

PERSONNEL COMMITTEE MEETING MINUTES  
SEPTEMBER 8, 2020

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Fedler, Ferguson, Shaw, 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 – August 11, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. DA – Backfill Legal Assistant - Resignation
  - B. DSS – Backfill Accounting Supervisor Grade B – Retirement
  - C. DPW – Temporary Fill HWII
  - D. IT – Electronic Technician – Transfer from B&G to IT \*\*\*Staffing Pattern Change\*\*\*
- 4) Other Business
  - A. Remote Work Policy – Add to Handbook  
“Remote work may be allowed by County Employees at the sole discretion of the Department Head.”
  - B. Civil Service Exams Update
  - C. Benefits Update
  - D. Kronos Update
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:31 A.M.

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

STAFFING REQUESTS: The Personnel Director addressed the following staffing requests:

**DISTRICT ATTORNEY:**

- Legal Assistant – A motion to approve backfilling a Legal Assistant position due to a resignation on August 17, 2020 was moved by Mr. O'Brien, seconded by Mr. Ward and adopted. The District Attorney is also requesting permission to backfill a Clerk position if the current Clerk is promoted to the Legal Assistant position. A motion to approve backfilling Clerk position if promoted to Legal Assistant was moved by Mr. Ward, seconded by Mrs. Clary and adopted.

**DEPARTMENT OF SOCIAL SERVICES:**

- Accounting Supervisor Grade B – Retirement – Backfill – A motion to approve backfill, Accounting Supervisor Grade B due to a retirement on September 3, 2020, was moved by Mr. O'Brien and seconded by Mr. Skellie. Discussion. The Personnel Director stated the current rate of pay for this position is \$32.72 and will be backfilled at a rate of \$29.25. This is a civil service competitive position. The motion to approve backfill, Accounting Supervisor Grade B due to a retirement on September 3, 2020, was moved by Mr. O'Brien, seconded by Mr. Skellie and adopted.

**DEPARTMENT OF PUBLIC WORKS:**

- Temporary Backfill Highway Worker II – The DPW Superintendent is requesting a temporarily backfill to a Highway Worker II position who is expected to be out for an extended period of time, probably three months. This position is in the Middle Falls barn. A motion to approve temporary Highway Worker II position was moved by Mr. Skellie, seconded by Mr. O'Brien and adopted.

INFORMATION TECHNOLOGY:

- Electronic Technician – Transfer from B&G to IT \*\*\*Staffing Pattern Change\*\*\* - A motion to amend Staffing Pattern to eliminate Electronic Technician position from Buildings and Grounds and add one Electronic Technician position to Information Technology and forward to the Finance Committee an amendment to the Non Union Title by Grade Schedule to increase the Electronic Technician from a grade 13 to a grade 14 was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.
- Microcomputer Specialist – A motion to amend Staffing Pattern to eliminate one Microcomputer Specialist position from Information Technology was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.

PUBLIC SAFETY:

- Communication Officer (2) – Backfills – Public Safety has two vacant full time Communication Officer positions and requesting to backfill. The rate of pay for a Communication Officer during training is \$15.92 per hour and \$18.02 per hour when fully trained. A motion to approve backfilling two (2) full time Communication Officer positions in Public Safety was moved by Mr. O'Brien and seconded by Mr. Ward. Discussion. Mr. O'Brien stated these are critical positions and inquired if the department could be given permission to automatically backfill Communication Officer positions. He stated this does not have to be discussed today but is a topic that needs further considered. A motion to approve backfilling two (2) full time Communication Officer positions in Public Safety was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.

EXECUTIVE SESSION – Larry Paltrowitz Esq., union negotiator, joined the meeting. A motion to enter an executive session to discuss collective bargaining pursuant to the Taylor Act was moved by Mr. O'Brien, seconded by Mr. Skellie and adopted. A motion to return to regular session was moved by Mr. O'Brien, seconded by Mr. Ward and adopted. No action was taken in the executive session.

OTHER BUSINESS - The Personnel Director addressed the following items:

- Remote Work Policy Handbook Change – “Remote work may be allowed by County Employees at the sole discretion of the Department Head.” – A motion to amend Employee Handbook to add the following: “Remote work may be allowed by County Employees at the sole discretion of the Department Head” was moved by Mr. O'Brien and seconded by Mr. Ward. Discussion. This handbook change will be presented to the full Board for consideration. The motion to amend Employee Handbook to add the following: “Remote work may be allowed by County Employees at the sole discretion of the Department Head” was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.
- Civil Service Exams Update – Due to COVID-19, thirty-two (32) exams have not been held and have asked NYS Civil Service to reschedule. Recently an agility test for the Correction Officer position was held with three participants which shows the difficulty in recruiting for the law enforcement positions.
- Benefits Update – Our current three-year contract with Jaeger and Flynn for health insurance broker services expires February 28, 2021. Recommends issuing an RFP for these services. A motion to move forward with an RFP for benefit services was moved by Mr. O'Brien, seconded by Mr. Skellie and adopted.
- Kronos (Time and Attendance) Update – The Kronos update is moving forward with final steps taking place between Information Technology and Personnel Departments to get the program up and running. Training on this new program will be scheduled for departments and their appropriate staff.

A motion to adjourn was moved by Mr. Ward, seconded by Mrs. Clary and adopted. The meeting adjourned at 11:20 A.M.

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