



# WASHINGTON COUNTY BOARD OF SUPERVISORS

County Municipal Center  
383 Upper Broadway, Bldg. B.  
Fort Edward, New York 12828  
Tel. (518) 746-2210  
Fax (518) 746-2219\*

\*Service by fax not accepted  
Email - Supervisors@co.washington.ny.us

**\*\*\*For Information Only – Not a Legal Notice\*\*\***

## MEMO

### CLERK OF THE BOARD

Debra R. Prehoda

### ARGYLE

Robert A. Henke, Chairman

### GRANVILLE

Matthew Hicks, Vice Chairman

### CAMBRIDGE

Cassie Fedler

### DRESDEN

George D. Gang

### EASTON

Daniel B. Shaw

### FORT ANN

Richard F. Moore

### FORT EDWARD

Mitchell Suprenant

### GREENWICH

Sara Idleman

### HAMPTON

David O'Brien

### HARTFORD

Dana Haff

### HEBRON

Brian Campbell

### JACKSON

Jay B. Skellie

### KINGSBURY

Dana Hogan

### PUTNAM

John R. LaPointe

### SALEM

Seth M. Pitts

### WHITE CREEK

Robert E. Shay

### WHITEHALL

George Armstrong

TO: Chairman of the Board  
Members of the Personnel Committee:  
Supervisors LaPointe, O'Brien, Shay, Suprenant, Pitts

FROM: Clerk of the Board

Chairman LaPointe has scheduled a **Personnel Committee** meeting for **Thursday, February 9, 2017 at 9:00 am** in the Board of Supervisors' Conference Room #1, B244A, 2<sup>nd</sup> Floor, County Office Building B, 383 Broadway, Fort Edward, New York.

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – January 12, 2016
3. Department Staffing Requests/Staffing Pattern Changes:
  - A. Staffing Requests
    - 1.) Buildings & Grounds
      - a.) Building Maintenance Helper – Backfill
      - b.) Laborer – Seasonal – New Position in 2017 Budget
    - 2.) DSS
      - a.) Social Welfare Examiner – Backfill
      - b.) Caseworker - Backfill
    - 3.) County Clerk
      - a.) Account Clerk – Part-time- Backfill
    - 4.) District Attorney
      - a.) Senior Clerk – Change from 40 hours to 35 hours – **Staffing Pattern Change**
      - b.) Clerk – Change from 35 hours to 40 hours – **Staffing Pattern Change**
    - 5.) Public Health
      - a.) Public Health Emergency Preparedness Coordinator/Infection Control – Temporary New Position – Due to Anticipated Retirement
  4. Other Business
    - A. Backfill Requests
    - B. Employee Handbook Revision – Section 6.009 DSS Meal Reimbursement w/in County
    - C. Employee Handbook Revision – Section 7.001- Holidays
    - D. Exit Interview Policy/Form
    - E. Department Head Evaluation Form
    - F. Department Head Evaluation Schedule
  5. Adjournment

**\*\*\*Committee Members: Please notify this office if you are unable to attend.\*\*\***

DATE: February 3, 2017  
Fort Edward, New York