

PERSONNEL COMMITTEE MEETING MINUTES
JULY 6, 2021

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Shaw, Hogan

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 – June 8, 2021
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. County Clerk
 1. Index Clerk – Backfill - Resignation
 2. Account Clerk – Backfill Due to Promotion
 3. Sr. Motor Vehicle Clerk – Backfill – Resignation
 4. Motor Vehicle License Clerk (2) – Backfill 1 Due to Promotion & 1 Resignation
 - B. District Attorney – Clerk/Typist - Backfill
 - C. Veterans – Part Time Bus Driver – Backfill
 - D. Public Health
 1. Pre-School Services Coordinator – Backfill
 - E. Sheriff
 1. Typist Part-time-Backfill with Clerk Full Time – *Staffing Pattern Change*
 2. Account Clerk To Senior Account Clerk – *Staffing Pattern Change*
- 4) Other Business – Update – Executive Director, Washington County Sewer District
- 5) Adjournment

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

A motion to accept the minutes of the June 8, 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:

COUNTY CLERK:

- Index Clerk – Backfill due to resignation – This is a competitive position at \$17.95 per hour, 37.5 hours per week. A motion to approve backfill, Index Clerk, was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.
- Account Clerk – Backfill Due to Promotion to Index Clerk – This is a competitive position at \$16.68 per hour, 37.5 hours. A motion to approve backfill, Account Clerk, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
- Sr. Motor Vehicle License Clerk – Backfill due to resignation – This is a competitive position at \$19.05 per hour, 37.5 hours per week. A motion to approve backfill, Sr. Motor Vehicle License Clerk, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
- Motor Vehicle License Clerk (2): These are competitive positions at \$17.95 per hour, 37.5 hours per week.
 - A motion to approve backfill, Motor Vehicle License Clerk, due to a promotion to Sr. Motor Vehicle License Clerk was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
 - A motion to approve backfill, Motor Vehicle License Clerk, due to a resignation was moved by Ward, seconded by Mr. Skellie, and adopted.

DISTRICT ATTORNEY:

- Clerk – Backfill due to resignation – This is a competitive position at \$15.42 per hour grade 7, 40 hours per week. A motion to approve backfill, Clerk, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.

VETERANS:

- Part Time Bus Driver – Backfill due to resignation – This is a non-competitive position at \$14.22 per hour. A motion to approve backfill, part time Motor Vehicle Operator, was moved by Mr. Ward, seconded by Mrs. Clary, and adopted.

PUBLIC HEALTH:

- Pre-School Services Coordinator – Backfill – Previously approved prior to COVID at \$23.29 per hour, 35 hours per week but the position was not filled due to pandemic. A motion to approve filling Pre-School Services Coordinator was moved by Mrs. Clary, seconded by Mr. Ward, and adopted.

SHERIFF:

- Requesting to backfill a Typist part-time due to a resignation with a Clerk full-time at \$15.42 per hour and increase hours from 35 hours per week to 40 hours per week. This would be a Staffing Pattern change. A motion to approve backfilling a part-time Typist position with a full-time Clerk, increase to 40 hours per week and amend the Staffing Pattern was moved by Mr. Ward, seconded by Mr. O'Brien and Chairman Hicks called the ayes and noes when Mr. Shaw raised his hand to ask a question. Mr. Shaw stated the resolution for this change will include a budget impact statement for the current year but feels it should also include an impact on next year's budget because that will be an increase. The breakage in this position occurred in March and was a part time 20 hours per week position so there is not much breakage. Mr. Henke stated this is basically a new position and he questioned at the Public Safety Committee meeting what was going to come out of the Sheriff's budget to pay for that because we do not automatically assume it can be absorbed within the budget so if he wants something new what is he not going to do next year to pay for this position. The Personnel Officer stated she can provide the budget impact figures. Mr. Skellie stated to quote you Matt (Mr. Hicks) if there is not enough with breakage and this is a new position shouldn't it be brought up at budget time instead of mid-season. Mr. Hicks stated that is the key, it could be \$400 or \$18,000 and that almost should be brought up in the Public Safety Committee so we can vote up or down on that. Mr. Skellie stated it is going to impact next year without going through the budget process. Mr. Hicks stated without knowing the budget impact its hard to know if it is a good idea or not. The County Attorney stated the onus should be on the department head to come to the committee with those numbers not other staff figuring it out after the fact. Mrs. Clary stated she is having a hard time with this because we have told other departments heads who have asked for the exact same thing no because it is in the middle of budget season so how do you say no to other departments and say yes here. The Personnel Officer stated the Sheriff has a plan and there was a person in a position that he may want to put in here who is currently working in the Sheriff's Department who went from part time to full time but was unable to stay in that position do to Civil Service so he was hoping to keep her on in a Clerk position and she has held that title in the past. Chairman Hicks stated this should go back to the Public Safety Committee to get all these questions answered. Mr. O'Brien moved to amend the motion to bring the request back to the Public Safety Committee and Mr. Shaw stated he though it had already been voted on because he waited to bring it up after the vote. Mr. Hicks stated he called the vote but suspended it once

Mr. Shaw raised his hand. The County Attorney stated if it was voted on then a motion to reconsider the vote. A motion to reconsider the vote was moved by Mr. Griffith, seconded by Mr. O'Brien, and adopted. A motion to send this request back to the Public Safety Committee was moved by Mr. Griffith, seconded by Mr. Ward, and adopted. Mr. Shaw added that motions forwarding personnel requests to the Personnel Committee for consideration should state they approve the position/change. Discussed the backfill process.

- Account Clerk to Senior Account Clerk – Staffing Pattern Change – There was a Senior Account Clerk position in the Sheriff's Department that transferred to another department and the Sheriff backfilled the position with an Account Clerk and due to Civil Service this position is being vacated and now requesting it go back to a Senior Account Clerk position and increase the hours from 35 hours per week to 40 hours per week. A motion to backfill position at a Senior Account Clerk 35 hours per week and amend the Staffing Pattern was moved by Mr. Skellie, seconded by Mr. Campbell, and adopted. Mr. Griffith voted no. There seems to be a lot of moving parts month to month with these Sheriff's Department backfills and the committee is only getting bits and pieces. The Sheriff's staffing plan is unknown and seems to be creating a job for a person not a position and this should go back to committee to be fully vetted. A motion to reconsider the vote was moved by Mr. Skellie, seconded by Mr. Campbell, and adopted. Chairman Hicks stated the Personnel Director needs to meet with the Sheriff and discuss the Civil Service impact, budget impact and staffing pattern impact for all these moves and look back to see if there was any offset with the Account Clerk position back in February/March. A motion to send the request back to the Public Safety Committee was moved by Mr. Skellie, seconded by Mr. O'Brien, and adopted.

PUBLIC DEFENDER:

- Secretary to the Public Defender – Backfill due to resignation – This is an exempt position at \$19.05, 35 hours per week. A motion to approve backfill, Secretary to the Public Defender, was moved by Mr. Campbell, seconded by Mr. Griffith, and adopted.

OTHER BUSINESS:

- Executive Director Washington County Sewer District – Retiring at the end of the year. - The Commissioners are working with the Personnel Office to advertise for this position in August, start the interview process in September and choose someone in early November to shadow for one to two months. Chairman Hicks is looking for a volunteer to participate in the interview process with the Board of Commissioners and the Personnel Officer but no one volunteered. Chairman Hicks and the Personnel Officer will work this out.
- Budget – Mr. Campbell, Budget Officer, stated going into budget season some positions on the grade schedule have changed during the year and more requests are coming and it is the big picture where the problem is. He just wanted to make the committee aware and not be surprised that there are going to be a lot of different looks at the grade schedule and this is something for everyone to think about.

The meeting adjourned at 10:48 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors