

June 26

PERSONNEL COMMITTEE REPORT

The Personnel Committee met Thursday, June 26, 2008 at 3:00 p.m., in the QC Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville

Committee Members Present: Hill, Hobbs, Stephenson, Williams, Winscott, Wolf

Others Present: JP Kurt Moore, Treasurer Deanna Ratcliff, Assessor Bill Moutray, Ashley Pope, Don Townsend, Mike Sydoriak, Josh Billis, Matt Garrity, Richard McComas

Media: Scarlett Simms—Morning News; Tabatha Hunter—Daily Record

1. NEW BUSINESS:

A. Reorganizations

Human Resources Manager Barbara Ludwig stated that the annual budgetary impact for reorganization requests will be \$2,953.60, with a 2008 impact of \$1,644.63. She added that the budgetary impact for Commissioned and Fee-based accounts will be \$5,491.20, with \$2,725.25 in 2008.

1. Circuit Clerk

a. Add one (1) Supervisor – Clerk of Courts (Grade 10)

b. Delete one (1) Clerk of Courts (Grade 7)

Barbara Ludwig stated that the Circuit Clerk is requesting to add one Supervisor position, and delete one position of a lower grade, because there is one person supervising two offices, so another supervisor is needed.

2. Sheriff's Office

a. Add one (1) Sergeant (Grade 14)

b. Delete one (1) Field Deputy (Grade 11)

Barbara Ludwig stated that they are requesting to delete a Field Deputy and add a Sergeant position in order to increase the amount of supervision.

3. Assessor

a. Add two (2) Deputy Assessor I's (Grade 5)

b. Delete two (2) Appraiser Assistants (Grade 4)

Barbara Ludwig stated that the Assessor's Office needs additional entry-level positions for new hires, so the Assessor is giving up two Grade 4 Appraiser Assistants.

4. Juvenile Probation

a. Add one (1) Juvenile Probation Worker (Grade 11)

b. Delete one (1) Juvenile Probation Worker Trainer (Grade 12)

Barbara Ludwig stated that due to turnover in the Probation Training Officer position, the Juvenile Probation Director is requesting an additional Probation Worker because they are short-handed and at the present time, there is no one that can step into that Trainer position.

5. 9-1-1 Administration

a. Add one (1) 9-1-1 Senior Mapper/Researcher (Grade 11)

b. Delete one (1) 9-1-1 Mapper/Researcher (Grade 10)

Barbara Ludwig stated that the Director would like for one of the three Mapper/Researcher positions to become a supervisory position, in order to provide some supervision when she is out of the office, and to build a career ladder within the department.

JP Williams made motion to vote on all reorganizations as a whole package, seconded by JP Winscott. Motion passed by unanimous voice vote.

JP Wolf made motion to approve and forward the reorganizations to the July 8, 2008 Finance Committee agenda, seconded by JP Hill. Motion passed by unanimous voice vote.

B. Wage Adjustments

1. Planning and Development

a. Waiver in Hire-in Policy to allow Senior Planner to be hired at mid-point (retroactive to June 30, 2008)

Barbara Ludwig stated that someone is interested in the Senior Planner position who has a Master's Degree in Planning, with a thesis in Environmental Planning and experience in emergency mitigation and environmental impact. She said they are requesting to move the hire-in rate to the midpoint of the range rather than 90% of the midpoint. She said this will increase the salary from \$34,236 to \$38,043 and although the budgetary impact for this year is shown as \$2,104, the position has been vacant all year so there actually is no 2008 budget impact.

2. Road Department

a. Internal Equity Adjustment for Bridge Superintendent from \$37,743.42 to \$39,243.42

Barbara Ludwig stated that when the Bridge Superintendent was hired, he received a 5% raise, but no other salary adjustment was made at that time. She said that considering the hire-in date and length of service compared to the other Bridge Superintendents, she is recommending a \$1,500 adjustment, which will put his salary slightly higher than one other Superintendent but the person receiving the adjustment has one more year of service.

3. Assessor

a. External Market Equity Adjustment for Supervisor- Real Estate Appraiser/Project Manager from \$45,049.42 to \$48,410.00 (midpoint)

Barbara Ludwig stated that the Assessor's Office Project Manager is responsible for all of the appraisals, both commercial and residential. She said that the benchmark salary in other counties that utilize internal appraisals was \$53,000, but that person had 10 more years experience than the person in question did. She said she is recommending that the salary be increased to midpoint, which is \$48,410. JP Stephenson noted that the 2008 budgetary impact would be \$1,882.

Barbara Ludwig stated that the total budgetary impact for 2008 for all of the wage adjustments would be \$2,959, which is slightly overstated due to the vacant position in the Planning Department. She said that the total budgetary impact for the following year would be \$6,413 in the General Fund, and \$4,077 in Commissioned Accounts.

JP Winscott made motion made motion to approve and forward the wage adjustments to the July 8, 2008 Finance Committee agenda, seconded by JP Hill. Motion passed by unanimous voice vote.

C. Additional Staffing Requests

1. Sheriff's Office and Jail

a. Add one Investigator II – CID (Sexual Offenders Program)

Chief Don Townsend presented additional staffing requests for the Sheriff's Office. He said that they are requesting a CID Investigator who will focus solely on the Sexual Offender's Program. He explained all of the duties involved in tracking registered sex offenders and notifying the public, and said that currently, he has two investigators who are working part-time in the program, and along with one volunteer. He said that an additional investigator would work full time on the program, and allow the other investigators to focus on other work, while continuing to assist him as needed. There was discussion concerning the various levels of offenders and their requirements for registration. Chief Townsend noted that they receive notification of new offenders in the area from the ACIC several times per week. JP Hill asked how long it would be until another position is requested if this one is approved. Chief Townsend stated that if the crime rate in this area continues to increase they could be asking for another position as soon as next year. JP Stephenson asked if the offenders are required to contribute to the costs incurred in keeping track of them. Chief Townsend replied to his knowledge they are not, but if they are, it would be part of the original sentencing and not a part of the notification program. JP Wolf stated that in her opinion, if a choice had to be made, she felt this position should take priority over additional field deputies, even though they too are needed.

b. Add three Jail Deputies (Requested in '08 Budget)

Chief Townsend stated that they have had three and four prisoners per cell, with some sleeping on mattresses on the floor. He explained that they house between 30 and 40 federal prisoners, but if they do away with those prisoners, those beds would be full in 10 days—without the \$1.5 million dollars that the federal government is paying Benton County. He said he agreed that the State of Arkansas needs to increase the rate they are paying, but that is handled through the legislature and they have no control over it. Lieutenant Carter stated that the highest number of inmates this year was 556, and the cells were only designed to hold two.

c. Add two Transport Deputies (Requested in '08 Budget)

Chief Townsend stated that the new courtroom will mean an additional location to which prisoners must be transported, and explained the procedures required to get the prisoners to the various courtrooms. He added that they sometimes transport between 60 and 65 inmates on a heavy court day, which is approximately 12 inmates per deputy, which is too high a ratio. He added that the transport division has logged over 264,000 miles, and two additional deputies would help relieve that burden.

Lt. Carter explained that they are required to transport prisoners to any courtroom that a judge requests, which might not only be the 5 divisions in the Courthouse complex, but also the cities of Bentonville, Rogers, Siloam Springs and Gentry, and stated that they are also required to transport prisoners for medical and dental care. He said they sometimes pull jail deputies from the floor in order to assure both public safety and the safety of the deputies. He said there are currently 10 transport deputies and 1 supervisor. JP Wolf asked if they are using the courtroom at the Jail. Lt. Carter stated that they use that for video

court for bond hearings, which eases the burden somewhat, but they still have a high volume of transports.

JP Wolf stated that she is not concerned about the appearance of prisoners in shackles around the square, because that is where the courts are located, and that is the business of the County. She said she is more concerned with the safety of the deputies who are supervising 12 inmates. Chief Townsend stated that they try to separate the prisoners and assign the number of deputies according to the type of prisoner being transported. He explained that if the transport deputies leave town early in the morning to take inmates to the Arkansas Department of Correction, they may have to pull detention deputies from the jail if they receive an order from a judge requesting a prisoner to be brought to court. He said that requires them to hold someone over from a previous shift or call someone in who is off duty. Chief Townsend stated that they cannot leave the jail floor shorthanded, and noted that they faced a lawsuit over that in 1983. He said that results in a lot of overtime. Richard McComas noted that the amount budgeted for overtime in 2008 has already been spent.

JP Stephenson brought up the issue of comp time, and asked if they are requiring employees to use their accrued comp time before taking vacation time, and stated that he thought they were not supposed to carry comp time over after the end of the year. Richard McComas stated that they can carry over up to 40 hours. Chief Townsend said that they try to get comp time expended within the next 28 days after it is accrued, but if they are short-handed, it is not always possible.

JP Winscott asked if the two additional deputies are needed because of the new courtroom. Chief Townsend stated that they have been needed for quite some time, but the additional courtroom makes them absolutely necessary. JP Winscott asked if there are any other staffing needs associated with the new courtroom. Chief Townsend stated that they will also need at least one more Field Deputy for security. JP Stephenson asked if the county provides the Bailiff. Richard McComas stated that there will be a total of six new positions associated with the new courtroom, three of which will be the county's responsibility—the security deputy, the bailiff, and the court records clerk. He added that they will address those needs in the 2009 Budget requests. JP Winscott asked if the Sheriff's office plans to ask for these 2 transport deputies now, and then use the new courtroom to justify requesting 2 more next year. Chief Townsend stated that the two being requested now will keep their heads above water for now, but he cannot promise that they will not ask for more at some point in the future, because it depends on the type of flow they have between the courts. JP Moore asked how many and what type of vehicles the two new positions will require. Lt. Carter stated that they will need cars, because they can transport three per car safely.

JP Williams asked why, if the positions were requested in the 2008 budget, they were not approved at that time. JP Stephenson explained that the decision was made based on ranking the positions based on need, and the funding available, and further explained the ranking process. He reminded the committee of statutory requirements of what "shall" be funded and what "may" be funded, and noted that courts and law enforcement fall under the "shall" category.

JP Winscott stated that he had discussed the staff increase in the Sheriff's Department with Barbara Ludwig, and stated that 30 people have been added in the last 3 years, and just last year requested 10 new positions in the Sheriff's Department and 16 in the Jail, for a total of 26. He said they obviously were not approved, but the Sheriff's Department has a

substantial record for having a pretty good appetite for adding people. He said he has a great concern about continuing to add people when revenues are decreasing, and somehow we have to bring control over the number of people we are adding and set some priorities. He added he would really like to see them set the priorities and learn to discipline themselves in a way that is indicative of our projected revenues.

JP Wolf stated that the Sheriff's Department did not establish a new court, and that court has to be staffed, and to take two people out of the staff that is already overburdened is not thinking clearly. She added that the Sheriff's Department will always be the department that has the highest number of employees, because as JP Stephenson pointed out, it is the court's statutory responsibility to provide law enforcement and public safety.

JP Stephenson stated that justice delayed is justice denied, and at one point the court docket was full it took forever to get anything through a Benton County court, and we are fortunate that the state chose to give us an additional judge. He said that the Sheriff's office does have a voracious appetite for manpower, but he has never felt that they were padding it or asking unnecessarily. JP Moore noted that the jail transport deputies requested in the 2008 budget were ranked very low by the Personnel Committee, and he wondered if the Sheriff's office had been given the opportunity to replace any of their funded positions with the transport deputy position. JP Stephenson stated that there were 39 positions requested last year, and since the Quorum Court tries to keep the percentage of personnel costs below 70%, there were just too many positions to fund them all. JP Williams noted that 24 of the 39 positions requested were in the Sheriff's Office.

d. Add one Jail Operations Sergeant (Requested in "08 Budget)

Lieutenant Carter stated that this Sergeant will be responsible for all of the shift supervisors, and will coordinate all activities with the shift supervisors including classification of inmates, the housing of inmates, coordinating inmate work programs, investigating incidents, and hearing inmate grievances, which will allow the shift sergeants to supervise the jailers. He said the person will also coordinate with the training sergeant to ensure that jail staff is getting the proper training, and will coordinate with the maintenance supervisor to make sure that the grounds and building are being properly maintained.

JP Winscott asked why they cannot continue to cover the jail with the present number of staff, since they have had a full jail for several years and have been able to cover it up to this point. Chief Townsend pointed out that the type of inmates they are housing has changed significantly in the last couple of years, and they are facing new separation issues with medical problems, such as AIDS and tuberculosis, and as the female population continues to increase, so do segregation problems, and that results in decreased bed space. He said that is one reason they want to build the barracks, so they can move out some of the minimum-security inmates, and that they will also need additional staff for that building when it is completed. JP Winscott asked how many positions will be necessary to staff that building. JP Stephenson stated that to the best of his recollection it was approximately 30 people.

JP Hobbs asked Chief Townsend how he would rank these requested positions in order of priority. Chief Townsend stated that he would not want to do that, but anyone would focus on sexual predators, especially when it involves children. He said he wanted to make it clear that the Sheriff understands what they have to work with concerning finances, but he

felt he would be derelict in his duty if he did not make the requests. He said that his instructions to his staff have been that he wants everything done on a bare bones basis, and does not want them to ask for anything that is not absolutely necessary. He added that their number one concern is safety for the public, but it is multiplied greatly inside the jail because if someone is injured in an incident and it can be proven that they did not have the proper training or supervision, then the county can be held liable. JP Stephenson stated that in his opinion items “a” and “b” are essential.

2. Building Maintenance and Janitorial

a. Add 1.5 Janitors

Barbara Ludwig stated the Maintenance Department is requesting 1.5 additional positions. She said that they are currently paying for part-time staff at the Rogers office out of the part-time pool, but will not be able to continue that if the budget is expended. She said there are nine employees handling 12 buildings, and there are currently 1.5 positions working nights on floors. JP Stephenson asked if they have considered contracting out to a cleaning service. Richard McComas stated that they tried that with the lawn mowing, and it ended up costing quite a bit more, but since they started using the community service people, they have reduced the cost. Barbara Ludwig stated that they have used some community workers for maintenance, but they have to be supervised. She added that one of the problems with contract work is that they are not on call for emergencies and repair. JP Stephenson stated that he did not think the maintenance people repaired anything either. Barbara Ludwig stated that they do make minor repairs, (such as toilets overflowing, etc.) such as the air conditioner leak that was discovered a few minutes before 5:00 yesterday afternoon in the Annex building.

JP Williams said she could understand needing staff on hand during the day, but thought that a commercial cleaning company might be less expensive for nighttime floor cleaning. Barbara Ludwig stated she would speak to Mike McGinnis about it. Richard McComas noted that for what we pay our janitorial staff, we may be getting the better deal. JP Stephenson asked if we ever used inmate labor. Barbara Ludwig reiterated that they sometimes use community service workers, but that they have to be supervised. JP Hobbs questioned cleaning the floors every night. Barbara Ludwig stated that the public areas need to be cleaned every night. JP Williams agreed. JP Hobbs asked that they be provided some numbers to compare the cost of an employee with the cost of a janitorial service. JP Moore stated that he is reluctant to add anyone at this time, because they will most likely need additional staff when the new courtroom is opened. Barbara Ludwig stated that the part-time position for the Rogers building is being paid from the part-time pool. JP Stephenson asked what the part-time pool is. Barbara Ludwig stated that it was approved a couple of years ago to provide temporary staff for any department that had needs throughout the year. JP Stephenson stated that it was created for stenos and secretarial staff, not maintenance. Barbara Ludwig stated that they have used it for any department that had temporary staffing needs, such as for special projects. Richard McComas stated that its purpose was to avoid paying the fees charged by commercial temporary services providers. JP Stephenson stated that he did not think it was ever contemplated that it would be used for janitors. Barbara Ludwig stated that 95% of the time it has been used for clerical projects.

JP Stephenson asked if it was the consensus of the committee to forgo consideration of any additional maintenance staff until the 2009 budget is considered. Barbara Ludwig stated that since they will probably need to schedule another meeting to rank the positions, they could wait until then to decide, and that will give them time research the cost of the janitors compared to hiring a commercial cleaning service, and would also allow Mike McGinnis to address the issue.

3. Road Department

a. Add two Heavy Equipment Operators (Requested in ‘08 Budget)

Randy Randolph, Northwest Superintendent, stated that two heavy equipment operator positions were deleted from his section several years ago and the Road Department has not added any positions in the last 8 years. He said he has the second-largest section in the county and he has been two crewmembers short ever since the positions were deleted. He noted the extensive storm damage of recent months, and said that debris removal requires two people, so he has to shut down the project they are working on. He said that the storms have also caused a lot of overtime, so in order to avoid building up too much comp time he is having some of the crew take time off, and having only three to begin with leaves them short-handed and unable to complete projects. He added that his foreman is pretty much a full time equipment operator because he is short two crewmembers. He stated that there are 17 employees in his section, and the other two sections have 19. JP Williams asked him to describe the boundaries of his section. Randy Randolph stated that the Northwest Section runs from Pea Ridge up to Missouri, then over to Sulphur Springs and Gentry, with Highway 102 acting as a sort of dividing line. JP Stephenson noted that there are 55 employees in the County Road Department. JP Winscott stated that there are actually 84 counting mechanics, maintenance, etc.

JP Winscott asked how the workload has been handled without these two positions. Randy Randolph stated that he is short-handed all of the time, because if they are not working on storm damage, they are building roads. JP Winscott asked if they borrow employees from other districts. Randy Randolph stated that occasionally they can, but each section has road projects planned for the year, and if there is storm damage, it is not usually confined to just one section. JP Winscott asked if they do not get the two positions, does that mean that the equipment will sit idle. Randy Randolph stated that was correct, so there may be five pieces of equipment involved in a project, which requires an operator to move back and forth from one piece of equipment to another. JP Stephenson asked if there is a problem with that. Randy Randolph stated that the employees are well-qualified to handle each piece of equipment, but it would be more efficient for all of them to be running at the same time. He said that the foreman should be performing other duties, but is pretty much running a piece of equipment all of the time. JP Moore asked if he knew the breakdown in the district between paved roads and dirt roads. Randy Randolph stated that his district covers 500 miles, with 200 miles of dirt roads. JP Moore noted that dirt roads require more regular maintenance than a paved road.

JP Stephenson asked how much roadage the county has lost over the last five years to annexation. Randy Randolph stated that he has not been here 5 years, so he is not sure. JP Stephenson noted that Gentry recently annexed all the way out to the Dawn Hill area and Siloam Springs is proposing an annexation of approximately 6,000 acres. Randy Randolph stated that most of the annexations occur on roads that are already paved, so it does not

affect their workload much. JP Williams noted that the county does the work and the cities then take it over.

JP Wolf asked if the workload is driven by workload or complaint. Randy Randolph stated that it is about 50/50, and there are always going to be complaints, especially with the recent storms. JP Wolf asked if they are pulled off of projects to handle complaints more often than not. Randy Randolph stated not necessarily unless there is tree damage that is hindering traffic on a road.

JP Hobbs asked how long this section has been operating with 17 people when the other two sections have 19, and why can't they just do some reassignment. Randy Randolph said they have just as much work to do as he does. JP Hobbs said that they are the second largest, so it seems they could just bump one off of the smaller district, especially if his section has more dirt roads. He said that this division occurred when there were only two sections, and an additional patch crew was created with the two positions and they have never been replaced.

JP Williams asked if heavy haulers tearing up the roads are impacting the workload. Randy Randolph stated that if there is a dirt mine or development that is going to be in place for a long period of time, they require them to be bonded or to be responsible for the section of road that they are impacting. He added that the heavy haulers do not necessarily impact the dirt roads anymore than all of the chicken trucks and feed trucks or anything else.

4. Public Defender

a. Add one Juvenile Case Manager (Requested in '08 Budget)

Barbara Ludwig stated that the Juvenile Case Manager position is approximately the same grade as a legal secretary, and has been requested for the last year and half. She said that the additional caseload generated by the new judge will make it even more needed. She said a Deputy Public Defender was added year before last, so this position will also assist with those cases. JP Stephenson stated that he would prefer to see this position addressed in the 2009 budget, since they will then know everything concerning staffing and personnel that the new judge will require. JPs Winscott and Williams agreed. Richard McComas noted that it is not being asked for just because of the new judge, but has been requested for almost 2 years.

Barbara Ludwig stated that if they are going to meet next week, she would like for Public Defender Jay Saxton to be allowed to make his case, because she is not comfortable with the responsibility of answering all of the questions for him. JP Williams agreed. JP Winscott asked if the Public Defender requires any other staff, which will mean more dollars requested. Barbara Ludwig explained that the request is for a Juvenile Case Manager, which is a high-level clerical position. JP Stephenson asked how many people are currently in the Public Defender's office. Barbara Ludwig stated that there are approximately nine, and in addition, there are some state-funded employees.

JP Williams asked if the Juvenile Case Manager is different from the employees that work in the Juvenile Detention Center. Barbara Ludwig stated that those are Juvenile Case Workers, which are involved after the juveniles are incarcerated. JP Williams asked how many Juvenile Case Managers are on staff. Barbara Ludwig stated that there is only one. JP Stephenson noted that the Public Defender thought he needed it last year, although he is not saying that he did not. Barbara Ludwig stated that there is more pressure now with the

addition of the new court, and he has requested it for two years. JP Wolf stated that it does not matter if they ask for it 40 times, if the committee decides it is not justified. Barbara Ludwig stated that is true, and each request is unique.

JP Stephenson asked if they are all in concurrence that the Public Defender's request be handled in the 2009 Budget, and if the Public Defender cares to speak at next week's meeting, they will hear him.

5. CenCom

a. Add three Telecommunicator Positions

Matt Garrity, Director of CenCom, stated that they are requesting three additional Telecommunicators, because the number of law enforcement personnel in the area has increased 85% in the last 8 years, which translates to the number of officers that they dispatch. He noted that they have had no increase in personnel in that time period. He said that the number of calls handled has increased from 12,163 in the year 2000 to 57,601 in 2007, which is an increase of over 300%. He said they have tried to adjust the shifts to get by with the present number of personnel by working some 8-hour shifts and some 12-hour shifts, but have avoided 12-hour shifts because it causes a shortage one week and then they may end up with too much comp time the next week.

JP Winscott asked if there is any automation available that could reduce headcount. Matt Garrity stated that the equipment underwent a major upgrade three years ago which included new CAD software, and have completely revamped the training program which makes them more efficient, and have installed an automated teller which caused a decrease in the number of non-emergency phone calls for a period of time until the frequent callers memorized the menu options. JP Winscott asked if they are as automated as any other county. Matt Garrity stated that Benton County is probably the most up-to-date county in the state next to Pulaski County.

Josh Billis, Manager of CenCom, stated that emergency calls to 9-1-1 cannot be answered by a recording, and that also applies to the officers out in the field because the safety of the public and law enforcement personnel is the number one priority.

JP Moore asked if there is not a 9-1-1 fee on all cell phone connections in the county. Matt Garrity stated that is correct, except for pay-as-you-go phones. JP Moore asked how much money is generated by the fee. Richard McComas stated approximately \$135,000 to \$140,000 per year. JP Moore asked if there is a fee on landlines. Richard McComas stated that the fee on landlines goes back to 9-1-1 Administration, and is then distributed to the local PSAPs. JP Moore asked if that helped to offset some of our costs. Richard McComas stated that they received \$4,000 per month plus another \$1,000 per month for training, or about \$60,000 per year in addition to the \$135,000 from the cell phone fee which goes directly to the county. JP Moore asked if the fee was not supposed to maintain the system, and asked when the 9-1-1 Board last considered raising the fee. Richard McComas explained that there are more calls coming into CenCom than just 9-1-1 calls. Matt Garrity explained that the fee has to be increased at the state level. Richard McComas stated that they have been increasing it fairly regularly. JP Moore stated that it has not been increased as fast as our costs have gone up.

Richard McComas asked if there is enough equipment to handle the additional personnel. Josh Billis stated that they have 7 stations, and 90% of the time, only four or five of them are manned. He noted that they are there 24/7, and discussed the stress level of the employees due to the life and death situations that they regularly deal with.

Matt Garrity stated that the department is a lifeline, and related a recent incident in which one of the Telecommunicators helped deliver a baby over the phone.

JP Williams asked how many people they would need if there was no limit on funding. Matt Garrity stated that based on the national formula which considers the number of calls, each of his employees is doing the work of 1.8 people. JP Williams stated that would be close to 20 new people. Matt Garrity stated that he thought that estimate was a little high, and he knows they could never fund that many people.

JP Winscott noted that CenCom has not had an increase in headcount since 2000. Matt Garrity and Josh Billis explained to the committee the various training programs that are used, how they screen prospective employees to try to determine if they are suited for this type of work, and ways that they have continued to try to boost morale in the department. He explained that increasing staff will save money in the long run because it will reduce the amount of turnover, which saves training costs.

JP Winscott asked if there is a state board that oversees the activity and monitors the performance of the department. Josh Billis stated that the Association of Public Safety Communications Officials and the National Emergency Number Association are two professional organizations in the state and work in conjunction with the CMRS Board which is where they get their turnback funds. He said the local CMRS Board creates their standards, and they have changed some of their training to meet national accreditations. JP Winscott stated that this is the one department about which he has never heard a complaint from any of his constituents.

JP Stephenson announced that the next meeting will be Monday, June 30, 2008 at 3:00 p.m. Barbara Ludwig stated that she will ask Public Defender Jay Saxton to be present to make his request and for Mike McGinnis to bring information on the cost of hiring a cleaning service.

Richard McComas asked how the committee would like to handle the personnel that will be needed for the new judge's office. He added that he has estimated that the total personnel cost will be approximately \$131,000. The consensus of the committee was to wait until the 2009 Budget discussions.

D. Proposed Adjustment to Salary Ranges

Barbara Ludwig stated that she has decided to delay this topic until the 2009 Budget discussions. She said that many of the Manager's salaries are compressed, which means that the salaries are not that different from the people they are supervising. She said that the new JESAP grading system has an additional grade for managers, so they do not need to adjust all of the salary ranges until the manager's positions have been regarded.

2. OLD BUSINESS:

A. Elected Officials' Salaries

Barbara Ludwig stated that this is a difficult issue because they do not want the public perception that Elected Officials are voting themselves raises, yet they want the salary in place before the filing period in March of the even-numbered years. She said she is proposing that the County Judge and Sheriff receive a \$7,110 raise, which will keep them below the maximum of the range set by the State Legislature, and that all other Elected Officials receive a \$7,500 raise with the exception of the Coroner, who would receive a \$5,000 raise.

She said that she is recommending that Justices of the Peace receive a monthly increase of \$50 for Quorum Court and Committee of Thirteen meetings, and a \$25 increase for committee meetings. She noted that the amount of \$9,176 which cannot be exceeded is also set by the State Legislature.

She said her proposal is that in February of even-numbered years, the salaries will be approved based on market information from other counties, and will go into effect on January 1 of the following year. She said that the JPs will not necessarily be voting themselves a raise, because it is not certain that they will be re-elected, and the information about the salary will be available to anyone who is considering running for office.

JP Stephenson asked Barbara Ludwig to consult with County Attorney Robin Green to make sure that it will be legal for a vote which takes place in 2007 to obligate a budget which has not been approved yet.

JP Wolf stated that she wanted to remind the committee that their function is to determine whether or not the positions can be afforded, but strictly whether or not they are needed and in what order.

JP Winscott stated that he does not agree with the ranking of the positions, because ranking all of them is saying that they are all needed, and they should decide which ones are needed and which ones are not. He said he might give some of the positions a zero, or as JP Moore suggested, draw a line through them, because all they are doing is passing along their responsibility to the Finance Committee. JP Stephenson stated that ranking the positions is the function of the Personnel Committee, and the Finance Committee and Quorum Court will make the final decision. Richard McComas stated that the process began as a request from the Finance Committee.

B. Employee Policy Manual

JP Stephenson stated that he has a copy of a Personnel Meeting report from May 22, 2007 in which discussion began on the Employee Policy Manual, and he would like to see it completed and returned to the Personnel Committee by the end of July.

Meeting adjourned at 5:16 p.m.