

PERSONNEL COMMITTEE MEETING MINUTES
JUNE 8, 2021

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Ward, O'Brien, Skellie, Clary, Griffith
PERSONNEL COMMITTEE MEMBERS ABSENT: Campbell
SUPERVISORS: Hall, Henke, Fedler, Ferguson, Shaw, Losaw, Hogan, Wilson
Debra Prehoda, Clerk Roger Wickes, County Attorney
Melissa Fitch, County Administrator Al Nolette, County Treasurer
Danelle LaPann, Personnel Officer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 11, 2021
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Social Services
 1. Social Services Examiner - Backfill
 2. Training & Resource Development Coordinator - Backfill
 - B. Sewer District
 1. Pumping State and Sewer Maintenance Worker – Backfill
 2. Sewer Maintenance Worker – Backfill
 3. Laborer – Backfill
 4. Executive Director – Backfill (with 3-6 months of shadowing)
Staffing Pattern Change – Add Temporary Position
 - C. Sheriff – Secretary to Sheriff – Vacancy – Discuss Grade Change from Grade 13 to Grade 15
- 4) Other Business – Retirements (Feb. – May 2021)
- 5) Adjournment

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

A motion to accept the minutes of the May 11, 2021 meeting was moved by Mr. Griffith, seconded by Mrs. Clary, and adopted.

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

SEWER DISTRICT:

- Pumping Station Sewer Maintenance Worker – Backfill – The Pumping Station Sewer Maintenance Worker is leaving and requesting to backfill that position and the cascading backfills that creates. A motion to approve backfill, Pumping Station Sewer Maintenance Worker, was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.
- Sewer Maintenance Worker – Backfill – A motion to approve backfill, Sewer Maintenance Worker, was moved by Mr. Skellie, seconded by Mr. O'Brien, and adopted.
- Laborer – Backfill – A motion to approve backfill, Laborer, was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.
- Executive Director – Backfill (with 3-6 months of shadowing) & Staffing Pattern Change – Adding Temporary Position – This is a civil service competitive position. The County Administrator did reach out to the Sewer District Board of Commissioner to get some guidance on how long they wanted someone to shadow the retiring Executive Director. She has not heard back and will follow up with the Commissioners on the shadowing time and also go over the interview process with them. The Executive Director of the Sewer District plans to retire in June 2022. The County Administrator stated it is a little early to start the process of filling the Executive Director position. Originally, the Executive Director was talking about retiring at the end of 2021 so there is more time now. This position will be difficult to fill but not time yet to begin the recruiting process. The civil service exam has been ordered but no test date yet. Chairman Hicks stated the Personnel Committee wants the Sewer District Board of Commissioners involved but the Personnel Committee should be the lead agency on the interviews because this process all goes through the Personnel

Department. Mr. Hogan stated historically the County has not been the lead agency on hiring the Executive Director from prior resolutions it appears the Sewer District was the lead. The Personnel Officer stated the Board of Supervisors does approve the appointment and Mr. Hogan added on the recommendation of the Board of Commissioners. The Personnel Officer agreed. The County Attorney stated he remembers the Board interviewing Mr. Brillig because the Board is the appointing authority. Mr. Shaw stated the Board of Commissioners provided the County with the name of the appointee; the Board otherwise was not involved. Mr. Losaw stated he would think it was appropriate to have the Board of Commissioners interview whoever they want and then recommend two or three candidates to the Personnel Committee to interview. Mr. Griffith feels if the Board of Commissioners have a candidate they recommend then the Board would approve. He is looking for the Board of Commissioners to put their best candidate forward. The Personnel Officer stated there is a job description and minimum qualifications established. The County Administrator has the letter that the Commissioners sent to the Committee Chairs requesting to conduct the interviews suggesting a few members of the Personnel Committee participate in the interview process. The Board of Commissioners would have to work closely with the Personnel Officer to make sure all the qualifications were met and she would lead the recruitment of filling the position and then have the Commissioners recommendation come to the Personnel Committee for approval and then to the Board for appointment. The Commissioners would also determine the shadow period. Chairman Hicks will ask the Sewer District Board of Commissioners to allow him to sit in on the interviews. A motion to allow the Sewer Commissioners to start the recruitment process for replacement of the current director and determine the length job shadowing period was moved by Mrs. Clary and seconded by Mr. Griffith. Discussion. The Personnel Officer will work with the Board of Commissioners to ensure that the candidate meets the qualifications and a title for the position during the shadowing period. The Commissioners recommendation would then come back to the Personnel Committee. Mr. Skellie, Chairman of Public Works Committee, stated this is a Personnel Committee matter and it does not need to go back to the Public Works Committee. The County Attorney stated the choice in hiring an Executive Director of the Sewer District is basically do it yourself (Personnel Committee) or delegate to the Board of Commissioners of the Sewer District. The Personnel Officer will ensure all civil service requirements are done right. Mrs. Clary that made the motion clarified the intent of her motion and the consensus of the members of the Personnel Committee was to designate the Sewer District Board of Commissioners to be the lead agency on the hiring of the Executive Director. The motion to designate the Sewer District Board of Commissioners to be the lead agency on the hiring of the Executive Director was moved by Mrs. Clary, seconded by Mr. Griffith, and adopted. Chairman Hicks asked the County Administrator who has been communicating with the Board of Commissioners to reach out to them to let them know where the County stands in this process and ask them if they would include the County Administrator and Personnel Committee Chairman in the interviews.

DEPARTMENT OF SOCIAL SERVICES:

- Social Services Examiner – Backfill due to an appointment to Caseworker position. – A competitive position at \$19.05 per hour for 40-hours per week. A motion to approve backfill, Social Services Examiner, was moved by Mr. O'Brien seconded by Mrs. Clary and adopted.
- Training & Resource Development Coordinator – Backfill due to a retirement. – A competitive position at \$25.50 per hour for 40-hours per week. A motion to approve backfill, Training & Resource Development Coordinator, was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

- Caseworker – Backfill due to a resignation. – A competitive position at \$23.29 per hour 40-hours a week. A motion to approve backfill, Caseworker, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.

SHERIFF:

- Secretary to Sheriff – Backfill due to a vacancy, employee moving out of state. – Discuss Grade Change from Grade 13 to Grade 15 – The Sheriff withdrew his request to upgrade the position. A motion to approve backfill, Secretary to Sheriff at Grade 13, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.

OTHER BUSINESS:

RETIREMENTS ANNOUNCED (Feb. – May 2021) – Michael Stevens – Sheriff's Department in February and Tom Quinlan – PV and Treasurer's Office in May who will be recognized at the Board meeting.

A motion to adjourn was moved by Mr. Griffith, seconded by Mrs. Clary, and adopted. The meeting adjourned at 10:26 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*