Cooks currently. Chairman LaPointe stated three people supervising two cooks. The committee would like to discuss this request with the Sheriff and will be considered at the next meeting.

#### OTHER BUSINESS:

#### STAFFING REQUESTS/STAFFING PATTERN CHANGES:

#### PUBLIC WORKS

- Auto Mechanic – backfill due to a resignation – A motion to approve backfill, Auto Mechanic, was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- Three (3) Interns – A motion to approve three (3) unpaid Interns from BOCES Heavy Equipment Program for one month was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

#### COUNTY CLERK

- PT Account Clerk - backfill due to a resignation – one day a week – A motion to approve backfill, part time Account Clerk one day a week was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

#### HANDBOOK REVISION – CANCER SCREENING -

- Requesting to amend employee handbook section 7.016 and 7.017 to include colon and other cancer screenings. The Legislature has proposed changing the NYS Civil Service Law to include providing leave time for colon screening. A motion to amend employee handbook sections 7.016 -.17 Leave for Cancer Screening to include colon or any other cancer screening was moved by Mr. O'Brien, seconded by Mr. Shay and adopted. (*Resolution to amend employee handbook to 7.016 - .17 Leave for Cancer Screening to include colon or any other cancer screening.*)

FIRE COORDINATOR – Mr. Suprenant, Public Safety Committee Chairman, scheduled a Public Safety Committee meeting for Tuesday, October 25<sup>th</sup> at 9 A.M. to conduct interviews for the position of Fire Coordinator. Two candidates will be interviewed.

The meeting adjourned at 9:18 A.M.

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

Sheriff & OFA – “Dietetic Service Supervisor”

OFA – Approved to fill “Nutrition Program Coordinator”

@ Grade 14; 35 hrs/wk; \$37,983.33/yr)

Sheriff – Currently has a “Dietetic Service Supervisor”

@ Grade 14; 35 hrs

“Dietetic Service Supervisor” duties to include the duties needed by OFA;

Eliminating the need for a “Nutrition Program Coordinator” in OFA.

(delete from staffing pattern)

“Dietetic Service Supervisor” upgrade from Grade 14 – Grade 18; 35 hrs/wk

2016 – Additional cost of \$892 paid to Sheriff by OFA

2017- Additional cost of \$7,353 paid to Sheriff by OFA

# Proposed Consolidation

## Jail Dietetic Service Supervisor & ADRC Nutrition Coordinator

					Final	@ 35 Hours Gross Salary 32 Days
	Grade	Step	Rate	Longevity	Rate	11/17/16-12/31/16
<b>2016</b> Jail Dietetic Service Supervisor (10+yrs)	14	4	\$21.83	\$ 1.25	\$ 23.08	\$ 5,170
Jail Dietetic Service Supervisor (10+yrs)	18	4	\$25.81	\$ 1.25	\$ 27.06	\$ 6,061
<b>Increased 2016 Cost to Sheriff</b>						<b>\$ 892</b>

					Final	@ 35 Hours Annual Salary
	Grade	Step	Rate	Longevity	Rate	
<b>2017</b> Jail Dietetic Service Supervisor (10+yrs)	14	4	\$22.14	\$ 1.35	\$ 23.49	\$ 42,752
Jail Dietetic Service Supervisor (10+yrs)	18	4	\$26.18	\$ 1.35	\$ 27.53	\$ 50,105
<b>Increased 2017 Cost to Sheriff</b>						<b>\$ 7,353</b>

**Personnel Committee  
Position Fill Request Form**

**Date: October 11, 2017**

**Department: Sheriff's Office - Jail**

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

Promotion - New

**Title of Civil Service Position:**

Cook Supervisor

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

New Pending Classification

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

Grade 10

**Base Rate/Salary if Filled:**

Base \$17.01/hr

**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?**

0

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

Budget

**Personnel Committee  
Position Fill Request Form**

Date: 10-11-2016

Department

DPW

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Auto Mechanic

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$19.32

Base Rate/Salary if Filled:

\$19.32

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation

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?

5

What is the source of the funding?

2016 Budget

DPW

BOCES - 3 Interns - Heavy Equipment Program; 1 month; unpaid

Personnel Committee  
Position Fill Request Form

7-Oct-16

County Clerk

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

P/T ACCOUNT CLERK

Civil Service Competitive or Non-Competitive?

NON COMPETITIVE

Pay Rate/Salary of Last Person in Position:

\$14.88

Base Rate/Salary if Filled:

\$14.88

Number of Hours/Week:

7

Reason Position is Being Vacated:

WENT TO FULL TIME JOB

Date the Position will be Vacated:

October 5, 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?

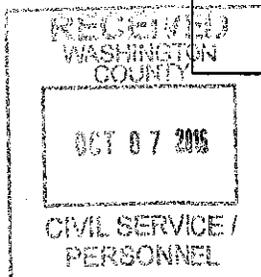
IT IS A ONE DAY A WEEK

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

1

What is the source of the funding?

ITS IN BUDGET



Section: Benefits	Issue Date:05/18/07	Section # 7.016-.17
Subsection: Leave for Cancer Screening	Revised Date: 3/12/09	Page 1

An employee shall be entitled to a leave of absence from his or her duties or service for a sufficient period of time, not to exceed four hours on an annual basis, to undertake cancer screenings. These screenings include breast, prostate, colon or any other cancer screening. Employee's Department Head may request supporting documentation.

Section: Benefits	Issue Date:10/10/08	Section # 7.018
Subsection: Leave for Blood Donation	Revised Date: 3/12/09	Page 1

Three hours of leave of absence will be granted in any twelve month period to an employee who seeks to donate blood. Employee, in regards to blood donation, is defined as someone who works 20 or more hours a week who seeks to donate blood. The leave of absence may not exceed three hours, unless otherwise agreed to by the employer. In the event that the County provides two on site opportunities for blood donations, then leave time does not have to be provided. Employee's Department Head may request supporting documentation.

Section: Benefits	Issue Date:10/10/08	Section # 7.019
Subsection: Nursing Mothers	Revised Date: 3/12/09	Page 1

Employees who are nursing mothers will be provided reasonable unpaid break time, or may use paid break time or meal time each day to allow them to express breast milk for nursing children up to the age of three years following the child's birth.

Section: Benefits	Issue Date:10/10/08	Section # 7.020
Subsection: Vacation Donation	Revised Date: 8/05/14	Page 1

Vacation Leave may be donated to an employee who is out of work and currently participating in the County offered health insurance. The purpose of the benefit donation is to continue health insurance benefits for an employee who is unable to work due to a qualifying event (Disability, Workers Comp. or FMLA).

**Eligibility Requirements for Donors:**

Section: Benefits	Issue Date:05/18/07	Section # 7.016
Subsection: Leave for Breast Cancer Screening	Revised Date: 3/12/09	Page 1

An employee shall be entitled to absent himself or herself and shall be deemed to have a leave of absence from his or her duties or service for a sufficient period of time, not to exceed four hours on an annual basis, to undertake a screening for breast cancer. The entire period of the leave of absence granted pursuant to this section shall be excused leave and shall not be charged against any other leave. Employee's Department Head may request supporting documentation.

Section: Benefits	Issue Date:05/18/07	Section # 7.017
Subsection: Leave for Prostate Cancer Screening	Revised Date: 3/12/09	Page 1

An employee is entitled to absent himself and shall be deemed to have a leave of absence from his duties or service for a sufficient period of time, not to exceed four hours on an annual basis, to undertake a screening for prostate cancer. The entire period of the leave of absence granted pursuant to this section shall be excused leave and shall not be charged against any other leave the employee is otherwise entitled to. Employee's Department Head may request supporting documentation.

Section: Benefits	Issue Date:10/10/08	Section # 7.018
Subsection: Leave for Blood Donation	Revised Date: 3/12/09	Page 1

Three hours of leave of absence will be granted in any twelve month period to an employee who seeks to donate blood. Employee, in regards to blood donation, is defined as someone who works 20 or more hours a week who seeks to donate blood. The leave of absence may not exceed three hours, unless otherwise agreed to by the employer. In the event that the County provides two on site opportunities for blood donations, then leave time does not have to be provided. Employee's Department Head may request supporting documentation.

Section: Benefits	Issue Date:10/10/08	Section # 7.019
Subsection: Nursing Mothers	Revised Date: 3/12/09	Page 1

Employees who are nursing mothers will be provided reasonable unpaid break time, or may use paid break time or meal time each day to allow them to express breast milk for nursing children up to the age of three years following the child's birth.