

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
JUNE 22, 2020

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Rozell, Hicks, Ferguson, Losaw

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Haff, Shaw

SUPERVISORS: Hall, Fedler, Ward, Campbell, Hogan

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Chris DeBolt, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – June 5, 2020
- 3) Department Requests/Reports
  - A. Treasurer – School Tax Collections for Fort Ann & Fort Edward
  - B. County Clerk – Update on Offices Opening Up
- 4) Other Business
- 5) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M. via teleconference.

A motion to approve the minutes of the June 5, 2020 meeting was moved by Mr. Rozell, seconded by Mr. Losaw and adopted.

PERSONNEL – Clarification on the process for backfilling/new positions that were approved in the budget. The Personnel Committee instituted a new procedure for backfills at their June 11<sup>th</sup> meeting: request to Personnel Director, discuss with Committee Chairman, oversight committee consideration and then to Personnel Committee. Mr. Hicks stated it was his understanding that if a department was previously approved this new process did not apply it was only for new request going forward. Question arose over filling the Coordinator to the Safety Officer position. Mr. Hicks stated if departments received approval for the backfill prior to this newly instituted procedure they could go ahead and backfill but going forward is a new process. The County Administrator stated the Coordinator to the Safety Officer was approved in the budget (budgeted to start in July) and permission to fill was granted. An interview is scheduled for Thursday for this position. The County Attorney stated he is looking for guidance going forward, clarification of the rules. Mr. Campbell reminded everyone we are in a fiscal crisis and believes we are going to have to look very structural and data driven about what we need. The Personnel Director stated there are quite a few positions right now that departments have previous been approved to backfill and asked for clarification on whether or not these positions need approval again. If they were approved by the Personnel Committee prior to closure, Mr. Hicks believes they can move forward. Anything approved through the committee process so far this year is approved but going forward positions need to come through the committee; positions approved in the budget have already been to the Personnel Committee for approval. The County Attorney withdrew his request to fill the Coordinator to the Safety Officer position. Consensus was anything previously approved can move forward but the Department Head can choose to bring back to the committee for further discussion.

DEPARTMENT REPORTS REQUESTS:

TREASURER – Al Nolette, County Treasurer, addressed the following items with the committee:

- In his 2020 adopted budget, he has two Account Clerks scheduled to go Senior Account Clerks due to increased workload effective July 1<sup>st</sup> and is requesting approval for those upgrades. These upgrades were approved in the budget but require a staffing pattern change. The County Administrator stated the July 17<sup>th</sup> resolution could be retroactive to July 1<sup>st</sup>. A motion to amend staffing pattern for these two positions, increase two Senior Account Clerks and decrease two Account Clerks, and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr.

Losaw and adopted.

- School Tax Collections for Fort Ann and Fort Edward – He contracted last year with Fort Ann School for the collection of their school taxes and they plan to continue for 2020 collections. He also received a request to collect Fort Edward school taxes this year so he was informing the committee that he will be collecting school taxes for both school districts this year. The impact on his office is negligible. He expects more phone calls from schools because the banks are getting out of the collection business for the schools. The additional money for collecting the Fort Edward school taxes will help towards the 2020 upgrades previously discussed.

COUNTY CLERK – Stephanie Lemery, County Clerk, unavailable for an update.

#### OTHER BUSINESS:

BUILDING & GROUNDS – Matt Jones, Superintendent, addressed the following items with the committee:

- Business as usual with no major issues. The generator at the Law Center just took a big hit and will be fixed. He does not anticipate a huge expense.
- In January received permission to backfill two positions but due to COVID he did not move forward with hiring. Now that they are back to operations, he needs to hire these positions and is actively trying to backfill.
- Parks Update – The parks have been open the last two weekends and starting next Saturday full time. Estimating about 180 at each park last weekend. Everyone is being respectful. The pavilions and picnic tables are closed. Also, no community swim programs this year.

EXECUTIVE SESSION – A motion to enter an executive session to discuss matters leading to the appointment, promotion, demotion of a particular person in the Buildings and Grounds department was moved by Mr. Losaw, seconded by Mr. Hicks and adopted.

The meeting adjourned from executive session at 11:02 A.M. No action taken in executive session.

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*