

PERSONNEL COMMITTEE MEETING MINUTES  
APRIL 9, 2019

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Campbell, Fedler, Hogan  
PERSONNEL COMMITTEE MEMBERS ABSENT: LaPointe  
SUPERVISORS: Henke, Moore, Ferguson, Shaw, Idleman, O'Brien, Rozell  
Debra Prehoda, Clerk  
Melissa Fitch, Personnel Officer  
Al Nolette, County Treasurer  
Undersheriff Winchell  
Chris DeBolt, County Administrator  
Roger Wickes, County Attorney  
Teri McNall, CIO Information Technology  
Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes March 5, 2019
- 3) Department Staffing Requests/Staffing Pattern Changes:
  - A. Buildings & Grounds – Laborers (3) Seasonal - Backfill
  - B. DPW – Highway Worker 1 (12) Seasonal – Backfill
  - C. DSS – Social Services Examiner - Backfill
- 4) Other Business
  - A) Health Insurance Open Enrollment – April 10<sup>th</sup> – 25<sup>th</sup>
  - B) Informational
  - C) CLIP Wellness Fair – April 11<sup>th</sup> – 10 AM -1:30 PM
- 5) Adjournment

Chairman Hicks called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the March 5, 2019 meeting was moved by Mr. Campbell, seconded by Mr. Hogan and adopted.

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

**BUILDINGS & GROUNDS:**

- Laborers (3) Seasonal – Backfill - A motion to approve backfills, (3) Seasonal Laborers, was moved by Mr. Hogan, seconded by Mrs. Fedler and adopted. The Superintendent of Buildings and Grounds is seeking permission to use these seasonal Laborer positions during school vacations if his budget allows. A motion to approve utilizing Seasonal Laborers on school vacations/breaks was moved by Mr. Hogan, seconded by Mrs. Fedler and adopted.

**DEPARTMENT OF PUBLIC WORKS:**

- Highway Worker 1 (12) Seasonal – Backfill – A motion to approve backfilling twelve (12) Highway Worker 1 positions for the summer season was moved by Mr. Fedler, seconded by Mr. Hogan and adopted.

**DEPARTMENT OF SOCIAL SERVICES:**

- (2) Social Services Examiner – Backfill - A motion to approve backfills, two (2) Social Services Examiners due to resignations, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

**VETERANS:**

- Motor Vehicle Operator Part Time – Backfill – A motion to approve backfill, Veterans Motor Vehicle Operator part time, was moved by Mr. Hogan, seconded by Mr. Campbell and adopted.

OTHER BUSINESS:

- Health Insurance Open Enrollment – April 10<sup>th</sup> – 25<sup>th</sup> – Everyone will need to go online and enroll or decline benefits by April 25<sup>th</sup>.
- Informational health insurance meetings are scheduled for April 10<sup>th</sup> – 12<sup>th</sup>.
- CLIP Wellness Fair will be held on April 11<sup>th</sup> from 10 AM – 1:30 PM.
- Department Head evaluations are scheduled to begin on Wednesday April 24<sup>th</sup> at 1 PM with additional meetings scheduled for Tuesday May 7<sup>th</sup> at 1 PM and Wednesday May 29<sup>th</sup> at 1 PM.
- Overnight Stay Authorization – A motion to approve one-night overnight stay for Personnel Director and employee attending the annual Association of Personnel and Civil Service Officers conference in Albany was moved by Mr. Hogan, seconded by Mrs. Fedler and adopted.
- NYS Retirement – Three employees in the Sheriff's Department when they began employment were not offered or put in the correct retirement system. There is a special twenty-five-year retirement plan, Article 14B - New York State Retirement, and should have been offered to join at the time of hire. These employees were sent a letter by the retirement system notifying them that they had the option to go to this 25-year plan but they never responded within that one-year time frame. To join this 25-year retirement system now special legislation is required. The three employees are Joshua Whitney, Matthew Ashton and Bradley Hamilton. Assemblyman Stec's Office has been notified and this requires a Board resolution to begin this process. The fiscal implication to this is \$83,800 if paid by February 2020. There is a five-year period by which the retirement system will allow us to pay this amount but there is interest added. This has happened previously and now Personnel is handling all new hire paperwork and this should not happen again. The Sheriff has to sign off in order to get them into this 25-year plan. These employees were not offered this 25-year retirement plan when they were first hired. Mr. Campbell stated that although these employees participate in the 25-year plan many retire under the regular retirement plan, 30 years of service and 55 years of age. The employer contribution rate for the 25-year plan is higher than the regular retirement option but we cannot preclude them from retiring under the regular retirement option. No interest or penalties are included in the amount billed; billed the amount we would have paid had they been properly enrolled in the 25-year plan. The State originally billed us in the ±\$30,000 range and then discovered that amount was erroneous and submitted the ±\$83,800. The retirement expense is budgeted in one line in the General Fund budget not by individual departments. Chairman Hicks recommends passing this out of this committee and forward to the Finance Committee to vet this with more Supervisors present. A motion to approve moving this request for special legislation authorizing 25-year retirement option for three Deputy Sheriffs and forward to the Finance Committee for further vetting was moved by Mr. Hogan and seconded by Mr. Campbell. Discussion. The Treasurer will run his own calculation of the retirement amount due but cannot guarantee he will have that available for Thursday's Finance meeting. The motion to approve moving this request for special legislation authorizing 25-year retirement option for three Deputy Sheriffs and forward to the Finance Committee for further vetting was moved by Mr. Hogan, seconded by Mr. Campbell and adopted.

The meeting adjourned at 10:26 A.M.

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



WASHINGTON COUNTY  
CIVIL SERVICE/PERSONNEL DEPARTMENT  
WASHINGTON COUNTY MUNICIPAL CENTER  
383 BROADWAY, FORT EDWARD, NEW YORK 12828  
MELISSA R. FITCH, PERSONNEL OFFICER  
MFITCH@CO.WASHINGTON.NY.US  
TEL: (518) 746-2250 FAX: (518) 746-2169  
WEB: WASHINGTONCOUNTYNY.GOV

Personnel Committee Mtg. April 9, 2019  
Chairman Hicks, Supervisors: Campbell, LaPointe, Fedler, Hogan

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STAFFING:

Buildings & Grounds

Backfill – Laborers x 3 (Seasonal)

DPW –

Backfill – Highway Worker I x 12 (Seasonal)

DSS-

Backfill – Social Services Examiner x 2

Veterans-

Backfill- Motor Vehicle Operator Part-Time

OTHER:

Health Insurance Open Enrollment – April 10<sup>th</sup> -25<sup>th</sup>  
-Informational Meetings April 10<sup>th</sup> – 12<sup>th</sup>

CLIP Wellness Fair – April 11<sup>th</sup> 10:00am – 1:30pm

NYS Retirement

\*Resolution

**Personnel Committee  
Position Fill Request Form**

Date: 3/18/19 Department: Buildings & Grounds

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Laborer

3

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

12.55 (2018 base rate)

Base Rate/Salary if Filled:

12.86 (2019 base rate)

Number of Hours/Week:

40

Reason Position is Being Vacated:

seasonal laborer

Date the Position will be Vacated:

was vacated 9/1/18

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?

3

What is the source of the funding?

Budget

**Personnel Committee  
Position Fill Request Form**

Date: 4/1/2019 Department: Public Works

Is the Request for a Backfill or New Position?

Seasonal

Title of Civil Service Position:

*Highway Workers I*

Civil Service Competitive or Non-Competitive?

*Non-Competitive*

Pay Rate/Salary of Last Person in Position:

16.30/hr

Base Rate/Salary if Filled:

16.78/hr

Number of Hours/Week:

40

Reason Position is Being Vacated:

Date the Position will be Vacated:

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?

12

What is the source of the funding?

Budgeted in County Road

**Personnel Committee  
Position Fill Request Form**

**3/28/2019**

**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:**

\$18.39

**Base Rate/Salary if Filled:**

\$18.14/hr. (2019 rate)

**Number of Hours/Week:**

40

**Reason Position is Being Vacated:**

Resignation

**Date the Position will be Vacated:**

April 13, 2019

**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

**Personnel Committee  
Position Fill Request Form**

4/3/2019

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:**

\$19.11

**Base Rate/Salary if Filled:**

\$18.14/hr. (2019 rate)

**Number of Hours/Week:**

40

**Reason Position is Being Vacated:**

Resignation

**Date the Position will be Vacated:**

April 18, 2019

**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

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CIVIL SERVICE /  
PERSONNEL

**Personnel Committee  
Position Fill Request Form**

Date: 4/5/19

Department: VETERANS

Is the Request for a Backfill or New Position?

BACKFILL

Title of Civil Service Position:

MOTOR VEHICLE OPERATOR / P-T

Civil Service Competitive or Non-Competitive?

Non-Comp.

Pay Rate/Salary of Last Person in Position:

\$13.53/HR

Base Rate/Salary if Filled:

\$13.53/HR

Number of Hours/Week:

AS NEEDED

Reason Position is Being Vacated:

HAS BEEN VACANT

Date the Position will be Vacated:

HAS BEEN VACANT

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?

YES

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

2

What is the source of the funding?

BUDGET

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APR 05 2019

CIVIL SERVICE /  
PERSONNEL



# Washington County Open Enrollment 2019 Employees & Retirees

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## Benefit information on:

- Health & Dental Insurance
  - Flexible Spending Account
  - AFLAC
- 

## Wednesday, April 10, 2019

9:00am– 10:00am BOS Chambers  
11:00am-12:00pm BOS Chambers  
1:30pm—2:30pm BOS Chambers  
3:30pm Law Enforcement Center

## Thursday, April 11, 2019

9:00am-10:00am BOS Chambers—DPW  
11:00pm-12:00pm BOS Chambers—DPW  
1:30pm—2:30pm BOS Chambers  
\*CLIP Wellness Fair 10-1:30 Basement Training Room

## Friday, April 12, 2019

9:00am-10:00am BOS Chambers  
11:00am-12:00pm BOS Chambers  
1:00pm—3:00pm BOS Chambers - No Presentation– Enrollment Assistance

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**Please note  
dates and times  
of informational  
meetings  
Information on  
rates and  
enrollment to  
follow**

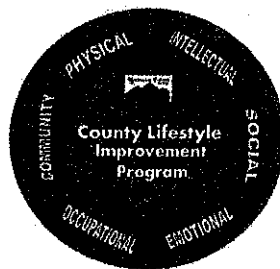
**\*All Employees must enroll or decline coverage online by Thursday, April 25, 2019**

# **CLIP WELLNESS FAIR**

**April 11, 2019**

**10am-1:30pm**

**Basement Training Rooms**



**GIVEAWAYS!**

**DOOR PRIZES!**

**This is for all Washington County Employees**

