

PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 12, 2021

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Ward, Campbell, O'Brien, Skellie, Clary

PERSONNEL COMMITTEE MEMBERS ABSENT: Griffith

SUPERVISORS: Shaw, Rozell

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

Danelle LaPann, Personnel Officer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Department Staffing Requests/Staffing Pattern Changes:
 - A. Department of Public Works
 1. Senior Account Clerk – Backfill with Account Clerk ***Staffing Pattern Change & Change from 7/28/21 Mtg.**
 - B. Public Health
 1. Contact Tracers (PT) – Requesting a Pool of Eight As Needed Additional Positions to Cover the Increase in COVID cases **Staffing Pattern Change**
- 4) Other Business
- 5) Adjournment

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

STAFFING REQUESTS: Danelle LaPann, Personnel Officer, addressed the following staffing requests:

PUBLIC WORKS:

- Senior Account Clerk – Backfill with Account Clerk – Staffing Pattern Change – Approved at the July 28, 2021 Personnel Committee meeting to backfill a Senior Account Clerk position due to a retirement and now requesting to backfill as an Account Clerk position not a Senior Account Clerk. A motion to amend the Department of Public Works staffing pattern to add one (1) Account Clerk and delete one (1) Senior Account Clerk was moved by Mr. Skellie, seconded by Mr. Ward, and adopted.

PUBLIC HEALTH:

- Contact Tracers (PT) – Requesting a Pool of Eight As Needed Additional Positions to Cover the Increase in COVID cases. – A motion to amend Public Health staffing pattern to add a pool of eight (8) part time Contact Tracers on an as needed basis was moved by Mrs. Clary, seconded by Mr. Ward, and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 10:02 A.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors