

PERSONNEL COMMITTEE MEETING MINUTES  
SEPTEMBER 7, 2021

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Hall, Henke, Fedler, 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 – July 28, 2021 & August 12, 2021
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Department of Public Works
    1. Senior Engineer – Backfill – Retirement
    2. Principal Engineering Technician – Backfill
    3. Senior Engineering Technician – Backfill
    4. Highway Worker II (3) – Backfills
  - B. Department of Social Services
    1. Clerk (2) – Backfill
    2. Senior Social Services Examiner – Backfill
    3. Social Services Examiner – Backfill
    4. Caseworkers (2) – Backfill
    5. Request to Change Title for Welfare Emp. Rep. to Sr. Social Services Examiner (Both Grade 12) \*\*Staffing Pattern Change\*\*
- 4) Other Business
  - A. Request to Use CLIP for Purchase 6 New Picnic Tables (with umbrellas) for Main Campus and Burgoyne Avenue Campus
  - B. Announcement – Recent Retirements from the County with 10 or More Years of Services
- 5) Adjournment

Chairman Hicks called the meeting to order at 1:00 P.M.

A motion to accept the minutes of the July 28<sup>th</sup> and August 12<sup>th</sup> meetings was moved by Mr. Griffith, seconded by Mr. Ward, and adopted.

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

**PUBLIC WORKS:**

- Senior Engineer – Backfill – Retirement – The DPW Superintendent requested a change in grade for this position from a grade 26 to a grade 22 at \$32.20 per hour and that request was forwarded to the Finance Committee for consideration. With the backfill of the Senior Engineer position it will create the following cascade of backfills: Principal Engineering Technician and Senior Engineering Technician.
  - Principal Engineering Technician – Backfill
  - Senior Engineering Technician – Backfill

A motion to approve backfill of Senior Engineer and corresponding backfills to the Principal Engineering Technician and Senior Engineering positions was moved by Mr. Griffith, seconded by Mr. O'Brien and adopted.

- Highway Worker II (3) – Backfills due to one (1) retirement and two (2) resignations. These are 40 hour per week positions at \$19.53 per hour. A motion to approve backfills, three (3) Highway Worker II positions, was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Clerk (2) at \$15.42 per hour. – Backfills due to a promotion and a termination. – These were formerly Typist positions and the title has changed to Clerk and the Staffing Pattern will need to be amended but there is no salary/grade change. A motion to approve backfills, two (2) Clerks and amend the Staffing Pattern to remove two (2) Typist and add two (2) Clerk positions was moved by Mr. Campbell, seconded by Mrs. Clary, and adopted.
- Senior Social Services Examiner – Backfill due to a resignation. – This is a 40 hour per week position at \$21.05 per hour. A motion to approve backfill, Senior Social Services Examiner, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
- Social Services Examiner – Backfill due to a promotion. This is a 40 hour per week position at \$19.05 per hour. A motion to approve backfill, Social Services Examiner, was moved by Mr. O'Brien, seconded by Mr. Ward, and adopted.
- Caseworkers (2) – Backfills due to resignations. These are 40 hour per week positions at \$23.29 per hour. A motion to approve backfills, two (2) Caseworkers, was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.
- Request to Change Title for Welfare Emp. Rep. to Sr. Social Services Examiner (Both positions are a Grade 12) \* Staffing Pattern Change\* - The position has been reclassified and requesting to backfill a Welfare Employment Representative with a Senior Social Services Examiner and amend the Staffing Pattern to remove one Welfare Employment Representative and add one Senior Social Services Examiner was moved by Mr. Campbell, seconded by Mr. O'Brien, and adopted.

OTHER BUSINESS:

- CLIP Purchase – Six (6) New Picnic Tables with umbrellas for Main Campus and Burgoyne Avenue Campus – Solicited quotes from four different places and the low price is \$582.72 per table for a total of \$4,084.02 for six and also umbrellas. Funding is available because the Wellness Fair was not held this year. A motion to approve purchase of six (6) new picnic tables with umbrellas using CLIP funds was moved by Mr. Ward and seconded by Mr. O'Brien. Discussion. Board Chairman Hall stated he supports this 100% and they are needed. The Treasurer stated these tables are really the result of COVID and not being able to use the lunch room downstairs and suggested using American Rescue Plan - federal funding. The County Administrator stated another reason they are looking at the picnic tables now is because of the smoke free policy that just went into effect and giving those employees a little something back as we are trying to get them to possibly break habits or curtail this habit and it ties in with some other wellness programs. A motion to approve purchase of six (6) picnic tables with umbrellas using CLIP funds was moved by Mr. Ward, seconded by Mr. O'Brien, and adopted. Mr. Griffith opposed due to funding source.
- Retirements – Seven County employees with ten (10) or more years of service retired and will be recognized at the September Board meeting: DPW – Stuart Brownell, Scott Tracy, DSS – Stephanie Ball, Laurie Battis, Public Health – Valerie Campbell, Sheriff's Department – Michael Distasio, and the Treasurer's Office – Deborah Gordon.
- Vacation Carryover – Public Health requested to carryover vacation time for four employees but one can be done through the Personnel Department and the other three need committee approval. In May carryovers were considered, approved and three employees were granted a year from than anniversary date to use the time and the Personnel Officer is recommending the same for these three employees. The County Administrator stated the Employee Handbook only allows the Personnel Committee to carryover time for three months. A motion to allow three people to have one year from anniversary date to carryover their benefit time and forward this to the full Board for approval was moved by Mr. O'Brien

and seconded by Mr. Skellie. Discussion. Mr. Skellie stated it was mentioned this morning that there are more employees with unused benefit time and asked if a possible buyout of time should be looked at. The Treasurer cautioned that this does have an impact if these people are leaving county service. The County Administrator recommends not going forward with resolution to allow them to carry time over for another year because there was not a resolution for the other Public Health employees approved earlier this year. Recommending granting the three months and bring back more information to the Government Operations Committee meeting. Mr. O'Brien withdrew his motion. A motion to follow the Employee Handbook for the carryover of vacation time granting these three employees in Public Health three months to use their time was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

- Amend Staffing Pattern – The Personnel Officer is requesting to add eight positions to the Staffing Pattern in Public Health for the fellowship program: 6 fellows, one graduation fellow and one local coordinator. A motion to amend the Staffing Pattern in Public Health to add six (6) fellows, one (1) graduate fellow and one (1) local coordinator was moved by Mr. Campbell, seconded by Mrs. Clary, and adopted.

The meeting adjourned at 1:26 P.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*