

STAFFING REVIEW COMMITTEE MEETING MINUTES  
FEBRUARY 9, 2012

STAFFING REVIEW COMMITTEE MEMBERS PRESENT: Rymph, Campbell, Hicks, Suprenant, LaPointe – Human Services, Shay - Health  
STAFFING REVIEW COMMITTEE MEMBERS ABSENT: None.  
SUPERVISORS: Henke, Idleman, O'Brien, Armstrong  
Debra Prehoda, Clerk Roger Wickes, County Attorney  
Barbara Winchell, Personnel Director

AGENDA AS PRESENTED IN THE COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes –January 11, 2012
- 3) Consider the Following Personnel Requests:
  - A. Treasurer
    1. Bookkeeper – Backfill – Retirement/Promotion
  - B. Department of Social Services
    1. Typist – Backfill – Resignation (35 hours)
    2. Sr. Account Clerk – Promotion – Filling Bookkeeper Position w/Sr. Account Clerk
    3. Sr. Account Clerk - Promotion
  - C. District Attorney
    1. Sr. Investigator Part-time – Backfill
  - D. Public Health
    1. Public Health Emergency Preparedness – Coordinator/Infection Control – Backfill - Resignation
- 4) Other Business
- 5) Adjournment

Chairman Rymph called the meeting to order at 9:03 A.M.

Barbara Winchell, Personnel Director, distributed the 2012 Master Vacancy Spreadsheet, on file.

A motion to approve the minutes of the January 11, 2012 meeting was moved by Mr. Shay, seconded by Mr. Suprenant and adopted.

The committee considered the following personnel requests:

DISTRICT ATTORNEY – Kevin Kortright, District Attorney, addressed the following personnel request:

Sr. Investigator – Part Time – Backfill due to resignation. – Handout attached. - A motion to approve backfill, Sr. Investigator – Part Time, was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted on the following roll call vote: AYES (3) Rymph, Hicks, Suprenant, NOES (0), ABSENT (2) Campbell, Lindsay, ABSTAIN (0).

TREASURER – Al Nolette, County Treasurer, addressed the following personnel request:

Bookkeeper – Backfill due to Retirement/Promotion – This position will be posted internally within the County for Bookkeepers and if there are no applicants, he will look outside for an Account Clerk. A motion to approve backfill, Bookkeeper and if no transfer from within then an Account Clerk, was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted on the following roll call vote: AYES (3) Rymph, Hicks, Suprenant, NOES (0), ABSENT (2) Campbell, LaPointe, ABSTAIN (0).

DEPARTMENT OF SOCIAL SERVICES – Tammy DeLorme, Commissioner, addressed the following personnel request:

TYPIST – Backfill – Handout attached. - Resignation due to accepting another position in the department – A motion to approve backfill, Typist, was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted on the following roll call vote: AYES (3) Rymph, Hicks, Suprenant, NOES (0), ABSENT (2) Campbell, LaPointe, ABSTAIN (0).

SR. ACCOUNT CLERK – Backfill Bookkeeper with Sr. Account Clerk (promotion) & Sr. Account Clerk - Promotion– Handout attached. Commissioner DeLorme stated this is a bit of a reorganization within a unit and it was planned several years ago when the accounting units of DSS and Office for the Aging were combined. At the time of combination, both departments had Bookkeepers and DSS also had a Sr. Account Clerk. They knew it was not necessary to have two (2) Bookkeepers so they eliminated a Sr. Account Clerk position making it an Account Clerk position. The staffing pattern in that unit has been two (2) Bookkeepers and three (3) Account Clerks. Now that one Bookkeeper has retired, she would like to change the pattern to one (1) Bookkeeper, two (2) Senior Account Clerks and maintain two (2) Account Clerks. The reason for the two Sr. Account Clerks is the separation of duties and trying to keep the employees processing payments from employees doing claiming, for audit compliance purposes. (Note, according to the handout, the unit also includes a Grade B Accounting Supervisor and BICS Operator, positions that remain unchanged in the reorganization.) A motion to approve requested reorganization, one (1) Bookkeeper, two (2) Senior Account Clerks and two (2) Account Clerks was moved by Mr. Campbell, and seconded by Mr. Hicks. Discussion. Mr. Campbell asked about the net savings. Commissioner DeLorme stated annualized the savings will be more than what is stated on the handout. The local share for all positions in the Claiming/Accounting Department is 25%. The motion to approve requested reorganization, one (1) Bookkeeper, two (2) Senior Account Clerks and two (2) Account Clerks was moved by Mr. Campbell, seconded by Mr. Hicks and adopted on the following roll call vote: AYES (5) Rymph, Campbell, Hicks, Suprenant, LaPointe, NOES (0), ABSENT (0), ABSTAIN (0). Commissioner DeLorme stated this is a change to their staffing pattern and will require a Board resolution.

PUBLIC HEALTH: Patty Hunt, Director, addressed the following personnel request:

Infection Control Nurse/BT Preparedness – (RN Public Health Division) – Backfill due to Resignation – Handout attached. – Patty Hunt, Director, stated the department has two employees in this title, one employee resigned and she is requesting to backfill. A motion to approve backfill, Infection Control Nurse/BT Preparedness, was moved by Mr. Shay, seconded by Mr. Campbell and adopted on the following roll call vote: AYES (5) Rymph, Campbell, Hicks, Suprenant, Shay, NOES (0), ABSENT (0), ABSTAIN (0).

OTHER BUSINESS: None.

The meeting adjourned at 9:15 A.M.

*Respectfully submitted,*

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*