

PERSONNEL COMMITTEE MEETING MINUTES  
MARCH 5, 2019

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Campbell, LaPointe, Fedler, Hogan

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Moore, Shaw, O'Brien, Clary

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Officer

Teri McNall, CIO Information Technology

Tony Jordan, District Attorney

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes February 5, 2019
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. DSS – Social Services Examiner – Backfill
  - B. Public Health – WIC Outreach Worker – Temp.
- 4) Other Business
  - 1) Schedule Department Head Reviews
  - 2) Employee Handbook Update – Policy Against Discrimination & Harassment
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the February 5<sup>th</sup> and 15<sup>th</sup>, 2019 meetings was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

STAFFING REQUESTS: The Personnel Officer addressed the following staffing requests, handout attached.

DEPARTMENT OF SOCIAL SERVICES:

- Social Services Examiner – Backfill – A motion to approve backfill, Social Services Examiner due to a promotion, was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted.

PUBLIC HEALTH:

- WIC Outreach Worker – Temporary – A motion to approve temporary WIC Outreach Worker, annual temporary per diem position paid by WIC grant, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

DISTRICT ATTORNEY:

- Assistant District Attorney – Backfill – A motion to approve backfill, Assistant District Attorney due to a resignation – left for higher paying job, was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted. The District Attorney stated most counties have pay based on experience. Discussion ensued on salaries paid in adjoining counties to Assistant District Attorneys.

YOUTH BUREAU/ALTERNATIVE SENTENCING:

- Program Assistant – Backfill – A motion to approve backfill, Program Assistant due to a transfer to Probation Department, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

PUBLIC SAFETY:

- Communications Officer – Backfill – A motion to approve backfill, Communications Officer due to a resignation, was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted.

OTHER BUSINESS:

- Schedule Department Head Reviews – Department Head evaluations scheduled for Wednesday April 24<sup>th</sup>, Tuesday May 7<sup>th</sup> and Wednesday May 29<sup>th</sup> all starting at 1 P.M.
- Employee Handbook Update – 4.006 Policy Against Discrimination & Harassment – A motion to adopt change to the employee handbook to reflect new Policy Against Discrimination and Harassment was moved by Mr. LaPointe, seconded by Mr. Hogan and adopted.
- Health and Dental Insurance Open Enrollment – Scheduled for April 10<sup>th</sup> – 12<sup>th</sup>.
- CLIP Wellness Fair – Scheduled for April 11<sup>th</sup>.

The meeting adjourned at 10:16 A.M.

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



WASHINGTON COUNTY  
CIVIL SERVICE/PERSONNEL DEPARTMENT  
WASHINGTON COUNTY MUNICIPAL CENTER  
383 BROADWAY, FORT EDWARD, NEW YORK 12828  
MELISSA R. FITCH, PERSONNEL OFFICER  
MFITCH@CO.WASHINGTON.NY.US  
TEL: (518) 746-2250 FAX: (518) 746-2169  
WEB: WASHINGTONCOUNTYNY.GOV

Personnel Committee Mtg. March 5, 2019  
Chairman Hicks, Supervisors: Campbell, LaPointe, Fedler, Hogan

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STAFFING:

DSS –

Backfill – Social Services Examiner

Public Health-

Backfill – WIC Outreach Worker - Temp

District Attorney-

Backfill – Assistant District Attorney

Youth/Alternative Sentencing

Backfill – Program Assistant

Public Safety

Backfill – Communications Officer

OTHER:

Schedule Dept. Head Reviews (April 24, May 7, May 29)

Employee Handbook Update- Policy Against Discrimination & Harassment

**Personnel Committee  
Position Fill Request Form**

Date: 2/14/19 Department: Social Services

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?

Could this position be Part-Time?

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

What is the source of the funding?

**Personnel Committee  
Position Fill Request Form**

2019

Date: 2/22/2019

Department: Public Health - WIC

Is the Request for a Backfill or New Position?

Re-activate Temporary  
Outreach Worker - Annual

Title of Civil Service Position:

WIC  
Outreach Worker  
Annual Temp. Per diem gr 9

Civil Service Competitive or Non-Competitive?

Non-competitive

Pay Rate/Salary of Last Person in Position:

—

Base Rate/Salary if Filled:

\$ 17.08

Number of Hours/Week:

≤ 20/wk

Reason Position is Being Vacated:

Ⓚ

Date the Position will be Vacated:

Temporary Seasonal -  
Farmer's Markets

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 in staffing pattern

What is the source of the funding?

100% funded WIC grant.

Estimated Start Date: May 20<sup>th</sup> 2019.  
Note: not a new or vacant position. Temporary per diem for WIC dept.  
Activated Annually x Several years for Farmer's Market  
Nutrition program. We are re-activating for 2019. This  
position is in the staffing pattern and is budgeted for annually.

**Personnel Committee  
Position Fill Request Form**

Date: 2/27/2019 Department: District Attorney

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Assistant District Attorney

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$71,056.00

Base Rate/Salary if Filled:

\$68,056.00

Number of Hours/Week:

40

Reason Position is Being Vacated:

Left for higher pay

Date the Position will be Vacated:

March 15, 2019

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?

4

What is the source of the funding?

County

**Personnel Committee  
Position Fill Request Form**

Date: 2/27/19 Department: Youth Bureau/Alternative Sentencing

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Program Assistant

Civil Service Competitive or Non-Competitive?

Civil Service Competitive

Pay Rate/Salary of Last Person in Position:

\$17.56 hr.

Base Rate/Salary if Filled:

\$17.08 hr.

Number of Hours/Week:

35

Reason Position is Being Vacated:

Transfer to Probation

Date the Position will be Vacated:

February 20, 2019

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?

County & State

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

**Personnel Committee  
Position Fill Request Form**

Date: 03/04/2019 Department: PUBLIC SAFETY

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Communications Officer (FT)

Civil Service Competitive or Non-Competitive?

CS Competitive

Pay Rate/Salary of Last Person in Position:

\$ 17.58 / hr

Base Rate/Salary if Filled:

\$ 15.53 Training / \$ 17.58 After

Number of Hours/Week:

36 / 48

Reason Position is Being Vacated:

Resignation / Outside Position

Date the Position will be Vacated:

March 27, 2019

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?

12

What is the source of the funding?

Budgeted .1



Section: Attendance & Standards of Conduct	Issue Date: 06/21/93	Section # 4.006
Subsection: Policy Against Discrimination and Harassment	Revised Date: 03/15/19	Page 1

Washington County believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, Washington County is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. It is Washington County's policy to provide an employment environment free from harassment and discrimination based on race, color, gender, religion, religious creed, sex, marital status, age, national origin or ancestry, physical or mental disability, genetic information, military or veteran status, sexual orientation, gender identity, gender expression, pregnancy (including childbirth and related medical conditions, and including medical conditions related to lactation) citizenship or any other characteristics protected by applicable federal, state or local law.

The Policy applies to all of Washington County's employees and all personnel in a contractual or other business relationship with Washington County including applicants, temporary or leased employees, interns, independent contractors, vendors, consultants, volunteers and visitors. Depending on the extent of Washington County's exercise of control, this Policy may be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination of Washington County's employees in the workplace. This Policy applies with equal force on Washington County's property as it does at municipal sponsored events, programs, and activities that take place off Washington County's premises.

Complaints should be reported promptly to the employee's supervisor but may be made to any member of management. Questions by employees of Washington County about this Policy or potential harassment or discrimination should be brought to the attention of one of Washington County's Compliance Officers or the Chief Elected Official.

Compliance Officers:

Melissa Fitch, Personnel Officer                      Bldg. A 2<sup>nd</sup> Floor                      518-746-2250

Christopher DeBolt, County Administrator                      Bldg. B 2<sup>nd</sup> Floor                      518-746-2590

\*Please refer to the complete Policy Against Discrimination and Harassment