

June 23, 2011

PERSONNEL COMMITTEE REPORT

The Personnel Committee met Thursday, June 23, 2011 at 4:00 p.m., in the Quorum Court Meeting Room, Third Floor, County Administration Building, 215 East Central, Bentonville.

Committee Members Present: Sandlin, Allen, Harrison, Blaty, Carr, Moore

Others Present: County Judge Robert D. Clinard, JPs Douglas, Winscott, and Curry, Comptroller Richard McComas, Human Resources Manager Barbara Ludwig, Administrator of Public Safety Marshal Watson, Administrator of General Service Elizabeth Bowen

Media: Tom Sissom – Benton County Daily Record

JP Sandlin called the meeting to order.

Public Comments:

None

New Business

A. Department 1 – County Judge

Re-grade – Executive Assistant (Change in salary)

JP Allen asked if this request is a job title change from Executive Secretary to Executive Assistant, and if they are changing salary from a Grade 10 to Grade 12. County Judge Bob Clinard stated that this position is so valuable to the county, and that it is a very minor upgrade.

JP Allen made motion to approve the re-grade and title change request and forward to the July 5, 2011 Finance Committee agenda, seconded by JP Jay Harrison.

JP Winscott asked how the Executive Assistant duties would change. County Judge Bob Clinard stated that the job duties would not change; this is adding to the job description. JP Moore asked if a new person came into the position, would that person be assuming the same duties and responsibilities as the experienced person. County Judge Bob Clinard stated that this job in the front office of the County Judge is important, and that they should receive this pay grade increase. JP Allen stated the court has to vote on the position, not the individual, and that this request is appropriate and he will support it. Discussion was held on ranking the position and the difference in the pay range from a grade 10 to grade 12.

Motion passed by a show of hands vote.

5 yeas: Allen, Sandlin, Moore, Carr, J. Harrison

1 nay: Blaty

B. Department 5 – Sheriff’s Office

Additional Staffing – CID Investigator II

Captain Mike Sydoriak stated this request is to add another CID - II investigator to the narcotics division, which currently has four investigators. He stated that the job is more dangerous than it was years ago, and that now they are dealing with Hispanics who are tied to drug cartels bringing in methamphetamine and cocaine from Texas and Oklahoma, and most of them carry guns. He added that due to the increase in drugs, an additional CID investigator is needed.

JP Carr made motion to put the request on the floor for discussion, seconded by JP Moore.

JP Douglas asked if the position would be filled by the Field Deputy that has been working with the CID Department. Captain Sydoriak stated that the Field Deputy has a lot of experience and that is who they will hire to fill the position.

JP Allen stated that based on what has been presented, the court could not argue with the need.

Captain Sydoriak reported that last year three pounds of methamphetamine and 114 pounds of marijuana were seized, and that this year three pounds of meth and one-half pound of cocaine have been seized. He added that the sale of confiscated vehicles brought in \$21,700 and \$81,000 in cash was confiscated, and that the money has been put back into the drug fund.

JP Carr made motion to forward the request to add one CID II investigator to the narcotics division to the July 5, 2011 Finance Committee agenda, seconded by JP Moore.

JP Moore stated that usually the new hire recommendations are presented together and are then ranked according to need. He added that since they may or may not forward all of the recommendations to the Finance Committee, this motion is premature.

JP Carr withdrew the previous motion. JP Moore withdrew the second.

C. Department 6 – Tax Collector

Collector – Bookkeeper (Change in salary)

JP Moore stated that this is basically a change in responsibilities.

Accounting Manager Sarah Daniels stated that the job duties for the bookkeeper position have been re-organized and that this person has taken on more responsibility, resulting in a grade change from 10 to 11.

JP Moore stated that these funds come from a commissioned account, not out of County General.

JP Moore made motion to forward to the July 5, 2011 Finance Committee agenda, seconded by JP Jay Harrison.

Motion passed by unanimous show of hands vote.

D. Department 7 – Manager of Mapping Department

(Change in Title Only)

Human Resources Manager Barbara Ludwig stated that the Assessor has requested a title change from “Manager of the Mapping/GIS Department” to “Manager of Mapping Department”. She added this is not a change in grade, just a title change, but that it is required to go through the Committee of Thirteen and the Quorum Court because it is a change to Schedule 4, which is a part of the Budget ordinance.

JP Jay Harrison made motion to approve and forward to the July 12, 2011 Committee of Thirteen agenda, seconded by JP Moore.

Motion passed by unanimous show of hands vote.

E. Department 23 – Building Maintenance and Janitorial Services

New Position: Building Facilities, Janitorial Services, and Construction Manager

JP Moore made motion to add this request to the ranking sheet for purposes of discussion, seconded by JP Jay Harrison.

County Judge Bob Clinard stated that the county owns more than 200,000 square feet of existing facilities which have to be maintained, and that these facilities are assets to the county. He added that the county should hire a full time professional person to maintain these facilities. He stated that at this time there is about \$8 million in construction going on in the county, and that the county needs a professional position to keep up with all of the property maintenance, janitorial services, and construction that is being done by the county. He stated that he wants to find a person with a construction management degree, someone who is a real professional in the construction and building field, and who would be highly qualified for the position.

JP Douglas asked if the position would pay for itself. County Judge Bob Clinard stated that the county would be able to do its own construction, and that this person's salary would more than pay for itself in the end. He added that this person would be dealing with maintenance, construction, remodeling, and janitorial work, and would report directly to the County Judge. JP Allen stated that he agrees that the county needs this position.

Discussion was held on the qualifications of the new position.

County Judge Bob Clinard stated that they are seeking a higher level of management with a degree in construction management or an associated field, or 15 years of experience in management construction or a related field.

JP Sandlin stated this request will be set aside for ranking.

F. Departments 30 (DEM) and 68 (CENCOM) - Reorganization

Re-grade DEM Director (Increase in salary)

Re-grade DEM Deputy Director (Decrease in Salary)

Re-grade Director of Emergency Communications (Increase in Salary)

New Position: Deputy Director of Emergency Communications

Delete Manager of Emergency Services

JP Moore made motion to forward Departments 30 and 68 reorganization requests to the July 5, 2011 Finance Committee agenda, seconded by JP Carr.

JP Moore stated that the total annual budget impact would be \$63.97 this year and \$184.00 next year. JP Douglas stated that in Department 68, there is a position taking a considerable pay cut.

Marshal Watson stated that the position would receive a pay cut, but would fall under one of the positions that will be available. He stated that he is proposing to restore the organization of these two departments to what they were before changes were made in 2010. He stated this will eliminate middle management, and that the Directors of CENCOM and the Emergency Management Department would report directly to him.

JP Sandlin stated these grades are the same that were in place prior to the change. JP Allen stated all of the pay grades seem to be going up.

Marshal Watson stated that the Director of Emergency Management was a Grade 15, and is now a Grade 16, the Director of Emergency Communications was a Grade 14 and has now graded out to a Grade 15. JP Allen stated that he is concerned that there is a lot of movement within the department.

Barbara Ludwig stated that in 2010 when the Manager of Emergency Services position was created, the heads of the two departments were downgraded, and now that they are doing away with middle management, some of those management functions will go back into the director's role.

Lengthy discussion was held on the re-organization, new job descriptions, and the grade level changes. Barbara Ludwig stated that when doing the grading in 2009 there was no middle management, and that is what she used as the basis point. She added at that time the positions were at grade 15 and 14. She stated that when comparing job descriptions, the responsibility and authority over a department was the same as in 2009 and that is why she used the grade 15. Barbara Ludwig stated that the Director of Emergency Management grade is higher because they oversee the whole function of the department.

Motion passed by unanimous show of hands vote.

G. Departments 31 (Planning and Development) and 38 (Environmental Services)

New Position – Director of Planning and Environmental Services

JP Kurt made motion that this position be considered on the ranking sheet and also for discussion, seconded by JP Carr.

Administrator of General Services Elizabeth Bowen stated this is the 2008 job description for the Planning Director and Environmental Services Director, and they have combined those duties and made one job description to be over both departments. She stated in 2008, there were 14 employees between the two departments, and now there are 8.3 employees. She stated having a Director overseeing those employees will allow greater productivity, efficiency, and the ability to resolve problems in a timely manner. She stated that the Planning Department has seen a significant reduction in fee revenue; \$22,000 in 2008, \$6,300 in 2009, and \$6,700 in 2010. She said to date this year they have seen an increase. She reported that in the Building Department, which is a separate division of the Planning Department, 2008 revenue was \$138,000, and decreased 26% to \$102,000 in 2009. She said a staff reduction at that time was warranted, but in 2010 there was a 12 % increase to \$114,000. She reported that based on what they have seen so far in 2011, the revenue will be up another 6%, which indicates that we do need to increase the staff in the Planning and Building department. She stated that permits have increased by 25% this year, based on numbers through May.

Elizabeth Bowen reported that in the Environmental Department, complaints have increased over the last several years, and in 2011 the department has already seen a rise in the number of complaints and the number of cases closed. Elizabeth Bowen stated this calls for a staff increase, and they would like to see it at the management level.

JP Moore stated it is going to be tough finding a person with experience in planning and environmental services with the job skills that this position requires.

Elizabeth Bowen stated that the more populous states have begun combining the two departments. She added that there is an employee that does have a degree in both levels, but who has only worked for the county for four weeks.

JP Allen stated that unfortunately, planning and building have become an environmental job. He asked if this person would be working closely with and attending the Planning Committee and Planning Board meetings. Bowen stated that the new person would attend the meetings, that she was attending them and serving as the Planning Director now.

Elizabeth Bowen reported that the county has received notice that there is going to be a very large racetrack to be built in the area.

JP Allen asked if the salary would be split 50/50 between the two departments. Comptroller Richard McComas stated both departments are funded from County General, and could be put in either department's budget in the future.

Elizabeth Bowen stated that these two departments were more aggressively reduced than what was necessary in 2009, and as a result the department is behind in building permits, state permits, and there is a real need for this position.

H. Department 44 – Road Department

Additional Staffing – Three (3) Heavy Equipment Operators

Southwest Supervisor Steve Douglas of the Road Department stated that there are three "Truck Driver" positions in the budget which have not been funded, and that the Road Department needs these additional drivers. He added that an extra driver would cut the Road Department's workload, and gave the example of a road which takes 3,000 loads of dirt, and stated that with five trucks averaging 10 loads a day, the project would take 60 days. He said by adding just one truck, the time would be reduced to 50 days, which would result in 10 days that two rollers, two dozers, one grader, one excavator, one water truck, and one foreman will not be tied up on the project.

JP Moore asked what the starting salary would be for these positions. Steve Douglas stated that the starting salary would be \$12.48 per hour.

JP Douglas stated that the county has trucks that are sitting idle, and not being used. Steve Douglas stated that unless they pull someone from a grader or a heavy piece of equipment, these trucks are sitting idle and not being used.

JP Winscott asked if the people that would be hired would be qualified to drive dozers and road graders in addition to trucks. Steve Douglas stated that the more experience they have, the better chance they have of getting hired. He added that they are required to have a Class B - CLD license.

Further discussion was held on the need for the truck driver positions and the salary impact to the budget.

I. Department 49 – Information Services

Delete PC Support Supervisor

Delete Software Specialist

Add two (2) Software Programmers

JP Moore made motion to forward the request to the July 5, 2011 Finance Committee agenda, seconded by JP Allen.

Elizabeth Bowen stated that as technology has changed, the PC Support Supervisor and

Software Specialist positions are considered more as a programmer and an analyst. She added that the Software Specialist will be a Software Programmer, the PC Support Supervisor will be going into a web-developer position, and the web-developer person will go into the Software Programmer position. JP Blaty asked if the employees would be getting raises. Elizabeth Bowen stated that the budget impact for this year would be \$1,108.74 for two positions, and there will not be a salary change for the third position. She stated that the job description is so different now because the previous job description is 10 years old and the PC world has changed significantly in 10 years.

Motion passed by show of hands.

5 yeas: Allen, Harrison, Carr, Moore, Sandlin

1 nay: Blaty

11. Ranking of Requests

Richard McComas handed out ranking request sheets listing the six positions requested, and asked each of the committee members to rank the positions from one to six in priority based on need, with one as first.

JP Moore stated that they have all made the case that they are necessary, but we don't have any idea what our revenues are going to be next year, so it will be hard to make a decision.

JP Sandlin stated that if all positions are approved, the 2012 Budget would be impacted by approximately \$250,000.

Ranking sheet results:

- 1. Division of Maintenance and Building Construction Manager – Department 23**
- 2. CID II Investigator, Sherriff's Department 05**
- 3. Truck Driver – Road Department 44**
- 4. Truck Driver – Road Department 44**
- 5. Director of Planning and Environmental Services – Departments 31 & 38**
- 6. Truck Driver – Road Department 44**

JP Allen made motion to forward the ranking requests to the July 5, 2011 Finance Committee agenda, seconded by JP Moore.

Richard McComas stated that for the Finance Committee meeting, they will bring the costs in the order that the positions have been ranked, so they can see a running total of the amounts that would be needed from each fund.

Motion passed by unanimous show of hands vote.

Old Business

None

Other Business

None

Meeting adjourned at 5:42.

