

January 27, 2010

PERSONNEL COMMITTEE REPORT

The Personnel Committee met Wednesday January 27, 2010 at 3:30 p.m., in the Quorum Court Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville.

Committee Members Present: Wolf, Allen, Harrison,*Sandlin

Others Present: Assessor Bill Moutray, Collector Gloria Peterson, Circuit Clerk Brenda DeShields, Director of Public Services Chris Glass, Juvenile Probation Director Petie Cobb, Human Resources Manager Barbara Ludwig, Major Gene Drake, Captain Rob Holly, Sergeant Christopher Sparks, CENCOM Manager Matt Garrity, CENCOM Training Coordinator Josh Billis, DEM Coordinator, Chris Brantley

Media: Tabatha Hunter – Benton County Daily Record

JP Wolf called the meeting to order.

JP Allen made motion for Item “B” to be moved above Item “A” on the agenda.

Motion passed by unanimous voice vote.

NEW BUSINESS

A. Position Request and Reorganization – Sheriff’s Office Department 5

01. Department 5 – Sheriff’s Office

a. Add Staff Assistant Position (Grade 5) Currently Grant-funded: NWA Sex Offender and Violent Crime Task Force

Sergeant Chris Sparks stated that in 2007 the Sheriff’s Office teamed up with the U.S. Marshall Service and established the Northwest Arkansas Sex Offender and Violent Crime Task Force, which was funded through a \$500,000 government grant. He stated that the Task Force created a “fusion center” in Fayetteville, which is an office that all sex offenders report to, and it is staffed by the grant-funded staff position. He added that the secretary’s job is to register all the sex offenders as they come into the office and handle all phone calls. He stated that there are currently 378 registered sex offenders in Benton County that report to the Fayetteville office, the grant runs out in March and will not be renewed, so they are asking the county to fund the secretarial position.

JP Wolf asked how much it would cost to fund the position. Human Resources Manager Barbara Ludwig reported that the budget impact is \$38,652. JP Wolf stated this is new money that is not in the budget.

Sergeant Sparks stated that is correct, and the grant did not get renewed by the federal government. He stated the Task Force is has been doing a compliance check this week, and that 136 offenders have been checked, with three arrests of probation absconders. He added that they need the secretary position due to the workload, and that since the Task Force was started, there have been 1050 arrests with 250 probation absconders.

JP Allen stated that the merits of this position cannot be argued, and made motion to forward the request to add a staff assistant position to Department 5, Sheriff's Office to the February 2, 2010 Finance Committee agenda, seconded by JP Harrison.

Motion passed by unanimous voice vote.

A. Position Request and Reorganization – Department 67 Jail

- 02. Department 67 – Jail
 - a. Delete Jail Training Sergeant (Grade 13)
 - b. Add Jail Sergeant – Operations (Grade 14)

Captain Rob Holly Jr. stated that this is a small reorganization within the command staff of the County Jail. He added that the Operations Sergeant is currently third in command of the jail, and they want to add a second Operations Sergeant to ease some of the responsibilities, and to provide better shift coverage and shift training. He stated that this request will have a budgetary impact of approximately \$2,100 per year. He explained that being able to do the training during shifts and not bringing people in on their off time will outweigh the cost by reducing overtime.

JP Allen asked if this would be the same person in both the positions. Captain Holly answered that the Operations Sergeant would stay in his position and the Training Sergeant would become another Operations Sergeant, and that they would share the responsibilities of both the "Training" and "Operations" Sergeant criteria.

*JP Sandlin entered the meeting.

Further discussion held on adding another Operations Sergeant regarding the impact to the budget and the benefits it would offer.

JP Allen made motion to forward the addition of the Jail Sergeant Operations position request for Department 67, County Jail to the February 2, 2010 Finance Committee agenda, seconded by JP Harrison

Motion passed by unanimous voice vote.

B. Reorganization-Circuit Clerk (Dept 3)

- 01. Delete Financial Manager (Professional)
- 02. Add Financial Administrator (Professional)
- 03. Add Supervisor-Bookkeepers (Grade 10)

Circuit Clerk Brenda DeShields stated that they are reorganizing by deleting the Financial Manager position and adding a Financial Administrator, and adding a supervisor-bookkeeper, which will be an additional salary.

JP Wolf stated that she would like to remind everyone this department turns money back to county general every year.

Brenda DeShields stated that the court system has grown so much, that she needs to add a bookkeeper to help pay out court ordered accounts. She stated that she collects money for the criminal court, the juvenile court, and the trust account for the civil and domestic court. She stated that in the civil and domestic courts when people are feuding over money, she has to hold the money involved until the court orders the money to be paid out. She added that at times she has to open individual money market accounts, keep track of all of the interest that the accounts earn, do the bank reconciliations for these accounts, and report back to the courts. She stated that she is asking for an additional bookkeeper and a

CPA accountant to help balance and reconcile the accounts. She added that she is asking for the Financial Manager position to be deleted and added as a Financial Administrator position to the department.

JP Allen asked if the person in the Financial Manager position will be the same person as the Financial Administrator. Brenda De Shields answered that she is asking for the Financial Manager position to be deleted and moved to a Supervisor-Bookkeeper position, and add a Financial Administrator position requiring a certified CPA.

Brenda DeShields stated that the salaries that are paid for the Circuit Clerk's department are paid out of the Circuit Clerk funds, and that County General does not fund any salaries for the Circuit Clerk's office. Barbara Ludwig stated that the one position would be moving down in salary and that \$70,000 would cover the entire move.

Further discussion was held on adding and deleting the requested positions for the Circuit Clerks office. JP Allen stated that they are being told that the impact will be \$70,000, which will be covered by the money turned over by the Circuit Clerk at the end of the year.

JP Allen made motion to approve the request for adding the Financial Administrator; deleting the Financial Manager position and adding the Supervisor-Bookkeeper position to the February 2, 2010 Finance Committee agenda, seconded by JP Sandlin.

Motion passed by unanimous voice vote.

C. Wage Adjustment Request – Assessor's Office (Dept 7)

Assessor Bill Moutray stated that the Assessment Coordination Department has interviewed and offered his current Statistician a job working with state. He stated that he is requesting a waiver in policy to move the Statistician's salary to the maximum of the range to \$59,997. He added that the Assessor's office relies on the statistician to keep in compliance with Assessment Coordination Department regulations.

Lengthy discussion was held on the Statistician position, the impact to the department to move the Statistician's salary to the maximum range, and the impact to the budget.

Barbara Ludwig stated that this is a commissioned account and the impact on the county would be only about 7% to 8% of the asking amount.

JP Sandlin stated that the person in the Statistician position does not have a firm offer coming from the ACD, and we were not able to give anyone in the county even a cost of living raise this year. She added that if we stole him, we could probably steal another one from somewhere else.

JP Allen stated that he is not comfortable with agreeing to a \$17,000 raise, when no one else gets a raise at all.

JP Wolf asked if there is a motion to go forward with this or does it die for lack of motion.

JP Allen made motion to forward the wage adjustment request to the February 2, 2010 Finance Committee agenda, seconded by JP Harrison.

Motion failed.

4 nays: Wolf, Sandlin, Allen, Harrison

1 absent: Winscott

D. Reorganization for Juvenile Probation (Dept 20) No Change in Budget

01. Delete one (1) Juvenile Probation Officer (Grade 11)
02. Add (1) Juvenile Intake Officer Grade (11)
03. Juvenile Intake Officer II (Name change only) Grade 12)

Juvenile Probation Director Petie Cobb stated that this reorganization is to change a Probation Officer to Juvenile Intake Officer I, and that the Juvenile Intake Officer I would have fewer duties than the Juvenile Intake Officer II. She added that Juvenile Intake Officer II will be a name change only on Schedule 4, with no change in the budget.

JP Harrison made motion to approve this reorganization for Juvenile Probation and forward to the February 9, 2010 Committee of Thirteen agenda, seconded by JP Sandlin.

Motion passed by unanimous voice vote.

E. Reorganization DEM/CenCom

01. **Changes to Schedule 4 for DEM (Dept 30)**
 - a. DEM Coordinator – Grade Change from Grade 15 to Grade 13
 - b. DEM Deputy Coordinator – Change Grade from Grade 13 to Grade 11
02. **Reorganization CenCom (Dept 68)**
 - a. Delete (1) CenCom Training Coordinator Grade (11)
 - b. Delete (1) CenCom Manager (Grade 13)
 - c. Add (1) CenCom Coordinator (Grade 13)
 - d. Add (1) Manager of Emergency Services (Grade 15)

Director of Public Services Chris Glass stated this reorganization will combine the Department of Emergency Management and CenCom, which historically started out together. He said the two departments work together and are still essentially one unit. He said that CenCom handles all of the radio traffic and gets the information out to the first responders, and the DEM works hand in hand with them in terms of coordinating assets, so the partnership makes perfect sense. He added that in fact, since Marshall Watson stepped down, CenCom has actually handled all of DEM's emergencies, including the major gasoline spill in Gravette, which was handled exclusively by CenCom. He added however, that the CenCom staff does not have some of the specific knowledge that the new DEM Coordinator has in terms of working with FEMA, and the intricacies of the Emergency Management side of the house. Chris Glass said that the reorganization of the CenCom and DEM Departments would entail a re-grade of the DEM Coordinator from Grade 15 to Grade 13, re-grading the DEM Deputy Coordinator from Grade 13 to Grade 11 based on the addition of a new level of management (Manager of Emergency Services – Grade 15). He added the reorganization would also delete the CenCom Training Coordinator (Grade 11), delete the CenCom Manager (Grade 13), add a CenCom Coordinator (Grade 13), and add the Manager of Emergency Services (Grade 15) which will be in charge of both departments. He stated that all of the changes would result in a net savings of \$8,087.00.

Discussion was held on the reorganization of the DEM-CenCom Departments.

JP Sandlin made motion to forward the reorganization of the DEM-CenCom Departments to the February 9, 2010 Committee of Thirteen agenda, seconded by JP Harrison.

Motion passed by unanimous voice vote.

Old Business

Other

Meeting adjourned at 4:25 p.m.