

PERSONNEL COMMITTEE MEETING MINUTES
JULY 7, 2020

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Fedler, Ferguson, Campbell, Hogan, Griffith

Debra Prehoda, Clerk

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – June 11, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Public Works
 1. Highway Worker II (1) – Backfill (Retirement)
 2. Highway Supervisor I – Backfill
 3. Highway Worker III – Backfill
 4. Highway Worker II – Backfill in September
 - B. Public Defender
 1. Part-Time Assistant Public Defender – Backfill - Retirement
 - C. Sheriff
 1. New Deputy Sheriff – Remove Senior Civil Enforcement Officer Upon Retirement
Staffing Pattern Change
 2. Full time Assistant Cook – Remove (2) Part time Assistant Cooks
Staffing Pattern Change
 3. Senior Account Clerk – Backfill - Resignation
 - D. Fire Coordinator – Backfill – Retirement
 - E. Public Health
 1. WIC Outreach Worker Per Diem/Seasonal
 2. WIC Program Coordinator – Retirement
 3. WIC Senior Program Nutritionist
 4. WIC Program Nutritionists – Backfill due to Promotions
 5. WIC Program Coordinator – Temporary
Staffing Pattern Change
- 4) Other Business
 - A. Temporary Positions
 - B. Backfill Process
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:33 A.M.

A motion to accept the minutes of the June 11, 2020 meeting was moved by Mr. O'Brien, seconded by Messrs. Skellie and Ward and adopted.

STAFFING REQUESTS: The Personnel Director addressed the following staffing requests, handout attached.

PUBLIC WORKS:

- Highway Supervisor II (1) Backfill (Retirement) – A motion to approve backfill, Highway Supervisor II due to a retirement, was moved by Mr. Skellie, seconded by Mr. O'Brien and adopted. This backfill creates a cascading effect on the following positions:
- Highway Supervisor I – Backfill – A motion to approve backfill, Highway Supervisor I, was moved by Mr. Skellie, seconded by Mr. Ward and adopted.
- Highway Worker III – Backfill – A motion to approve backfill, Highway Worker III, was moved by Mr. Skellie, seconded by Mr. Ward and adopted.
- Highway Worker II – A motion to approve backfill, Highway Worker II, was moved by Mr. Skellie, seconded by Mr. Ward and adopted.
- (2) Hwy Worker II positions in September – These are two vacant Highway Worker II positions and at the Public Works Committee meeting, the Superintendent stated she can

wait until September 1st to fill these positions. A motion to approve backfill of two (2) Highway Worker II positions effective September was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

PUBLIC DEFENDER:

- Part-Time Assistant Public Defender – Backfill – Retirement in May – A motion to approve backfill, part-time Assistant Public Defender, due to a retirement was moved by Mr. O'Brien and seconded by Mr. Ward. Discussion. Chairman Hicks asked if this position was funded through Hurrell-Herring and the Administrator stated the position is covered by the settlement. He stated part of the settlement is caseload standards and without this position we have begun creeping up on our caseload maximums and shunting some cases over to the Assigned Counsel. From a cost perspective, he recommends filling this position. The Treasurer stated this part time position is part County funds and part distribution funded. A motion to approve backfill, part-time Assistant Public Defender, due to a retirement was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.

SHERIFF:

- New Deputy Sheriff & Remove Senior Civil Enforcement Officer Upon Retirement – Staffing Pattern Change – Sheriff is requesting to amend the Staffing Pattern and hire one new Deputy Sheriff and remove the Sr. Civil Enforcement Officer upon retirement. Requesting to start the new Deputy now so they can attend the academy for training in July. There is savings from the significant pay difference. A motion to approve adding one (1) Deputy Sheriff position and remove one (1) Sr. Civil Enforcement Officer position upon retirement and amend Staffing Pattern was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted.
- Full time Assistant Cook – Remove two part-time Assistant Cooks and amend Staffing Pattern - A motion to approve full time Assistant Cook and remove two (2) part time Assistant Cooks and amend the Staffing Pattern was moved by Mr. Ward, seconded by Mr. O'Brien and adopted.
- Senior Account Clerk – Backfill – Resignation transferred to another department. – A motion to approve backfill, Senior Account Clerk, was moved by Mr. Ward, seconded by Mr. Skellie and adopted.

FIRE COORDINATOR – Backfill – Retirement – Public Safety reported that the Fire Coordinator is retiring from his employment at the school district and asking to be removed from payroll for one full day and then reappoint him to position. A motion to move this request forward to remove Fire Coordinator for one day from the payroll due to the retirement process and then reappoint was moved by Mr. Ward and seconded by Mr. O'Brien. Discussion. The Personnel Director stated his last day is July 24th and requesting to reappoint him effective July 28th. Need to double check with NYS retirement system that the Board can reappoint effective July 28th at the July 17th Board meeting. The motion to move this request forward to remove Fire Coordinator for one day from the payroll due to the retirement process and then reappoint was moved by Mr. Ward, seconded by Mr. O'Brien and adopted.

PUBLIC HEALTH:

- WIC Outreach Worker Per Diem/Seasonal – Grade 9 position and WIC funded. A motion to approve seasonal WIC Outreach Worker per diem was moved by Mr. Ward, seconded by Mrs. Clary and adopted.
- WIC Program Coordinator – Retirement – August 1st. A motion to approve backfill, WIC

Program Coordinator, due to an August 1st retirement was moved by Mr. Ward, seconded by Mr. O'Brien and adopted.

- WIC Senior Program Nutritionist – A motion to backfill WIC Senior Program Nutritionist position that has been vacant was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.
- WIC Program Nutritionists (2) – Backfill due to Promotions – A motion approved backfills, two (2) WIC Program Nutritionist, cascading effect from promotions was moved by Mr. Ward, seconded by Mr. O'Brien and adopted.
- WIC Program Coordinator – Temporary – Staffing Pattern Change – WIC funded - A motion to approve current Coordinator to come back after retirement part time on a temporary basis probably for up to three months to train and help with the budget process and amend the Staffing Pattern for temporary WIC Program Coordinator position that will sunset in three months was moved by Mr. O'Brien, seconded by Mr. Ward and Mrs. Clary and adopted.

OTHER BUSINESS:

- Backfills January – March – Chairman Hicks reported there were six backfills during this period: (1) DMV Clerk, (1) Buildings and Grounds Laborer, (1) Deputy Sheriff, (2) Highway Workers and (1) Communications Officer.
- Temporary Positions because of COVID – Public Health: (4) Registered Professional Nurses and 1 part time Clerk, Public Safety: a Typist upgraded to Secretary to the Director of Public Safety, and Office of the Aging: (1) Aging Services Aide. When the emergency declaration ends, these positions then are vacated and the Personnel Director stated that was the expectation with these positions. The Aging Services Aide position has gone to one of the per diems and she already had permission to backfill. Chairman Hicks stated the need to assess and address these positions when getting close to the end of the emergency declaration. The County Administrator stated Public Health might need those 4 Registered Nurses to continue. Also, Public Safety hired two Typist positions in November related to the discovery process that was adopted in the State budget. At the start of the shutdown, the discovery process was not as onerous and one employee was let go. The other Typist was a very competent employee and due to the increased workload of the Director and Deputy Director, she took on significant duties to help the department to continue to function and in conversations with the Public Safety Director and Personnel Director, the County Administrator recommended increasing that title so the employee was not working out of title. Public Safety desires to keep that employee at that level; Secretary to the Director of Public Safety moving forward. Chairman Hicks stated the need to be proactive when disaster ends to view the need to keep some of these positions.
- Backfill Process – The Personnel Director reviewed the backfill process: Department Head brings request to Personnel Director, then to their oversight committee and on to Personnel Committee.
- County Administrator – At a previous Government Operations Committee meeting discussed backfilling the Coordinator to the Safety Officer position and the possible rehoming of Safety Officer position which is not going to be pursued. The position was funded for half a year starting July 1st. The filling of this position was pulled at the previous meeting and the decision was to start the process over. Request will be brought to the Government Operations Committee for consideration.
- Update on Current Staffing in Departments – The County Administrator provided an overview, handout attached. He believes we should look at a formal remote work policy when we return to normal operations. Remote working right now is going very well.

- Kronos Upgrade – Still being worked on and back on track. As far as training, will explore possibly MM Hayes providing training remotely.
- Civil Service Exams – NYS Civil Service left it up to each agency to determine whether they wanted to cancel, reschedule or go forward with exams. The Personnel Director chose to reschedule and waiting for NYS to reschedule exams. She has made the decision not to offer the Police Officer and Deputy Sheriff exam in September and there is a lists for both positions.

A motion to adjourn was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.

Meeting adjourned at 11:35 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Current Departmental Staffing Status

Personnel Committee: July 7, 2020

Alternative Sentencing: One employee is working remotely 4 days/week. Starting 7/6/2020 11 staff will be working 90% in the office and 10% remotely. All employees not in the office are effectively working remotely.

Assigned Counsel: 2 non-attorney employees are rotating every-other day in the office. They are unable to work from home due to lack of internet access. Supervising Attorney is report to office daily.

Board of Elections: All staff are working normal hours in the office.

Buildings and Grounds: All staff are working normal hours in the office.

Clerk of the Board: Department is at full staffing. No employees are working remotely, and no employees are home unable to work.

County Administration: County Administrator continues to work normal hours in the office. Purchasing Coordinator is working two days in the office and one day remotely. Other two staff members are working 3 days/week in the office and 2 days/week remotely.

County Attorney: Safety Officer continues to work normal hours, with approximately 75% of his work being conducted remotely or in the field. Cybersecurity Officer continues to work 100% remotely. Attorney staff is currently working approximately 50% in the office and 50% remotely. Support staff is back 100% in the office effective 7/6/2020. County Attorney continues to work normal hours in the office. All staff, except for support staff, have been able to work effectively by remote means.

County Clerk: All DMV and County Clerk and Archives staff are working 100% in the office. The Historian is the only employee not in the office. She is unable to work from home.

Department of Public Works (DPW): DPW remains at 100% staffing. No staff is working remotely.

District Attorney: All employees are back to 100% in-office operation. All staff was able to work remotely during closure of courts system but reopening of courts has necessitated all employees returning to the office.

Information Technology (IT): 5 employees working full-time in office. 5 employees working full-time remotely and reporting to the office when needed. All employees not in the office are able to work effectively remotely.

Personnel: 2 Employees working remotely 1-2 days/week. 1 employee working remotely 3 days/week. 1 employee working in-office 3-4 days/week, but unable to work from home remaining days due to lack of laptop. New laptop has been requested for this employee and will allow remote work once deployed.

Planning: Director and Planner are rotating days in the office. Each is able to work remotely when not in the office.

Probation: Department has been divided into two teams, one consisting of seven employees and one consisting of eight. These teams rotate every two days, unless required to report to the office for a specific case issue. All employees not working in the office are working remotely. Director is planning to bring all employees back to the office full-time as he feels there is sufficient space to adequately social distance while at their workstations.

Public Defender: All staff are reporting to the office daily. Attorney staff is working 4.5 hours in the office and the remainder of the day remotely. Support staff are working two opposing shifts of 4.5 hours in the office and the remainder of the hours remotely. The Public Defender is looking to bring all employees back at 100% once the court system ramps up operations.

Public Health: Remains at full staff. No one is working remotely.

Public Safety: All departmental employees continue to work all hours in the office.

Real Property Tax Services: All employees have been working full hours in the office for the past few weeks. Starting last week, each employee will work remotely 2 days/week and 1 day/week this week.

Sewer District: Executive Director is working approximately 50% remotely and 50% in the office and is reporting to the office daily. All other employees are working normal hours in person.

Sheriff's Department: The Jail and Road Patrol continue to conduct normal operations, as they have throughout the pandemic. Pistol Permits and Civil office staff are back to full time hours in the office.

Treasurer: Treasurer continues to work normal hours in the office. Deputy Treasurer is in the office 2-3 days/week and effectively working remotely the remainder of the time. All other staff is rotating working 2 days and off 3 days one week and working 3 days and off 2 days per week alternating every week. These employees are unable to work remotely when not in the office due to the nature of their duties.

Veterans: Director and Deputy Director are working 2-3 days/week in the office and working remotely the remaining days. Clerk is working one day per week in the office and is unable to work remotely. Driver of the Veterans van is working PT hours and available to drive when veterans need transportation.

Weights and Measures: The Sealer is back to conducting field operations and most office work is being done remotely.

WIC: Coordinator is working full-time hours in the office. 5 FT staff working in office 4 days/week and remotely 1 day/week. 2 PT employees reporting to office for regular hours. 2 Peer Counselors working remotely exclusively. State WIC has implemented guidance that remote services to clients is to continue through the end of July.