

PERSONNEL COMMITTEE MEETING MINUTES  
MARCH 9, 2021

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Fedler, Ferguson, Shaw, Losaw, Hogan, Wilson

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

Danelle LaPann, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 9, 2021
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Youth Bureau/Alternative Sentencing
    1. Program Specialist – Backfill
    2. Alternative Sentencing Program Assistant – Backfill
  - B. Buildings & Grounds/Parks
    1. Lifeguard/Laborer – Backfill (7 Seasonal) Huletts Park
    2. Lifeguard/Laborer – Backfill ( 8 Seasonal) Lauderdale Park
    3. Senior Lifeguard – Backfill (2 Seasonal) Huletts Park
    4. Senior Lifeguard – Backfill ( 2 Seasonal) Lauderdale Park
    5. Park Manager – Backfill (1 Seasonal)
  - C. Department of Public Works
    1. Highway Worker II – Backfill
    2. Highway Worker 1 – Backfill (12 Seasonal)
  - D. Personnel/Civil Service
    1. Sr. Account Clerk/Account Clerk – Backfill Civil Service Technician  
\*Staffing Pattern Change\* - Remove 1 Civil Service Technician, add 1 either Sr. Account Clerk or Account Clerk
    2. Exam Proctors – Add Two (2) – Change Staffing Pattern from 6 to 8  
\*Staffing Pattern Change\*
- 4) Other Business
- 5) Adjournment

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

A motion to accept the minutes of the February 9, 2021 meeting was moved by Mr. Griffith, seconded by Mr. Campbell, and adopted.

STAFFING REQUESTS: Danelle LaPann, Personnel Officer, addressed the following staffing requests:

**YOUTH BUREAU/ALTERNATIVE SENTENCING:**

- Program Specialist – Backfill due to a resignation back in 2019 that was not backfilled due to COVID. The rate of pay is \$40,504.59. A motion to approve backfill, Program Specialist, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
- Alternative Sentencing Program Assistant – Backfill due to promotion and the rate of pay is \$32,794.65. A motion to approve backfill, Alternative Sentencing Program Assistant, was moved by Mr. Ward, seconded by Mr. Campbell, and adopted.

**BUILDINGS & GROUNDS/PARKS:**

- Lifeguard/Laborer – Backfill (7 Seasonal) Huletts Park at \$14.22/hr.
- Lifeguard/Laborer – Backfill (8 Seasonal) Lauderdale Park at \$14.22/hr.
- Senior Lifeguard – Backfill (2 Seasonal) Huletts Park at \$15.42/hr.
- Senior Lifeguard – Backfill (2 Seasonal) Lauderdale Park at \$15.42/hr.
- Park Manager – Backfill (1 Seasonal for both parks) at \$11,343.

A motion to approve Building and Grounds/Parks seasonal positions, 7 Lifeguard/Laborers and 2 Senior Lifeguards at Huletts Park, 8 Lifeguard/Laborers and 2 Senior Lifeguards at Lauderdale Park and 1 Park Manager was moved by Mr. Griffith, seconded by Mrs. Clary, and adopted.

DEPARTMENT OF PUBLIC WORKS:

- Highway Worker II – Backfill due to a termination at \$19.53/hr. A motion to approve backfill, Highway Worker II, was moved by Mr. Skellie, seconded by Mr. O'Brien, and adopted.
- Highway Worker I – Backfill (12 Seasonal) at \$17.77/hr. A motion to approve twelve seasonal Highway Worker I positions were moved by Mr. Skellie, seconded by Mr. O'Brien, and adopted.

PERSONNEL/CIVIL SERVICE:

- Sr. Account Clerk/Account Clerk – Backfill Civil Service Technician \*Staffing Pattern Change\* - Remove 1 Civil Service Technician, add 1 either Sr. Account Clerk or Account Clerk – The Personnel Officer is requesting to backfill the Civil Service Technician, vacancy created by the promotion to Personnel Officer, with an Account Clerk at \$16.68/hour. A motion to approve backfill, Account Clerk, and amend Staffing Pattern to remove one (1) Civil Service Technician and add one (1) Account Clerk was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
- Exam Proctors – Add Two (2) – Change Staffing Pattern from 6 to 8 \*Staffing Pattern Change\* - Requesting to increase the number of Exam Proctors increasing the pool from six to eight for coverage of civil services exams as needed. Anticipating an increase in the number of exams because exams were not being given due to COVID. Exams should start up May 1<sup>st</sup>. A motion to amend the Staffing Pattern to add two (2) Exam Proctors was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.

OTHER BUSINESS:

- Per Diem Communication Officers - Public Safety is requesting to increase the per diem Communication Officers from a grade 10 to a grade 13 putting them on par with the full time Communication Officers. A motion to amend the grade schedule to increase per diem Communication Officers from a grade 10 to a grade 13 was moved by Mr. O'Brien and seconded by Mr. Ward. Discussion. The Public Safety Director stated the per diem Communication Officers fill in for the full time Communication Officer positions and have the exact duties, responsibilities, and training as the full time positions.
- Chairman Hicks stated only positions that are budgeted should be listed on the Staffing Pattern. The Superintendent of Public Works mentioned at the Public Works Committee meeting that she is looking at reorganize positions in her office. In reviewing the Staffing Pattern for that department, the Deputy Superintendent position is listed on the Staffing Pattern but not funded in the budget so the position should be budgeted for or removed from the Staffing Pattern. Referred amending the Staffing Pattern to remove the Deputy Superintendent of Public Works back to the Public Works committee to be addressed with the other reorganization requests.
- For the committee's information, the Treasurer stated the Sheriff's Lieutenants and Deputies get a uniform allowance through a Galls account, vendor, for their uniforms. The new Lieutenant is going to be in street clothes and not in uniform so he wanted to make the committee aware that instead of being paid through a contractual expense in a Galls account, it will be done as a uniform allowance through the employee's paycheck like the Investigators.

The meeting adjourned at 10:16 A.M.

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