

STAFFING REVIEW COMMITTEE MEETING MINUTES
APRIL 12, 2010

STAFFING REVIEW COMMITTEE MEMBERS PRESENT: Rymph, Campbell, Henke, Suprenant, Lindsay, Chairman Public Safety

STAFFING REVIEW COMMITTEE MEMBERS ABSENT: Shay, Chairman Health Committee

SUPERVISORS: Banks, Idleman, Pitts

Debra Prehoda, Clerk

Barbara Winchell, Personnel Director

Roger Wickes, County Attorney

Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN THE COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – March 11, 17 & 24, 2010
- 3) Consider the Following Personnel Requests:
 - A. Pleasant Valley
 1. (2) Part Time Cleaners – Replacing (2) Full Time Cleaners – Retirement
 2. Part Time Dietician – Replacing Full Time Dietician
 3. Part Time Food Service Helper – Backfill – Resignation
 4. Temporary Part Time Typist – Adult Home – to Cover Part Time Typist on Medical Leave
 - B. Probation
 1. Temporary Part Time Typist – To Cover Part Time Typist on Medical Leave
- 4) Other Business
- 5) Adjournment

Chairman Rymph called the meeting to order at 9:04 A.M.

A motion to approve the minutes of the March 11th, March 17th and March 24th, 2010 meetings were moved by Mr. Henke, seconded by Mr. Campbell and adopted.

Barbara Winchell, Personnel Director, distributed the 2010 Master Vacancy list, attached.

The committee considered the following personnel requests:

PLEASANT VALLEY – Doug Cosey, Administrator, addressed the following personnel request:

(2) Part Time Cleaners – Replacing (2) Full Time Cleaners – Retirement - (Handout on file.) – Doug was looking for two part time cleaners each at 24-hours per week. Barbara Winchell, Personnel Director, stated part time is only up to 20-hours per week. Periodically, they could work more but not on a regular basis. Doug does have other part time employees working more than 20-hours per week. He has twelve full time cleaners. Doug was requesting to replace two full time cleaners at 80-hours with two part time cleaners at 48-hours. Mr. Banks suggested hiring three part time cleaners possibly three at 16 hours each. Doug stated the staffing pattern would also need to be amended. A motion to approve part time backfills, three part time Cleaners at 16-hours, replacing two full time Cleaners, was moved by Mr. Campbell, seconded by Mr. Henke and adopted on the following roll call vote: AYES (4) Rymph, Campbell, Henke, Suprenant, NOES (0), ABSENT (1) Shay, ABSTAIN (0).

Part Time Dietician – Replacing Full Time Dietician – (Handout on file.) – Doug is requesting to reduce the hours of the Dietician to part time. The Dietician has expressed a desire to move to part time and they have tried and feel this will work alright as a part time position. The staffing pattern would need to be amended. A motion to approve part time Dietician replacing full time Dietician was moved by Mr. Suprenant, seconded by Mr. Campbell and adopted on the following roll call vote: AYES (4) Rymph, Campbell, Suprenant, Henke, NOES (0), ABSENT (1) Shay, ABSTAIN (0).

Part Time Food Service Helper – Backfill due to Resignation – (Handout on file.) Doug stated once part time employees reach 1664 hours per year they are eligible for health insurance. They have several part time Food Service Helpers and he cannot increase their hours. A motion to approve backfill, part time Food Service Helper, was moved by Mr. Henke, seconded by Mr. Suprenant and adopted on the following roll call vote: AYES (4) Rymph, Campbell, Suprenant, Henke, NOES (0), ABSENT (1) Shay, ABSTAIN (0).

Temporary Part Time Typist – Adult Home – to cover Part Time Typist out on Medical Leave – Doug stated this typist position was reduced from full time to part time and now the person in the part time typist position is out on medical leave and he is unsure of her return status. He is requesting to hire a temporary part time typist to fill in until the status of the employee is determined. A motion to approve temporary part time Typist, Adult Home, at 14 per week until such time as medical leave status is determined was moved by Mr. Suprenant, seconded by Mr. Henke and adopted on the following roll call vote: AYES (4) Rymph, Campbell, Suprenant, Henke, NOES (0), ABSENT (1) Shay, ABSTAIN (0).

PROBATION – Anthony White, Director, addressed the following personnel request with the committee:

Temporary Part Time Typist — to cover Part Time Typist out on with medical issues – A motion to approve temporary part time Typist to cover for part time typist out with medical issues was moved by Mr. Campbell, seconded by Messrs. Henke and Lindsay and adopted on the following roll call vote: AYES (5) Rymph, Campbell, Suprenant, Henke, Lindsay, NOES (0), ABSENT (0), ABSTAIN (0).

OTHER BUSINESS: None

The meeting adjourned at 9:26 A.M.

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