

PERSONNEL COMMITTEE MEETING MINUTES
OCTOBER 17, 2018

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, O'Brien, Hogan
PERSONNEL COMMITTEE MEMBERS ABSENT: Fedler, Idleman
SUPERVISORS: Henke, Ferguson, Shaw, Moore, Middleton, Clary, Rozell
Debra Prehoda, Clerk
Chris DeBolt, County Administrator
Public
Roger Wickes, County Attorney
Melissa Fitch, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes September 26, 2018
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Public Health
 1. Pre-School Service Coordinator – Permission for an Overlap for Training Purposes
- 4) Other Business
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:15 A.M.

A motion to approve the minutes of the September 26, 2018 meeting was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

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

PUBLIC HEALTH – At the September 26th meeting, Public Health was approved to backfill the Pre-School Service Coordinator position. The Public Health Director was approved through her oversight committee, Health and Human Services Committee, to start the new employee on November 1st prior to the current Pre-School Service Coordinator leaving on November 27th to allow an overlap of time for training. Public Health has the funds in their budget to cover this expense. A motion to approve the Pre-School Service Coordinator starting on November 1st to allow for a three week overlap for training was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

OTHER BUSINESS:

Code Enforcement - New Position – At the last Public Safety Committee meeting, the Code Enforcement Administrator discussed the inability of the department to undertake the fire inspection of apartment buildings because of the lack of manpower. The Budget Officer had a conversation with the Code Administrator and received more information specifically that he misunderstood the budget directions and felt the directive to keep the budget flat carried over and applied to new personnel. He needs up to three new Code Enforcement Officers to do everything they do and to implement the fire inspection program. Options to address this concern include: it is too late to the game and look at it next year, not include and address in 2019 but that would mean address new personnel outside the budget process, and have a discussion today and vet it thoroughly at the Public Safety Committee meeting on Wednesday and then the Budget Officer and County Administrator could work it into the tentative budget. In the meantime, the County Administrator and Budget Officer will meet with the Code Administrator and discuss this need and physical space issues. The County Administrator stated he does not know how physically they could do three new positions with the space concerns and preliminarily they are discussing one new position. Mr. O'Brien stated it is his understanding that what is creating this personnel need is the backlog of fire inspections. The County Administrator stated he does not believe we have ever done these only the school inspections.

Mr. Hogan asked him to check on the legality of a fee. The Code Administrator also carries an enforcement/inspection workload besides his administrative duties. Mr. Middleton suggested looking at our fee schedule. This personnel request will be added to the Public Safety agenda and discussed at the meeting on Wednesday, October at 1:00 P.M.

The meeting adjourned at 10:30 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

**Personnel Committee
Position Fill Request Form**

Date: 9/24/2018 Department: Public Health - Pre-School/PSE

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Pre-School Service Coordinator

Civil Service Competitive or Non-Competitive?

Competative

Pay Rate/Salary of Last Person in Position:

\$23.26 /hr ^{Gr. 14}
(44,962.42)

Base Rate/Salary if Filled:

\$22.17/hr

Number of Hours/Week:

35

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

11/27/18

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?

PH Budget

* Nov 1st start date for training purposes.