

July 30, 2013

PERSONNEL COMMITTEE REPORT

The Personnel Committee met Tuesday, July 30, 2013 at 6:00 p.m., in the Quorum Court Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville.

Committee Members Present: Sandlin, Hernandez, J. Harrison, Allen, Carr, Moehring

Others Present: JP's Adams, K. Harrison, Anglin, and Meyers, County Judge Bob Clinard, Sheriff Kelly Craddock, County Clerk Tena O'Brien, Treasurer Deanna Ratcliffe, Collector Gloria Peterson, Circuit Clerk Brenda DeShields, Assessor Glen "Bear" Chaney, Coroner Daniel Oxford, Juvenile Detention Director Denyse Collins, Administrator of General Services John Sudduth, Human Resources Manager Barbara Ludwig, Comptroller Sarah Daniels, Administrator of Public Safety Marshal Watson, Information Systems Director Sidney Reynolds

JP J. Harrison made motion to move Item 10, Information Systems, Dept, 49 to the beginning of the agenda, seconded by JP K. Harrison

Motion passed by unanimous show of hands vote.

10. County Information Systems, Dept.49 - Information Technology Reorganization
Information Systems Director Sidney Reynolds stated this reorganization will:

- Delete (1) Database Report Writer – Grade 17
- Delete (1) Software Programmer – Grade 19
- Delete (1) Systems Administrator – Grade 19
- Re-grade the Systems Administrator – From Grade 19 to Grade 20
- Add (1) IT Information Systems Project Manager Grade - 20
- Add (1) Programmer – Level 1 – Grade 16
- Add (1) P.C. Support Specialist – Grade 14

JP K. Harrison asked what the primary goal of this reorganization is.

Sidney Reynolds stated this reorganization will enable the department to become more efficiently organized for development work, adding that the addition of a project manager will help the projects to be completed faster.

Further discussion was held on the reorganization of the Information Systems Department and the addition of one P.C. Support Specialist.

JP Allen made motion to approve and forward to the August 06, 2013 Finance Committee agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

1. Sheriff's Office, Dept. 05, and Dept. 67 - Re-grades based on the addition of the Management Rating Factor

Human Resources Manager Barbara Ludwig stated that the management factor has gradually been added to various levels of positions, resulting in changing most of the Professional positions to graded positions, along with grade changes for all of the Department Head, Major, and Captain positions. She said at this time they are requesting grade changes for all of the Lieutenant, Deputy Director, and Assistant Manager positions. She stated that the JESAP Committee is recommending grade changes for the following positions:

- Lieutenants Dept. 05 - Grade 16 to Grade 18
- Lieutenants Dept. 67 - Grade 16 to Grade 18
- Deputy Director Department of Emergency Management - Grade 13 to Grade 15
- Assistant Manager JDC - Grade 13 to Grade 15
- Deputy Director Emergency Communications - Grade 12 to Grade 14

Barbara Ludwig stated this does not change salaries unless they fall below the minimum of the new grade, because there are no additional duties being added, adding that this is just aligning the new structure of the salary system. She added that one Lieutenant falls below the impact of the new grade, and that bringing the one Jail Lieutenant to the minimum of the new grade will have an impact of \$477.08 on the 2013 budget, and the full year impact would be \$1,550.50, Barbara Ludwig stated that this re-grade is due to the application of the management factor to the position.

JP Allen made motion to approve and forward to the August 06, 2013 Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

2. County Clerk, Dept 02 – Elections/Voter Administrator

County Clerk Tena O'Brien stated this request is to change the job description and title of the Voter Supervisor position to an Elections/Voter Registration Administrator position because of additional duties which includes the supervision and training of more people. She added that the budget impact for a full year is \$4,806.12.

- Delete (1) Voter Registration Supervisor – Grade 11
- Add (1) Elections/Voter Registration Administrator – Grade 14

JP Moehring made motion to approve and forward to the August 06, 2013 Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

3. Sheriff - Department 05

Sheriff Craddock stated this request is to add one Deputy I position who will serve as a bailiff for the Rogers District Court, which will fund \$30,000 toward this full time commissioned position. He said that the Deputy will also be available for other duties when court is not in session. He stated that the 2013 budget impact would be \$6,082.87, with an annual impact of \$19,769.33.

- Add (1) Deputy I, to be partially funded by the Rogers District Court

Discussion was held on the benefit of adding a Deputy I position to serve as a bailiff of the Rogers District Court, and the funding provided by Rogers District Court.

JP J. Harrison made motion to approve and forward to the August 06, 2013 Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

- Raising Majors' and Captains' salaries to the maximum of the salary ranges.

Sheriff Craddock stated that he is asking for this salary adjustment for the seven positions which make up his "command staff" to move all of them to the maximum pay scale for their grades, in order to bring their salaries up to other agencies in the region. He stated that this was done after looking at a survey done by the Rogers Police Department last year, and in comparing those positions, the survey showed Benton County far below other agencies. He stated that he understands that Benton County is not a city, but we are talking a few dollars shy of a \$36,000 difference, and that is a large amount to overcome.

He stated that any of these top administrators could easily leave for more pay and advancement at other agencies, and he is asking that the county not continue to allow itself to be used as a training ground. He stated that he is asking the court to consider this request based on the merits of what the department is producing.

JP Sandlin asked if they had done the same type of study on all of the Sheriff's Department personnel. Sheriff Craddock stated that a study had been done on all supervisors and that he did not want to give the court the impression that he believes that all of the deputies in the Sheriff's Office are underpaid; the court has done a great job making the new hires more competitive, and what he is asking for is to be competitive with the higher positions. He stated that he does not want to diminish the other elected officials and their employees.

JP Allen stated this is a big amount of money, and he would prefer that something of this magnitude go to the Budget Committee. He said there are other disparities in various departments as well. He stated that he would like to focus more on our current employees and take care of them, and that he would like to see a study comparing the pay with other entities. Sheriff Craddock stated that what he is asking the court to do is to consider these seven on the merits of their productivity.

JP Hernandez stated that because this is such a large percentage increase for one small group, it concerns him that they are focusing on such a small group before looking at the others.

JP Moehring stated that there is no doubt the employees in the Sheriff's Office are underpaid, but he would much rather see this addressed in budget. He added that this is too much, too fast and that he believes it will have an impact on the rest of the county. He stated that he favors discussing the raises at the Finance Committee, and that he also wants to consider them as part of the budget.

JP Allen made motion to forward to the August 06, 2013 Finance Committee agenda, for discussion purposes, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

Barbara Ludwig stated that we need to have a compensation strategy and suggested that the justices of the peace might want to review the pay scale and policies as a whole and not just look at separate proposals to correct individual problems.

JP Allen called for a point of order and stated this needs to be addressed at budget time.

Motion passed by unanimous show of hands vote.

4. Department 07 – Assessor

Assessor Glenn "Bear" Chaney stated this request is to take the part-time Janitor position to a full-time Janitor position. He added that the annual impact would be \$1,516.68, and \$466.67 to the 2013 budget.

Delete one (1) Janitor Maintenance - Part-time
Add one (1) Janitor Maintenance – Full-time – Grade 3

JP Moehring made motion to approve and forward to the August 06, 2013 Finance Committee agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

5. Department 19 – Accounting/Human Resources – Adding Position

Comptroller Sarah Daniels stated that this is to delete the Grants and Property Administrator position and add one Accounting Specialist – Fixed Assets and add a part-time Grant's Administrator.

- Delete Grants and Property Administrator Position – Grade - 15
- Add an Accounting Specialist – Fixed Assets – Grade 10
- Add a Part-time Grants Administrator

JP J. Harrison made motion to approve and forward to the August 06, 2013, Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

6. Department 21 – Prosecuting Attorney

Sarah Daniels stated this is not a change in salary; it is only a change in job title.

- Delete one Receptionist – Grade 3
- Add one File Clerk – Grade 4

JP Moehring made motion to approve and forward to the August 13, 2013 Committee of the Whole agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

7. Department 27 – Coroner

Coroner Daniel Oxford stated because of an increase in calls that he is requesting to delete one of the part-time, per call positions in order to make his Chief Deputy Coroner a full time position who will assist in planning and directing the Coroner's operations.

- Delete one (1) on-call position
- Add one (1) Chief Deputy Coroner – Grade 15

Discussion was held on changing the position from an on-call position to a Chief Deputy Coroner position, how the department would be more efficient, and the effect of reducing the number of per-calls in the budget.

JP Carr made motion to approve and forward to the August 06, 2013 Finance Committee agenda, seconded by JP H. Harrison.

Motion passed by unanimous show of hands vote.

8. Department 35 – Juvenile Detention Center Reorganization

Juvenile Detention Director Denyse Collins stated this reorganization is to:

- Delete the Supervisor of Operations position - Grade 10
- Delete the Supervisor Administration position – Grade 10
- Add one (1) Senior Juvenile Detention Worker – Grade 9
- Add one (1) JDC Staff Assistant – Grade 6

JP J. Harrison made motion to approve and forward to the August 06, 2013 Finance Committee agenda, seconded by JP Moehring.

9. Department 44 - Road Department – Reorganization

Interim Road Superintendent Grant McCracken stated this reorganization would reduce the number of positions in the department by 10 positions, and redistribute money budgeted for those salaries among other positions:

- Change grade of one (1) ~~Road~~ Construction Superintendent II- Grade 18 to Grade 20
- Change grade of one (1) Shop Superintendent/Fleet Manager – Grade 15 to Grade 17
- Change grade of one (1) Assistant Road Superintendent – Grade 14 to Grade 15
- Change grade of two (2) Asset Control Coordinator – Grade 13 to Grade 14
- Change grade of two (2) Foremen – Grade 9 to Grade 11
- Change grade of one (1) Operations Coordinator – Grade 7 to Grade 8
- Change grade of eleven (13) Equipment Operator II – Grade 7 to Grade 8
- Change grade of five (5) Equipment Operator III – Grade 8 to Grade 11
- Add one (1) Construction Superintendent I – Grade 18
- Add one (1) Assistant Road Superintendent Grade 15
- Add eleven (11) Equipment Operator III - Grade 11
- Add one (1) Road Dept. Staff Assistant – Grade 6
- Delete two (2) Foremen – Grade 11
- Delete sixteen (16) Equipment Operator I – Grade
- Delete one (1) Equipment Operator II – Grade 8
- Delete one (1) Truck Drive I - Grade 5
- Delete two (2) General Laborers – Grade 3
- Delete one (1) Data Coordinator – Grade 4

Lengthy discussion was held on the proposed reorganization in the Road Department staff and how those changes would affect the workload.

Human Resource Manager Barbara Ludwig stated that two motions would have to be made, one to pass the reorganization and the second one would be to pass a resolution waiving the salary administration policy.

JP Allen made motion to approve and forward the Road Departments reorganization as presented to the August 06, 2013 Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

JP Moehring made motion to approve and forward a request for a waiver of policy for the reorganization changes to the August 06, 2013 Finance Committee agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

County Judge Bob Clinard stated that the Sheriff's Department sent six to eight inmates a day to help with the road damage caused by the recent flooding and that he wanted to give kudo's to the

Sheriff's office for their assistance. He stated that he would like to point out that the county is going to get approximately \$1 million from the ½-cent sales tax, and that the money is not restricted as long as it has to do with the roads.

JP Rey Hernandez presented to the court a proposal for the Implementation of Merit Based Performance Pay for the Benton County Employees and asked the court to review for the consideration of implementing a merit based performance pay structure for county employees.

Barbara Ludwig stated that going into budget, the county's salary administration program needs to be reevaluated; it has been in existence since 2000 and input from all the elected officials is needed.

JP Sandlin stated that she wanted the committee to take the proposal prepared by JP Hernandez for the Implementation of Merit Based Performance Pay for Benton County home, review it, and that a Personnel Committee meeting will be called at a later date for discussion of the proposal.

Meeting adjourned at 8:10 p.m.