

PERSONNEL COMMITTEE MEETING MINUTES
FEBRUARY 9, 2021

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Ward, Campbell, O'Brien, Skellie, Clary, Griffith

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Ferguson, Shaw, Losaw, Hogan

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 6 & 22, 2021
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Probation
 1. Probation Supervisor 1 - Backfill
 2. Probation Officer 2/Senior Probation Officer – Backfill
 3. Probation Officer 1 Trainee - Backfill
 - B. Sheriff
 1. Lieutenant – New
 2. Deputy Sheriff – New**Staffing Pattern Change**
- 4) Other Business
 1. Personnel Officer Vacancy
 2. Vacation Rollovers
 3. Retirements
 4. CLIP Purchases
- 5) Adjournment

Chairman Hicks called the meeting to order at 2:00 P.M.

A motion to accept the minutes of the January 6 and 22, 2021 meetings was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

STAFFING REQUESTS: Danelle LaPann, designed to act for and in place of the Personnel Officer during the current vacancy, addressed the following staffing requests:

PROBATION:

- Probation Supervisor 1 – Backfill – This is a 40 hour per week position that has been vacant since January 4th due to a promotion, the Director retired and employee promoted to that position. The annual salary for the employee filling the backfill is \$61,157.52 (\$29.29/hr.), a reduction of \$5,157.36 from the previous employee who held this position. A motion to approve backfill, Probation Supervisor 1, was moved by Mr. Ward, seconded by Mr. O'Brien, and adopted.
- Probation Officer 2/Senior Probation Officer – Backfill – This is a forty hour per week position at \$56,522.16 (\$27.04/hr.). A motion to approve backfill, Probation Officer 2/Senior Probation Officer, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
- Probation Officer 1 Trainee – Backfill - This is a forty hour per week position at \$48,629.52 (\$23.29/hr.). Trainees start as a grade 14 and after training period move to Probation Officer at a grade 15. A motion to approve backfill, Probation Officer 1 Trainee, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.

SHERIFF:

- Lieutenant – New – The Sheriff is requesting a new Lieutenant position based on the Washington County Sheriff's Office Police Reform and Reinvention Collaborative Plan. The base rate is \$35.35/hr. and it is a 40 hours per week position. This is a Staffing Pattern change to add a third Lieutenant, Office of Professional Standards position. A motion to

approve new Lieutenant position in the Sheriff's Office was moved by Mr. Ward and seconded by Mr. Campbell. Discussion. Mr. O'Brien asked where the money is coming from for this position. Chairman Hicks stated there is currently an unfilled Lieutenant position so there is breakage and there will be breakage in the cascading backfills relating to this position. The backfills will happen over a period of time: one Lieutenant in March, one Lieutenant in May and Deputy in August. Hope to have breakdown of costs by the Finance Committee meeting. The Sheriff stated they are all set with vehicles. This is going to the full Board but should have costs for Finance. The motion to approve new Lieutenant position in the Sheriff's Office and amend Staffing Pattern was moved by Mr. Ward, seconded by Mr. Campbell, and adopted.

OTHER BUSINESS:

- Personnel Officer Vacancy – Two internal candidates are interested in the position. This is a Civil Service noncompetitive position and the minimum qualifications are up to the County. A motion to interview two in-house candidates for the position of Personnel Officer was moved by Mr. Griffith, seconded by Messrs. Campbell, Clary, and Ward, and adopted.
- Vacation Rollovers – The Board declared a State of Emergency March 16, 2020 and on March 18, 2020 all facilities closed. The Board adopted a resolution addressing vacation time accruals during COVID. Vacation and personnel time have been carried over since then until their next anniversary date. This one year time has allowed all employees to carry over their time. The County Administrator recommends ending the carryover of time at the conclusion of the one year and feels it has been a great benefit to the employees. A motion to end vacation/personal time rollovers at the one year anniversary, effective March 17, 2021, was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.
- Retirements – Several retirements in November, December and January and names will be announced at the February Board meeting.
- CLIP PURCHASES – Every year request blanket approval for CLIP (County Lifestyle Improvement Program) purchases/wellness events up to the amount budgeted, \$14,000. This is not taxpayer dollars but part of the health insurance premium. A motion to authorize blanket approval for 2021 CLIP purchases was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

The committee recessed to allow the Information Technology Committee to consider a Department of Social Services information technology personnel request and reconvened at the end of the Information Technology Committee meeting at 2:58 P.M.

- DSS Computer Operations Coordinator – This position has been approved by the Health and Human Services and Information Technology Committees. A motion to approve and amend the Staffing Pattern for the Department of Social Services to add one (1) DSS Computer Operations Coordinator position was moved by Mr. Campbell, seconded by Mr. Griffith, and adopted.
- Interviews for the position of Personnel Officer were scheduled for Wednesday February 17, 2021 at 10:30 A.M. and 11:15 A.M.

A motion to adjourn was moved by Mr. Griffith, seconded by Mr. O'Brien, and adopted. The meeting adjourned at 3:01 P.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors