

PERSONNEL COMMITTEE MEETING MINUTES
APRIL 6, 2021

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Fedler, Shaw, Haff, Hogan

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 – March 9, 2021
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Treasurer – Bookkeeper – Backfill with Account Clerk
Staffing Pattern Change
 - B. Sewer District No. 2
 1. Laborer - Backfill
 2. Account Clerk
 - C. Department of Public Works
 1. DPW Maintenance Shop Supervisor - Backfill
 2. Add 2 New Positions – Public Works Manager, Secretary to Superintendent of Public Works – Remove Deputy Superintendent of Public Works - *Staffing Pattern Change/Exempt Salary Change*
 3. Carryover 2 Weeks of Vacation – Superintendent of Public Works
 - D. District Attorney – Legal Assistant – Backfill
 - E. OFA – Nutrition Services Coordinator – Backfill
 - F. Public Health – WIC Program Nutritionist - Backfill
- 4) Other Business
 - A. Handbook Addition/Change
 1. Add: Section 6.017 – Public Employer Health Emergency Plan for Washington County
 2. Change: Section 3.003 – Probationary Term Rule XIV
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:01 A.M.

A motion to accept the minutes of the March 9, 2021 meeting was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.

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

TREASURER:

- Account Clerk – Requesting to backfill a Bookkeeper position with a Bookkeeper or possibly backfill with an Account Clerk depending on some internal canvassing which will be completed prior to the April 16th Board meeting. A motion to approve backfilling a Bookkeeper position with a Bookkeeper or with an Account Clerk was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted. If the position is backfilled with an Account Clerk would need to consider a resolution to amend the Staffing at the April 16th Board meeting.

SEWER DISTRICT NO. 2:

- Laborer – Backfill – A motion to approve backfill, 40hr/week Laborer, due to a resignation was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.
- Account Clerk – Backfill - A motion to approve backfill, 35hr/week Account Clerk, due to a resignation was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

DEPARTMENT OF PUBLIC WORKS:

- DPW Maintenance Shop Supervisor – Backfill – This is a competitive position at 40hr/week.

A motion to approve backfill, DPW Maintenance Shop Supervisor, due to a resignation was moved by Mr. Skellie, seconded by Mr. Griffith, and adopted.

- Deputy Superintendent of Public Works – Remove position from Staffing Pattern and Exempt Salary Schedule - A motion to remove the position of Deputy Superintendent of Public Works from the Staffing Pattern and Exempt Salary Schedule was moved by Mr. Skellie, seconded by Mrs. Clary, and adopted.
- Public Works Manager – New Position – The Personnel Director is proposing placing this position at a grade 20 which is \$29.98 per/hour and 40hr/week. This would also require amending the Staffing Pattern to add this position and remove the Highway Supervisor III position. A motion to create position of Public Works Manager at a grade 20, place on the salary by grade schedule, and amend the Staffing Pattern to add this position and remove the Highway Supervisor III position was moved by Mr. Skellie and seconded by Mr. Griffith. Discussion. The Superintendent does not anticipate any change to the hours worked from what the employee currently works as the Highway Supervisor III. Mr. Haff does not think this is an hourly position and should be a salary position. The Personnel Director stated the position of Public Works Manager has existed previously underneath the DPW Superintendent as an hourly position at a grade 25 also overseeing Solid Waste. Mr. Campbell agrees with hourly because State Snow and Ice pays a third of the overtime for this position. The earliest effective date is April 29th. The motion to create position of Public Works Manager at a grade 20, place on the salary by grade schedule, amend the Staffing Pattern to add this position and remove the Highway Supervisor III position was moved by Mr. Skellie, seconded by Mr. Griffith, and adopted.
- Secretary to Superintendent of Public Works – New Position – Exempt title through Civil Service and proposing a grade 13 at \$22.17/hr. and 40hr/week. A motion to create Secretary to Superintendent of Public Works an exempt position at a grade 13 40hr/week and add to the Staffing Pattern and Title by Grade Schedule was moved by Mr. Skellie, seconded by Mr. Campbell, and adopted. Mr. Hicks opposed. The Treasurer stated this position is funded in General Fund and will need to establish a budget for it. Forwarded a request for a budget amendment to the Finance Committee for consideration and discussion of it possibly coming out of County Road Administration.
- DPW Superintendent requesting to carryover 10 days of unused benefit time to be used by her next anniversary date. A motion to approve the Superintendent of Public Works to carryover 10 days of unused benefit time to her next anniversary date was moved by Mr. Skellie, seconded by Mr. Campbell, and adopted.

DISTRICT ATTORNEY:

- Legal Assistant – Backfill due to a resignation – Competitive 40hr/week position at \$21.05/hr. A motion to approve backfill, Legal Assistant, due to a resignation was moved by Mr. O'Brien, seconded by Mr. Griffith, and adopted.

OFFICE FOR THE AGING:

- Nutrition Services Coordinator – Backfill due to a resignation – Competitive 40hr/week position at \$23.29/hr. A motion to approve backfill, Nutrition Services Coordinator, due to a resignation was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted.

PUBLIC HEALTH:

- WIC Program Nutritionist – Backfill – Competitive 35hr/week position at \$25.50/hr. A motion to approve backfill, WIC Program Nutritionist, due to a resignation was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

OTHER BUSINESS:

- Add: Section 6.017 – Public Employer Health Emergency Plan for Washington County – A motion to amend Employee Handbook to add Section #6.017 stating “Refer to the Public Employer Health Emergency Plan for Washington County prepared in accordance with NYS Legislation S8617B/A10832 March 2021” was moved by Mr. O’Brien, seconded by Mrs. Clary, and adopted.
- Change: Section 3.003 – Probationary Term Rule XIV – Requesting to change Section 3.003 to delete previous wording and add “Please refer to Washington County Civil Service Rules under Probationary Term for details on specific appointments and their Probationary Term.” This section was generalized to refer to the civil service rules rather than list out probationary terms due to some recent changes. A motion to amend Employee Handbook Section 3.003 Probationary Term Rule XIV to delete previous wording and add “Please refer to Washington County Civil Service Rules under Probationary Term for specific appoints and their Probationary Term” was moved by to Mr. O’Brien, seconded by Mr. Campbell and adopted.

Public Health Vacation/Unused Benefit Time Rollover for Three Employees – Request to rollover unused vacation time to their next anniversary date or possibly a payout for the following employees: Kathy Jo McIntyre - June, Patricia Williams - May and Janet Kilmer - July. Would like to address these three employees at this time but there are many others due to COVID. The County Administrator stated she is in the process of working with Information Technology on developing a report to get the unused benefit time balances of the employees that are not going to be able to use their time before their upcoming anniversary dates. Once the County Administrator gets this report she can bring to committee how many people this actually affects and then see what the Board would like to consider whether it be rolling over the time to the next anniversary date or paying out some amount of time or even the possibility of rolling some of that time to a different benefit bucket as in sick. A motion to approve rolling over the unused benefit time for Kathy Jo McIntyre, Patricia Williams and Janet Kilmer to their next anniversary date was moved by Mr. O’Brien and seconded by Mrs. Clary. Discussion. This policy would potentially affect other departments impacted by the pandemic. Some requests have already come forward and the County Administrator believes committees will keep seeing these requests come forward. She would like approval to roll over the unused time for these three employees while she works on coming up with a plan for the entire employee base. She stated it is not to be assumed that everyone who has vacation balances is going to rollover because it is supposed to be extenuating circumstances which are brought to committee. Employees are supposed to be using their vacation time by their anniversary dates if at all possible and department heads should be reminding their employees of that. Mr. O’Brien stated there is no money budgeted for paying out employees and because this is a direct result of COVID could they possibly be submitted for reimbursement from the stimulus funding. The County does not have any guidelines yet on the use of the stimulus funds. A motion to approve rolling over the unused benefit time for Kathy Jo McIntyre, Patricia Williams and Janet Kilmer to their next anniversary date was moved by Mr. O’Brien, seconded by Mrs. Clary, and adopted.

A motion to adjourn was moved by Mr. Ward, seconded by Mr. Campbell, and adopted. The meeting adjourned at 10:25 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*