

PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 8, 2019

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Campbell, LaPointe, Fedler, Hogan

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Shaw, Middleton, O'Brien, Rozell

Debra Prehoda, Clerk

Melissa Fitch, Personnel Officer

Al Nolette, County Treasurer

Roger Wickes, County Attorney

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes July 9, 2019
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Office for the Aging – Part Time Meal Site Manager to Full Time Meal Site Manager - **Staffing Pattern Change**
 - B. Treasurer – Backfill Bookkeeper Position with an Account Clerk - **Staffing Pattern Change**
 - C. Social Services – Social Services Examiner - Backfill
- 4) Other Business
- 5) Adjournment

Chairman Hicks called the meeting to order at 9:15 A.M.

A motion to accept the minutes of the July 9, 2019 meeting was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

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

OFFICE FOR THE AGING:

- Part Time Meal Site Manager to Full Time Meal Site Manager – Gina Cantanucci-Mitchell, Director, has asked to increase the part time Meal Site Manager to full time starting August 22, 2019. Mr. Campbell feels personnel changes like this should go through the budget process. The Director does have DSRIP funding to apply towards this but not entirely leaving about a \$20,000 County cost. Mr. Henke stated he does not like to use grant money towards personnel because it is one-time money. This request was forwarded to the 2020 budget discussions.

TREASURER:

- Account Clerk (Staffing Pattern Change) – A Bookkeeper in the department is retiring as of September 19th and requesting to backfill with an Account Clerk. This change reduces the salary from \$24.62/hour to \$16.10/hour and the position is also going from 40 hours per week to 35 hours. A motion to approve backfill, Account Clerk to replace a Bookkeeper due to a retirement, reduce hours from 40 hours per week to 35 hours per week and amend the Staffing Pattern was moved by Mr. LaPointe, seconded by Mr. Hogan and adopted.

SOCIAL SERVICES:

- Social Services Examiner – A motion to approve backfill, Social Services Examiner position due to a promotion, was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted.
- Caseworker – A motion to approve backfill, Caseworker due to a resignation effective August 26, 2019, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

BUILDINGS & GROUNDS:

- Building Maintenance Helper or Worker – A motion to approve backfill of either a Building Maintenance Helper or Building Maintenance Worker due to a promotion to Building Maintenance Mechanic was moved by Mr. Hogan, seconded by Mrs. Fedler and adopted.

REAL PROPERTY:

- Clerk (Staffing Pattern Change) – A motion to approve backfill, Clerk to replace Account Clerk due to a resignation effective August 16, 2019, was moved by Mr. LaPointe, seconded by Mr. Campbell and adopted.

OTHER BUSINESS:

- 2020 Personnel Requests – The Personnel Director is currently working on the 2020 Personnel requests.

The meeting adjourned at 9:23 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT
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Personnel Committee Mtg. August 8, 2019
Chairman Hicks, Supervisors: Campbell, LaPointe, Fedler, Hogan

STAFFING:

Office for the Aging

Part-Time Meal Site Mgr to Full Time Meal Site Mgr
*Staffing Pattern Change

Treasurer -

Backfill Bookkeeper position with Account Clerk
*Staffing Pattern Change

DSS

Backfill Social Services Examiner
Backfill - Caseworker

Buildings & Grounds -

Backfill - Bldg Maint. Worker/Bldg. Maint. Helper

Real Property -

Account Clerk w/ Clerk
*Staffing Pattern Change

**Personnel Committee
Position Fill Request Form**

Date: 7/31/2019 Department: Office for Aging

Is the Request for a Backfill or New Position?

part time to full time

Title of Civil Service Position:

Meal Site Manager

Civil Service Competitive or Non-Competitive?

Non Competitive

Pay Rate/Salary of Last Person in Position:

\$12.28 /hr

Base Rate/Salary if Filled:

\$26,388.64 for 2020 year

Number of Hours/Week:

40

Reason Position is Being Vacated:

going to full time

Date the Position will be Vacated:

would like to start on 8/22/2019

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

2

What is the source of the funding?

DSRIP, C-1 and CSE

***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: 07/30/19 Department: Treasurer

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

From Bookkeeper to Account Clerk

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$24.62

Base Rate/Salary if Filled:

\$16.10

Number of Hours/Week:

from 40 to 35

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

September 19, 2019

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

2

What is the source of the funding?

various

Annual saving of \$21,907.60 at 2019 rates.
Balance of 2019=\$6,235.24

***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**

7/11/2019

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/hr.

Base Rate/Salary if Filled:

\$18.14/hr.

Number of Hours/Week:

40

Reason Position is Being Vacated:

Appointment to Caseworker
position

Date the Position will be Vacated:

July 8, 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**

Date: 8/7/19

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Caseworker

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$24.61

Base Rate/Salary if Filled:

\$22.17

Number of Hours/Week:

40

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

August 26, 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?

35

What is the source of the funding?

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

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

**Personnel Committee
Position Fill Request Form**

Date: 8/2/19 Department: Buildings & Grounds

Is the Request for a Backfill or New Position?

backfill

Title of Civil Service Position:

Building Maintenance Helper

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$14.90 / hr.

Base Rate/Salary if Filled:

\$14.⁶⁷ / hr.

Number of Hours/Week:

40

Reason Position is Being Vacated:

promotion

Date the Position will be Vacated:

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

9

What is the source of the funding?

budget

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

* Backfill of Bldg. Mnt. Helper
or

Bldg. Mnt. Worker based
on promotion to Build. Mnt.
Mechanic

WASHINGTON COUNTY

AUG -2 2019

CIVIL SERVICE /
PERSONNEL

**Personnel Committee
Position Fill Request Form**

Date: 8/2/19

Department: Buildings and Grounds

Is the Request for a Backfill or New Position?

backfill

Title of Civil Service Position:

Building maintenance worker

Civil Service Competitive or Non-Competitive?

non-competitive

Pay Rate/Salary of Last Person in Position:

\$16.¹⁰ /hr.

Base Rate/Salary if Filled:

\$15.⁸⁷ /hr.

Number of Hours/Week:

40

Reason Position is Being Vacated:

promotion

Date the Position will be Vacated:

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

4

What is the source of the funding?

budget

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

RECEIVED
WASHINGTON COUNTY

AUG - 2 2019

CIVIL SERVICE
PERSONNEL

**Personnel Committee
Position Fill Request Form**

8/6/19 Real Property Tax Serv.

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Clerk

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$17.25

Base Rate/Salary if Filled:

\$14.67

Number of Hours/Week:

35

Reason Position is Being Vacated:

Account Clerk
resignation

Date the Position will be Vacated:

August 16, 2019

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

0

What is the source of the funding?

in budget

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