

JOINT PERSONNEL AND FINANCE COMMITTEE MEETING MINUTES
OCTOBER 6, 2020

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Skellie

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

FINANCE COMMITTEE MEMBERS ABSENT: Skellie, Rozell

SUPERVISORS: Hall, Henke, Ferguson, Wilson

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 – September 8 & 10, 2020
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Public Defender
 1. Supervising Assistant Public Defender – Backfill
 2. Assistant Public Defender – Backfill
 3. Assistant Public Defender PT – Backfill
 - B. Department of Social Services
 1. Principal Account Clerk (promoted) – Backfill w/Bookkeeper
Staffing Pattern Change
 2. Sr. Account Clerk (pending promotion) – Backfill
 3. Caseworker – Backfill
 4. Temp. Account Clerk – to fill FT Employee on Medical Leave
 - C. Public Health
 1. Remove 1 Emergency Preparedness Coord/Infection Control (Currently 2)
 2. Add 1 RN (currently 3)
Staffing Pattern Change
- 4) Other Business
 - A. Retirement Acknowledgements
 - B. NYS Election Law 3-110 Changes
 - C. 2021 Budget Request
- 5) Adjournment

Chairmen Hicks and Campbell called the joint Personnel and Finance Committee meeting to order at 10:02 A.M.

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

PUBLIC DEFENDER:

- Supervising Assistant Public Defender – Backfill – The current Supervising Assistant Public Defender is requesting to move to a part time Public Defender position and the Public Defender is requesting to backfill the Supervising Assistant Public Defender position and the Assistant Public Defender part time position that is vacant due to a resignation. A motion to approve backfills, full time Supervising Assistant Public Defender position and a part time Assistant Public Defender position, was moved by Mr. Ward, seconded by Mr. O'Brien and adopted.
- Assistant Public Defender – Backfill – Requesting to promote an Assistant Public Defender to Supervising Assistant Public Defender and backfill the Assistant Public Defender position. A motion to approve backfill, Assistant Public Defender, was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Principal Account Clerk (promoted) – Backfill w/Bookkeeper – Staffing Pattern Change – A motion to approve backfill, a Principal Account Clerk position with a Bookkeeper, and amend the Staffing Pattern to remove one (1) Principal Account Clerk position and add one (1)

Bookkeeper position was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.
Board Resolution to amend Staffing Pattern.

- Sr. Account clerk (Pending Promotion) – Backfill – A motion to approve backfill, Account Clerk/Senior Account Clerk due to a promotion to a Bookkeeper, was moved by Mr. O'Brien, Mr. Ward and adopted.
- Caseworker – Backfill – A motion to approve backfill, Caseworker due to a resignation at the end of August, was moved by Mr. O'Brien, seconded by Mrs. Clary and Mr. Ward and adopted.
- Temp. Account Clerk – to fill FT Employee on Medical Leave – In the past the Personnel Director approved the temporary backfill requests but under the current conditions she is letting all the Supervisors know when temporary positions are being filled. A motion to approve a temporary backfill of an Account Clerk in Child Support due to a medical leave was moved by Mr. O'Brien, seconded by Mr. Ward and adopted.

PUBLIC HEALTH:

- Remove 1 Emergency Preparedness Coord/Infection Control Nurse (Currently 2) & Add 1 RN (currently 3) - Staffing Pattern Change – A motion to eliminate one Emergency Preparedness/Infection Control Nurse position that is currently vacant due to a retirement November 14, 2019 and backfill with a Registered Nurse and amend the Staffing Pattern to add one RN and eliminate one Emergency Preparedness/Infection Control Nurse was moved by Mr. O'Brien, seconded by Mrs. Clary and adopted. *Board Resolution*

OTHER BUSINESS:

- Retirement Acknowledgements – Reported five recent retirements and retirees can make an appointment and stop by the Personnel Office to pick up their framed certificate.
- NYS Election Law 3-110 Changes – In 2019, the Election Law allowed all employees to be eligible for three hours off to vote either before or at the end of their shift and notify their department head at least two days prior to the day of the election but the law has changed as follows:

1. If a registered voter does not have sufficient time outside of his or her scheduled working hours, within which to vote on any day at which he or she may vote, at any election, he or she may, without loss of pay for up to two hours, take off so much working time as will, when added to his or her voting time outside his or her working hours, enable him or her to vote.

2. If an employee has four consecutive hours either between the opening of the polls and the beginning of his or her working shift, or between the end of his or her working shift and the closing of the polls, he or she shall be deemed to have sufficient time outside his or her working hours within which to vote. If he or she has less than four consecutive hours he or she may take off so much working time as will, when added to his or her voting time outside his or her working hours enable him or her to vote, but not more than two hours of which shall be without loss of pay, provided that he or she shall be allowed time off for voting only at the beginning or end of his or her working shift, as the employer may designate, unless otherwise mutually agreed.

3. If the employee requires working time off to vote the employee shall notify his or her employer not more than ten nor less than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.

4. Not less than ten working days before every election, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this section. Such notice shall be kept posted until the close of the polls on election day.

All departments have been made aware of this change.

- 2021 Budget Request

A.1430

Personal Services	304,010	
Contractual	37,670	
Benefits	97,520	
Total	439,200	

Revenue: \$4,600. Expenses – Noted a slight increase in some expenses due to rescheduled exams due to COVID.

- 2021 Staffing Requests – Three requests as follows:
 - DPW - Upgrade Account Clerk to Sr. Account Clerk \$2860 Increase
 - DPW – Add a Bridge Repair Position at an annual salary of \$42,595 plus benefits
 - Public Safety – Requesting review of the Title by Grade hourly wage of the per diem Communication Officer/Dispatcher position. The County Administrator stated the County has just commenced negotiations with the full time Communication Officers and therefore any discussion about this request would impact potential negotiations and would be appropriate to discuss in executive session per the Taylor Law.

A list of these position will be provided to Supervisors for discussion at the October 8th Finance Committee meeting.

The meeting adjourned at 10:20 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors