

JOINT PERSONNEL AND FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 29, 2021

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Skellie

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Hicks, Fedler, Clary, Ward, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: Haff, Skellie, Hogan, Rozell

SPERVISORS: Hall, Henke, Wilson

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

Danelle LaPann, Personnel Officer

Dan Martindale, Deputy County Attorney

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – September 7, 2021
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Public Works
 1. Highway Worker II - Backfill
 2. Assistant Storekeeper – Backfill
 - B. Personnel
 1. Senior Account Clerk – Backfill with Personnel Assistant * Staffing Pattern Change*
- 4) Consider 2022 Personnel Department Budget Request
- 5) Other Business
- 6) Adjournment

Chairmen Hicks and Campbell called the joint Personnel and Finance Committee meeting to order at 1:00 P.M. in person and via teleconference.

A motion to accept the minutes of the September 7, 2021 meeting was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

2022 BUDGET REQUEST

A.1430

| | |
|-------------------|-----------|
| Personal Services | \$288,911 |
| Contractual | \$ 37,810 |
| Benefits | \$ 89,694 |
| Total | \$416,415 |

Revenue: \$12,100. Expenses – A.1430.4170 lowered CPR training by \$330 and added notary class and fees \$320.

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

PUBLIC WORKS:

- Highway Worker II (2) – Backfills due to resignations. A motion to approve two (2) backfills, Highway Worker II, was moved by Mr. Campbell, seconded by Mr. O'Brien, and adopted.
- Assistant Storekeeper – Backfill due to employee accepting different position in DPW – A motion to approve backfill, Assistant Storekeeper, was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted.
- Highway Supervisor 1 – Backfill due to a resignation. A motion to approve backfill, Highway Supervisor 1, was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted.

PERSONNEL:

- Personnel Assistant – Backfill Senior Account Clerk with Personnel Assistant – A motion to approve backfill of Senior Account Clerk with a Personnel Assistant and amend the Staffing

Pattern to add one Personnel Assistant and remove one Senior Account Clerk position was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted. (Resolution to amend Staffing Pattern.)

COUNTY CLERK:

- Motor Vehicle License Clerk – Backfill due to a retirement – A motion to approve backfill, Motor Vehicle License Clerk, was moved by Mr. O'Brien, seconded by Mr. Campbell, and adopted.

COUNTY ATTORNEY:

Assistant County Attorney – Possible backfill if position becomes vacant. A motion to approve backfill of Assistant County Attorney position if it becomes vacant was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.

PUBLIC HEALTH:

- Public Health Director – Tina McDougall, Fiscal Officer, was vetted with the Department of Health. A motion to appoint internal candidate for the position of Public Health Director, Tina McDougall, and amend the Staffing Pattern to remove one Fiscal Officer was moved by Mr. O'Brien and seconded by Mrs. Clary. The current Interim Public Health Director will go back to previous position, Assistant Director of Patient Services and the second Fiscal Officer position would be removed from the Staffing Pattern. A motion to appoint internal candidate for the position of Public Health Director, Tina McDougall, and amend the Staffing Pattern to remove one Fiscal Officer was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted. (Board Resolution)

SOCIAL SERVICES:

- Social Services Examiner (1) – Backfill due to a resignation. A motion to approve backfill, Social Services Examiner, was moved by Mrs. Clary, seconded by Mr. O'Brien, and adopted.
- Computer Operations Coordinator – Temporary Backfill – This position was open due to a permanently appointed employee who is on military leave. A motion to approve temporary backfill, Computer Operations Coordinator, was moved by Mrs. Clary, seconded by Mr. O'Brien, and adopted.

2022 PERSONNEL REQUEST (Personnel Department):

- **One Additional Personnel Assistant** – This is due to the succession plan in the department. The department has one Benefit Specialist and hopes that this new position can fill the void when she is on vacation and learn the duties of that position at a lower level. This position would also assist with the benefits of the program and kind of enhance the human resources in the department with recruitment and help with the lifestyle improvement program.

OTHER BUSINESS:

Chairman Hicks stated a list has been compiled of the personnel request for the 2022 budget. Requests include the following: adding employees, grade changes, title changes, adjustments to department head salaries, and other miscellaneous requests such as shadowing position and new titles. It is a pretty significant set of requests.

A Personnel Committee meeting is scheduled for Thursday, October 7th at 9:30 A.M. in which all of the personnel request for the 2022 budget will be presented to the Board. Plan to go over the

list of requests but not going to discuss them in depth because it will be the first everyone sees the list. At that point it will be up to some degree to the Budget Officer on what he wants to put in the tentative budget and when he presents the tentative budget it should indicate what requests are included and possibly discuss at Finance meeting following Personnel meeting. Also on the agenda for the Finance meeting are union negotiations. Chairman Hicks recommends that the Budget Officer clearly identify what requests are included in the tentative budget. Mr. O'Brien asked the Personnel Officer if that many positions have changed to warrant an upgrade or are departments just trying to find ways to get people more money. The Personnel Officer stated some of them the duties have changed where they would want to increase in a different title and the others are increasing grade just to be bumped up a little bit. It is not the Personnel Officers duty to change the grade but it is her call on whether their duties match what they are doing and the Board makes the decision on changes in grades. The list of requests will be provided next Thursday and then turned over to the County Administrator and Budget Officer to decide how it is going to fit in the 2022 budget and the impact. The Budget Officer stated the bigger issue is the new positions being requested.

The meeting adjourned at 1:20 P.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Personnel Committee
September 29, 2021 at 1:00pm
Updated 9/28/2021

Staffing:

DPW

Backfill- Highway Worker II x 2

Backfill- Assistant Storekeeper

Backfill- Highway Supervisor I

PERSONNEL

Backfill- Senior Account Clerk with Personnel Assistant

*Staffing Pattern Change- Remove Senior Account Clerk; Add Personnel Assistant

COUNTY CLERK

Backfill- Motor Vehicle License Clerk

COUNTY ATTORNEY

Backfill- Assistant County Attorney

PUBLIC HEALTH

Public Health Director discussion

SOCIAL SERVICES

Backfill- Social Services Examiner

Temporary Backfill- Computer Operations Coordinator

**Personnel Committee
Position Fill Request Form**

Date: 9/16/21 Department: DPW

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

HIGHWAY WORKER II

Civil Service Competitive or Non-Competitive?

NON -COMPETITIVE

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

19.53

Number of Hours/Week:

40

Reason Position is Being Vacated:

RESIGNATION

Date the Position will be Vacated:

9/30/21

How Many Positions of the Same Title are in the Unit/Department?

29

What is the source of the funding?

COUNTY ROAD

***If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.**

**Personnel Committee
Position Fill Request Form**

Date: 9/13/21 Department: DPW

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

HIGHWAY WORKER II

Civil Service Competitive or Non-Competitive?

NON-COMPETITIVE

Pay Rate/Salary of Last Person in Position:

20.02

Base Rate/Salary if Filled:

19.53

Number of Hours/Week:

40

Reason Position is Being Vacated:

RESIGNATION

Date the Position will be Vacated:

9/23/21

How Many Positions of the Same Title are in the Unit/Department?

29

What is the source of the funding?

COUNTY ROAD

*If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.

**Personnel Committee
Position Fill Request Form**

Date: 9/14/21 Department: DPW

| | |
|--|------------------------|
| Is the Request for a Backfill or New Position? | BACKFILL |
| Title of Civil Service Position: | ASSISTANCE STOREKEEPER |
| Civil Service Competitive or Non-Competitive? | COMPETITIVE |
| Pay Rate/Salary of Last Person in Position: | 19.57 |
| Base Rate/Salary if Filled: | 19.05 |
| Number of Hours/Week: | 40 |
| Reason Position is Being Vacated: | POSITION CHANGE |
| Date the Position will be Vacated: | 9/30/21 |
| How Many Positions of the Same Title are in the Unit/Department? | 1 |
| What is the source of the funding? | COUNTY ROAD MACHINERY |

***If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.**

**Personnel Committee
Position Fill Request Form**

Date: 9/16/21 Department: DPW

| | |
|--|----------------------|
| Is the Request for a Backfill or New Position? | BACKFILL |
| Title of Civil Service Position: | HIGHWAY SUPERVISOR I |
| Civil Service Competitive or Non-Competitive? | COMPETITIVE |
| Pay Rate/Salary of Last Person in Position: | 22.85 |
| Base Rate/Salary if Filled: | 21.05 |
| Number of Hours/Week: | 40 |
| Reason Position is Being Vacated: | RESIGNATION |
| Date the Position will be Vacated: | 9/30/21 |
| How Many Positions of the Same Title are in the Unit/Department? | 4 |
| What is the source of the funding? | COUNTY ROAD |

*If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.

**Personnel Committee
Position Fill Request Form**

Date: 9/27/21 Department: Personnel

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Senior Account Clerk to Personnel Assistant

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$19.32

Base Rate/Salary if Filled:

\$16.68

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

October 4, 2021

How Many Positions of the Same Title are in the Unit/Department?

was 1 now 2

What is the source of the funding?

Budget

~~STAFFING PATTERN CHANGE~~ Remove- Senior Account Clerk Add-

***If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.**

**Personnel Committee
Position Fill Request Form**

9/22/2021

County Clerk/DMV

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Motor Vehicle License Clerk

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$18.69

Base Rate/Salary if Filled:

\$17.95

Number of Hours/Week:

37.5

Reason Position is Being Vacated:

Retirement with affective date of 10/2

Date the Position will be Vacated:

October 25, 2021

How Many Positions of the Same Title are in the Unit/Department?

6

What is the source of the funding?

Budgeted

***If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the postiiion is needed.**

**Personnel Committee
Position Fill Request Form**

Date: 9/27/2021 Department: County Attorney Office

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Assistant County Attorney

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$76,351.00

Base Rate/Salary if Filled:

\$71,501.00

Number of Hours/Week:

35

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

October 15, 2021

How Many Positions of the Same Title are in the Unit/Department?

2 positions

What is the source of the funding?

***If the request is for a NEW position that will change your departments staffing pattern please provide an explanation why the position is needed.**

**Personnel Committee
Position Fill Request Form**

9/27/2021

Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$20.53/hr.

Base Rate/Salary if Filled:

\$19.05/hr.

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

October 11, 2021

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

No

How Many Positions of the Same Title are in the Unit/Department?

37

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost

This Backfill is for the vacancy created by A. Cutter's resignation.

**Personnel Committee
Position Fill Request Form**

Date: 10/30/20

Department: Social Services

Is the Request for a Backfill or New Position?

Temporary Backfill

Title of Civil Service Position:

Computer Operations Coordinator

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$26.25

Base Rate/Salary if Filled:

\$25.97

Number of Hours/Week:

40

Reason Position is Being Vacated:

N/A

Date the Position will be Vacated:

Position is currently open due to permanently appointed employee on military leave

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

1

What is the source of the funding?

50% Fed 25% State 25% Local

****If New position, provide backup on the funding (position + fringe benefits)****