

STAFFING REVIEW COMMITTEE MEETING MINUTES  
MARCH 17, 2010

STAFFING REVIEW COMMITTEE MEMBERS PRESENT: Rymph, Campbell, Henke, Suprenant, Shay, Chairman Health Committee

STAFFING REVIEW COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Watkins

Debra Prehoda, Clerk

Barbara Winchell, Personnel Director

Kevin Hayes, County Administrator

Roger Wickes, County Attorney

AGENDA AS PRESENTED IN THE COMMITTEE NOTICE:

- 1) Call to Order
- 2) Review & Discuss Public Health Organization Chart/Staffing/Retirements
- 3) Other Business
- 4) Adjournment

Chairman Rymph called the meeting to order at 10:47 A.M.

Kevin Hayes, County Administrator, stated in his conversations with Chairman Rymph and Brian Campbell, Budget Officer, the Staffing Review Committee would be meeting and reviewing all departments staffing levels. He also mentioned a need to establish a procedure for items coming to the committee for consideration. These meetings will also be working toward adoption of the Staffing Pattern. Brian Campbell mentioned that everyone needs to see all the positions that are not filled because they were never brought through the Staffing Review Committee. For staffing purposes, what is the roll of the Staffing Review Committee and what is the roll of the oversight committee. Kevin stated he is looking for consistency with all the departments. How long would the Staffing Pattern be good, what is the time frame. An official staffing pattern has not been adopted to date. Changes would probably be addressed as changes occur.

PUBLIC HEALTH – Patty Hunt, Director, addressed the attached staffing handout as follows:

The handout is current has of March 11<sup>th</sup>, the last Staffing Review Committee meeting. Dr. Gara is the medical director for Public Health. Drs. Hoffman and Eppley work with the Hospice unit. Patty collaborates with the EMS Coordinators and the Coroners but she does not supervise them. The Director of Public Health is a 35-hour per week position. The Assistant Director position is 40 hours per week and the Fiscal Manager is 35 hours per week. Six supervising nurses work under the Assistant Director of Public Health and two Quality Assurance Coordinators. The Supervising nurses are cross-trained in the various programs. The agency currently has thirty-five RNs, twenty-four full time and eleven part time, per diem and on call. The majority of the nurses are in the CHHA unit. The majority of the nurses are RNs because an LPN cannot do an assessment. The agency currently has 1 RN position open due to a resignation in December that worked in the Hospice unit and they are working to see if they can operate without filling this position. In the per diem pool, no funds were put in the budget for the per diem clinic nurse and another nurse that worked two days a week is out with a family medical issue. These two positions are in the staffing pattern but were not funded. One RN is out on disability and six RNs in varying stages of maternity leaves and one home health aide out on disability. Two home health aide positions are

currently open. They contract with one Community Mental Health nurse. The Medical Social Worker works throughout the entire agency but mostly with Hospice. They have two physical therapist on staff and also contract with some. The push at the state level is to have less people on contract especially when we provide so much direction. Kevin asked Patty to look at the PT contracts to see how many employees we would need to cover their workload. They also contract with speech, respiratory and occupational therapists. Pleasant Valley also contracts with therapist and could they be employees used between the two facilities. The Pastoral Care Coordinator and Volunteer Coordinator are positions in the Hospice Unit. Kevin asked if the Pastoral Care could be contracted out to various churches. Three LPNs are assigned where needed in the following units: CHHA, Long Term and Hospice. The agency employs fourteen Aides, which are certified, and they currently have two vacancies, which they are monitoring to see if they need to be backfilled. Two Public Health Educators work throughout the agency and with the schools. The Early Intervention Program has a Handicapped Children's Coordinator and three Service Coordinators. This is a need-based program not subject to income requirements. Two Infection Control nurses work on i.e. STD's, disaster preparedness, and rabies.

The office administration is under Tina McDougall, Chief Fiscal Officer. Working under Tina is one Office Manger and one Bookkeeper. She stated there is cross training throughout this unit. This unit also includes one Medical Secretary, two Senior Clerks, 40 hours, that do scheduling, one Administrative Secretary, two Senior Typist and two Typists, one 35 hours per week and one 40 hours per work. They have been able to reduce staff do to automation of programs. They currently have one Account Clerk position posted for filling. This unit allows them to keep their billings up to date.

The WIC unit is 100% funded and is comprised of One WIC Coordinator, one Outreach Coordinator, one Account Clerk, one Clerk, one Senior Nutritionist, three Nutritionist, one full time and two part time and one Senior Nutrition Aide. WIC in their budget requested to increase two employees to full time as follows: one Nutritionist from part time to full time and one Account Clerk from 25 hours per week to full time. Patty asked if they are approved for full time what benefit package do they follow. The resolution stated that newly hired employees would be under the new benefit package. A motion to approve full time appointments, (1) Nutritionist and (1) Account Clerk was moved by Mr. Shay, seconded by Mr. Suprenant and approved on the following roll call vote: AYES (5) Rymph, Campbell, Henke, Suprenant and Shay, NOES (0), ABSENT (0) and ABSTAIN (0). These employees have been here since 1994 and 1999 so they are not subject to the new benefit package.

Kevin would like a staffing pattern approved by the Board. He was waiting for Public Health to be addressed and one position in the County Clerk needs to be removed due to a retirement. Once adopted, then any changes can be changed quarterly through the Board. As the changes are made, a notation will be made of the corresponding resolution making the change. Mr. Henke questioned why not review the departments prior to approving the staffing form. Any vacancies should go to their respective committee and then to the Staffing Review Committee for consideration. Kevin asked

how to address backfilling essential positions on short notice, i.e. nurses, correction officers. Should the Chairman of this committee be authorized to approve these essential positions without coming to the committee? Kevin will work on some wording to cover this issue.

Personnel/Civil Service – Chairman Rymph suggested that the backfill of the Senior Account Clerk would be referred back to the Government Operations Committee. A motion to remove from the table for consideration the personnel clerk position was moved by Mr. Campbell, seconded by Mr. Henke and adopted. Barb Winchell, Personnel Director, distributed organizational charts, on file. She is recommending backfilling the Senior Personnel Clerk with a Senior Account Clerk as it was previously. Several Supervisors have stopped by her office to review the office operations. She feels this is a very necessary position. It is the focal point of the office and the Senior Account Clerk (now Personnel Clerk) works on her duties and then takes care of incoming work or directs it to the other staff. The request is to change the title from Personnel Clerk grade 10 to Senior Account Clerk grade 10 and also approval to backfill. A motion to approve changing the title from Personnel Clerk to Senior Account Clerk was moved by Mr. Henke, seconded by Mr. Suprenant and adopted on the following roll call vote: (4) AYES Rymph, Campbell, Henke, Suprenant, (0) NOES, (1) Absent LaPointe, (0) Abstain.

Mr. Suprenant left the meeting.

Barb stated she was asked at budget time for creative solutions and stated that if she had to downsize her staff, she would move the Personnel Clerk to part time not that she wanted to do that. Brian Campbell stated a Staff Coordinator position could be partially funded by Social Services. The position in Social Services is being disbursed to several other people within the agency. Barb stated these are not duplication of duties. The position in Social Services is not doing the duties performed by Civil Service. Kevin mentioned the duties coming up to the Personnel Office and who does it is another question as it could be anyone in the office. Kevin stated what are the duties that you want Personnel to do. It has been discussed that Personnel would process all new employee paperwork and this is an opportunity to start that change. Barb stated 90% of what the office does is Civil Service work for the county, towns, villages, schools and BOCES. A motion to backfill Senior Account Clerk grade 10 – Personnel Department was moved by Mr. Henke but did not receive a second. Consideration of this request will be forwarded to the Government Operations Committee. Barb will check to see if the DSS title can be moved to Personnel.

OTHER BUSINESS: None

The meeting adjourned at 1:47 P.M.

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