

April 22, 2013  
**PERSONNEL COMMITTEE REPORT**

The Personnel Committee met Monday, April 22, 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 Anglin, K. Harrison, and Meyers, County Judge Bob Clinard, County Clerk Tena O'Brien, Collector Gloria Peterson, Treasurer Deanna Ratcliffe, Circuit Clerk Brenda DeShields, Assessor Glenn "Bear" Chaney, Administrator of General Services John Sudduth, Human Resources Manager Barbara Ludwig, County Attorney George Spence, Comptroller Sarah Daniels,

**New Business:**

**1. Personnel Requests**

**a. Assessor's Office Request – GIS Project Manager**

Assessor Glenn "Bear" Chaney stated this wage adjustment request for the GIS Project Manager is because of the reassignment of extra duties and responsibilities previously performed by a former employee who has left the county. He stated that he is asking for a \$5,000 increase at this time.

JP Allen asked if the employee is doing what he has always done, plus part of the former employees' duties, and is there any intent to replace any part of this position. Bear Chaney stated that they will not be changing anything.

Human Resources Manager Barbara Ludwig stated that this will require \$6,684.59 from the General Fund for a full year.

JP J. Harrison made motion to approve the wage adjustment request for the GIS Project Manager and to forward it to the May 7, 2013 Finance Committee agenda, seconded by JP Moehring.

Motion passed by unanimous show of hands vote.

**b. Road Department Request - Additional staffing: Three Operator II positions**

Road Department Superintendent Jack Brown stated that they would like to hire three new Equipment Operator II's, because of the additional work that the Road Department will be doing as a result of the of the new ½-cent Road Tax money that will be coming to the county. He added that the recent rains damaged or washed out several bridges and that the box culverts supporting the Georgia Flats Bridge were washed away. He stated that their workload has increased, and that they have three new dump trucks coming but not enough personnel to operate them.

JP Allen stated that he is very pleased with the Road Department and their work and how far it has come. He stated that he is concerned with whether or not they really need three additional people, as he was under the impression when the court recently voted for the additional funding for the road program that additional people would not be needed.

Jack Brown stated that due to the devastation to county roads from recent rains, they do not have the personnel to do the work. He stated that the asphalt crew has been taken off the 100-mile asphalt project and put to work on the storm damage. He added that there are some roads that are impassable and in very poor condition.

Lengthy discussion was held on the Road Department's request for adding additional personnel to the department and the impact to the 2013 budget.

Human Resources Manager Barbara Ludwig stated that the annual impact to the budget would be \$134,807.29, and about 75% of that amount for the remainder of this year.

JP Sandlin stated that the question was previously asked if the Road Department would need additional people this year, and the court was told that no more would be needed.

Jack Brown stated they would not have needed the additional employees, but they now have five people out on Family Medical Leave (FMLA.)

Barbara Ludwig stated that when the Road Department did their reorganization, she was concerned that they may have cut back too much in personnel. She stated that before the reorganization, they had 85 positions in the department, and they now have 80.

Further discussion was held on adding additional personnel for the Road Department and hiring additional part-time or seasonal workers.

JP Allen made motion to forward the Road Department request to the May 7, 2013 Finance Committee agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

### **c. Jail Requests**

- **Additional staffing: Two Part-time Licensed Practical Nurses**

Jail Captain Jeremy Quill stated that they are requesting two part-time Licensed Practical Nurses for the Jail who will be paid through the Communications Fund. He stated that there is a new Federal Law called the "Prison Rape Elimination Law" (PREA), which requires that the nursing staff dispense medications to inmates that the deputies cannot. He stated that if an audit were to find that the Jail was not in compliance, they could pull the Federal Inmates, which generate about \$600,000 a year. He added that if they are found to be out of compliance a second time, the jail could be closed.

JP Allen made motion to approve and forward to the May 07, 2013 Finance Committee agenda, seconded by JP Moehring.

Motion passed by unanimous show of hands vote.

- **Request for a wage adjustment for Licensed Practical Nurse to bring salary to the maximum hire-in rate (90%)**

Jeremy Quill stated that this request is for a Waiver in the Salary Administration Policy and Wage Adjustment. He stated this is to move the current base pay from \$33,196.80 to \$35,568.00, which is the maximum hire-in rate.

JP Allen made motion to approve and forward to the May 14, 2013 Committee of the Whole agenda, seconded by JP Moehring.

Motion passed by unanimous show of hands vote.

## 2. Non-reoccurring Salary Adjustment

### Elected Officials' Recommendation for Non-Reoccurring Salary Adjustments

Category	# Employees	Amount	Total All Funds	Impact on General Fund
FT Employees hired prior to 1/1/2012	486	\$ 1,125	\$ 546,750.00	\$ 426,933.01
FT Employees hired 1/1/2012 to 12/31/2012	109	\$ 875	\$ 95,375.00	\$ 95,375.00
FT Employees hired 1/1/2013 to 3/31/2013	18	\$ 250	\$ 4,500.00	\$ 4,914.90
<b>TOTALS</b>	<b>613</b>		<b><u>\$ 646,625.00</u></b>	<b><u>\$ 527,222.91</u></b>
<b>Total Wages and Benefits</b>			<b><u>\$ 808,281.00</u></b>	<b><u>\$ 659,029.00</u></b>

### 1.91% increase in the General Fund Budget

County Judge Bob Clinard stated that the non-reoccurring salary adjustment that has been proposed is something that all of the elected officials have agreed needs to be done. He added that county employees are underpaid, and while the bonuses will not correct that problem, they will assure the employees that the elected officials are aware of their situation and are trying to do something. He stated that we need to tell our employees that we think they do a good job and that we appreciate them.

JP Allen stated that he agreed that they are underpaid but their benefit package makes up for the difference. He stated that the benefit package here at the county is excellent, and is better than what you would find at most companies. He stated that they did get a 2% raise in the 2013 budget process to make up for the 2% raise in federal withholding, and that that is more than many private sector employees received and should not be forgotten. He stated that they just got a 2 % raise and some people are acting like it was an insult and it is not, and he is afraid that the 4% to5% increases are gone.

Further discussion was held on the non-reoccurring salary adjustment.

County Clerk Tena O'Brien stated that we have employees that have been loyal to the county. She stated that there are a lot of employees that only make \$22,000 to \$23,000 a year, and that there are employees that have to work at two jobs to make ends meet. She added they did appreciate the 2% increase, and that they would like to do more if at all possible.

Bear Chaney said that county government is a service to the people and the employees are the providers of that service. He stated that we are here to serve the public and we do that, and he thinks that the employees should be compensated.

Circuit Clerk Brenda DeShields stated that her office is losing employees to private businesses that pay more and also offer benefits.

Lengthy discussion was held on the county employees receiving the non-reoccurring salary adjustment and the benefits that county employees now receive.

JP Moehring stated that he would support the non-reoccurring salary adjustment.

Treasure Deanna Radcliffe stated that the employees and elected officials have worked hard to do more with less and produce the annual turn-back money that builds the county's reserve fund. She added she does not know why they are saying that the money is not there.

Further discussion was held on merit raises and the non-reoccurring salary adjustment.

JP Moehring made motion to approve and forward the non-reoccurring salary adjustment request to the Tuesday, May 7, 2013 Finance Committee agenda, seconded by JP Hernandez.

Motion passed by show of hands vote.

4 in favor: Sandlin, Hernandez, J. Harrison, Moehring

1 opposed: Allen

1 absent: Carr

### **3. Policy and Procedure Changes**

#### **a. Credit Card Procedure**

Comptroller Sarah Daniels presented a credit card policy to the committee, and stated that a policy needs to be initiated to set guidelines for use of county credit cards to facilitate purchases necessary for county operations, travel to approved destinations, and other necessary transactions where use of a purchase order is not feasible.

Lengthy discussion was held on establishing the credit card procedure policy.

JP Allen made motion to approve and forward to the May 14, 2013 Committee of the Whole agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

#### **b. Employee Policy Manual Changes**

Human Resources Manager Barbara Ludwig presented a power point presentation on the Employee Personnel Policy Ordinance and explained the proposed changes being made to the ordinance:

### **Changes to the Employee Personnel Policy Ordinance**

---

#### **1. Change the name of the “Grievance Committee” to Grievance Council**

#### **2. Change Article IX, Grievance Hearing Procedure (Section F)**

##### **F. Hearing Procedures:**

1. NOTICE: After an employee requests a grievance hearing, the employee shall be notified of the date, time, and place of the hearing. **If the set time/date of the hearing is not acceptable, the grievant may request a change in date, time, and/or place. If the grievant fails to notify the Office of the County Judge of the intent to cancel the hearing, within twenty-four (24) hours of the hearing, they (will) may be charged for the expenses incurred to hold the hearing.**

#### **3. Change Article X County Grievance Committee**

##### **X. COUNTY GRIEVANCE ~~COMMITTEE~~ Council**

A. The County Grievance ~~Committee~~ **Council** for employees hired by the County Judge shall be **five (5) members of the Quorum Court, selected, each year, by the Quorum Court at**

their organizational meeting. If the Quorum Court fails to select members of the Grievance Council, then it shall be composed of all members of the Quorum Court. The Grievance Council shall elect a chair from number who shall serve for the year. The decision of the Grievance ~~Committee~~ **Council** shall only be advisory. (~~Ark. Con., Am. 55, Section 3~~).

~~B. The County Grievance Committee for employees not hired by the County Judge shall be the County Quorum Court (or its appointee{s}), and the decision of the Grievance Committee shall be the decision of the county. (Ark. Con., Am. 55, Section 1).~~

#### **4. Change Article XIV, Compensatory Time (Section D & K)**

D. The normal work period shall be 40 hours per week for all employees except employees engaged in the provision of law enforcement (including jailer) and ambulance services. The normal workweek for law enforcement (including jailer) and ambulance personnel shall be no more than ~~171~~ **80** hours in a ~~28~~ **16** consecutive day work period (**including weekends.**)

K. The county requests that any compensatory time incurred in any 28-day work period be used by the employee during the next 28-day work period. Compensatory time will be charged before vacation leave, if a balance exists **of more than five (5) hours** at the time vacation is requested. Accrued compensatory time will be expended prior to expending any accrued annual leave. **If an employee has reached the maximum accrual level of vacation leave, a combination of vacation and compensatory time will be allowed until his/her vacation leave balance falls below that maximum accrual level.** The amount of overtime is calculated in fifteen (15) minute increments. If less than eight (8) minutes are worked, the number of minutes of overtime will be rounded downward. If eight (8) minutes or more are worked, the number of minutes of overtime will be rounded upward. Elected officials and department heads are encouraged to make every effort to afford the time off requested during the period stated herein.

#### **5. Change Article XVI, Specific Benton Personnel and Salary Administration Policies and Guidelines (Sections: F-1; G-6; J-3 (a&b);)**

##### **F. STANDARD WORK WEEK:**

1. The standard workweek for Benton County shall begin at 12:00 A.M. on Monday and end at 11:59 P.M. on Sunday. A pay period shall consist of two standard workweeks. Although the hours of operation for all County buildings are determined by the County Judge, Elected Officials will determine work schedules and his/her office's hours of operation. All employees are expected to work those hours prescribed by their elected official. The scheduling of these hours is the responsibility of each elected official. The elected official should schedule the hours of his or her employees so that each employee works no more than forty (40) hours in any workweek **or 80 hours per pay period for certain positions within the Sheriff's Office.** Absence without authorized leave, including any day or part of the day, shall be considered a violation of the Benton County Employment Policy.

## **G. PAYDAY AND SALARY CHECKS:**

6. All county employees are strongly encouraged to establish “direct deposit” of his or her pay. Employees will have a choice of up to two (2) transactions (i.e. two (2) accounts in one bank/credit union or one (1) account in two (2) banks/credit unions). All employees hired after this policy becomes effective may complete a direct deposit form during their initial orientation session. The county Human Resources staff may assist an employee in establishing an account. **The final paycheck of a person’s employment with Benton County will be in the form of a paper check rather than direct deposit.**

## **J. AUTHORIZED LEAVES OF ABSENCE AND LEAVE BENEFITS:**

### **3. SICK LEAVE:**

All full-time employees of the county with at least three (3) months service are eligible for sick leave with pay with the maximum benefit of up to twelve (12) working days per year. This earned sick leave can be carried over from year to year. Sick leave shall accrue at the rate per paid hour of work, **up to a maximum of 420 ~~320~~ hours.**

- a. An employee will be eligible for sick leave for the following reasons:  
Personal or family (employee’s spouse, child or parent) illness or physical incapacity resulting from causes beyond an employee’s control. **A grandparent of a newborn grandchild may use sick leave for the day of the birth and the day following the birth. In the case where a grandparent is needed to provide primary care for his/her child or grandchild may use sick leave if approved under the Family Medical Leave Act (FMLA). A grandparent may use non-FMLA sick leave if the grandchild remains hospitalized after birth.**

### **6. BEREAVEMENT LEAVE:**

... Vacation, compensatory time, or leave without pay may be granted for deaths other than the above. When approved by the elected official, sick leave may be used in the event of the death of an immediate family member. **Bereavement leave does not apply to employees who are no longer related to the deceased due to divorce. In the event of the death of an ex-spouse where common children under the age of eighteen (18) (or an older special needs child who requires the assistance of the surviving parent) are involved, up to three (3) days of bereavement leave may be allowed.**

### **7. Change Article XVII, Medical Insurance**

All full-time county employees are eligible to participate in a paid group health benefit plan. Participation becomes effective on the first of the month after completion of the initial three-month benefit-waiting period. The county pays the insurance premium for the employee. Family coverage is available to eligible employees at the employee’s expense. Part-time employees are not eligible to participate in the county’s medical insurance program. The elected offices of Justice of the Peace, Coroner, Surveyor, and

Constable are not eligible for the health benefit plan paid by the county. Eligible employees electing not to participate in the paid health plan will not receive alternate insurance or a cash sum in lieu of the program and must sign documentation waiving their coverage choice. Justices of the Peace may participate in the health plan at their own expense. Current part-time employees who are promoted into a full-time position, Deputy Prosecuting Attorneys, and Deputy Public Defender Attorney's who transfer from state-funded positions to county-funded positions without any break in employment become eligible to participate in the group health benefit plan immediately. **Insurance coverage will end on the last day of the month in which you last worked. Vacation leave, non-FMLA sick leave, and grievance pay does not apply in the calculation of last day of coverage.**

**8. Change Article XIX, Worker's Compensation (Add Section c)**

**c) Employees receiving compensation under the worker's compensation plan will receive holiday pay and will continue to accrue vacation and sick leave for the first 60 days while covered under the workers' compensation insurance program.**

**9. Change Article XXI, Termination**

Benton County is an at-will employer. Employment with Benton County may be terminated at any time by the employee or the County for any or for no reason, with or without notice. Employees are encouraged but not required to give two weeks' notice.

The personnel office shall determine the compensation due the employee on termination according to records of the Personnel Office and the Elected Official. **Insurance coverage will end on the last day of the month in which you last worked. Vacation leave, non-FMLA sick leave, and grievance pay does not apply in the calculation of last day of coverage. The employee's final paycheck will be in the form of a paper check, even if he/she previously had direct deposit of paychecks.**

**10. Change Article XXXIII, Rules of Conduct**

**Benton County employees are prohibited by law to bid on or knowingly come into possession of County-owned property or property sold through the County surplus auctions.**

County employees shall conduct themselves both on the job and off duty so as to command the respect of fellow workers and the general public. **Use of profanity and/or comments made regarding a person's race, ethnic background, or sexuality will not be tolerated and may result in disciplinary actions up to and including termination.**

**11. Change Article XXXV, Electronic Information Systems Usage**

Incidental and infrequent private use of electronic mail and viewing of information via the global internet may be allowed if approved by the elected official. However,

documents and electronic messages are not private. ~~The county records all incoming and outgoing electronic activity.~~ **Employees are prohibited from using their county-owned computer, tablet, or phone to view television, movies or inappropriate web content. Emails and computer usage may be monitored by the county.**

Lengthy discussion was held on the proposed changes to the Employee Policy Ordinance.

County Attorney George Spence stated that the language for these proposed changes will be made and presented to the court.

JP Allen made motion to approve and forward the proposed changes through Article 35 to the Employee Policy Ordinance to the May 12, 2013 Committee of the Thirteen agenda, seconded by JP J. Harrison

JP Sandlin made recommendation that sick leave be extended up to 480 hours in 12 weeks instead of up to a maximum of 320 hours. She stated if something serious were to happen to an employee, this would cover them until long-term disability would kick in.

Motion passed by unanimous show of hands vote.

## **12. Add Article XXXVII, County Travel and Meal Expense Policy**

- a) **Purpose:** The purpose of this policy is to establish the procedures governing the eligibility for payment incurred by County Employees and Elected Officials during travel related to County business. Elected officials and department heads must approve all requests for official travel prior to the employee's departure. Elected officials and department heads will evaluate travel requests against factors including budget constraints, job relatedness of traveler's activities, and other program considerations judged by the elected official or department head to have an impact on the request.
- b) **Non-County Reimbursements:** County employees and elected officials will not receive duplicate reimbursement from the County for attending workshops and meetings.
- c) **Transportation:** For travel by air, bus or train, actual cost will be paid directly from the County to the vendor. Where possible, air reservations should be made 30 days prior to departure to maximize discounts. Vendor supplied receipts must be submitted with payment requests. Taxicab and bus fares within the visited city will be reimbursed at actual cost with receipts required. Employees who intend to rent vehicles (only compact or mid-sized cars) for official County business must secure approval from their elected official or department head. Air travel must be at economy class.

Reimbursement for use of a private vehicle is allowable on a per-mile basis based on the Standard Mileage Rate as set by the U.S. General Services Administration (GSA). Employees can check with the Accounting Department for the current Standard

Mileage Rate. Reimbursement shall be based only on official miles driven, and the County shall not assume responsibility for maintenance, operational cost, accidents, or fines incurred by the owner of the vehicle while on official business for the County. When more than one County employee is transported in the same vehicle, only one owner shall be entitled to mileage reimbursement.

Trip distances shall be computed from the odometer readings and recorded on the Travel Request Form. Should the employee, in the course of County-related travel, use his/her vehicle for personal use, then the employee is only allowed reimbursement for the County-related mileage as listed on the Travel Request Form.

Map mileage or computer generated maps such as MapQuest or Yahoo Maps may be utilized to determine mileage. The County will only reimburse for the most direct route unless the employee is required to make alternate stops, which shall be noted on the Travel Request Form.

All employees traveling in personally owned vehicles for County business must have current vehicle insurance and a valid driver's license. If said employee does not have current vehicle insurance and a valid driver's license, then it is the responsibility of the elected official or department head to prohibit the use of a privately owned vehicle on County business. The elected official or department head in approving an employee's claim for reimbursement of travel by private automobile is, in effect, certifying that he/she has made a reasonable effort to determine that the employee has current insurance.

Personal vehicle mileage reimbursement shall not exceed available economy airfare, nor shall food and lodging expense be for more than one day of travel time to and from the destination.

**d) Meals During Travel:**

Meals during travel will only be reimbursed or funded by the County if consumed while traveling outside the County boundaries. The County will pay no more per day than the Standard Meal Allowance as set by the GSA for the area in which the travel occurs. The Standard Meal Allowance includes cost of meal and any incidental expenses, such as tips. Tips shall not exceed 15% of cost of meal. Current rates and exceptions for high-cost areas can be obtained at the GSA website [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

County employees will use the Meals & Incidental Expenses ((M&IE) rate published in the current GSA per diem policy. In all cases for two or more days of travel, the per diem rate for the first and last day of travel will be 75% of the maximum M&IE rate.

Snacks such as soda, coffee, candy, tobacco items and other personal items are not allowable County expenditures per the State Auditor.

**e) Local Meals:**

Reimbursement for local meals will only be made if they meet the following IRS conditions:

- i. They are furnished on Benton County-premises or facilities utilized for County functions and are for the convenience of the County (i.e. during training sessions and during emergency events.

**f) Lodging:**

Actual costs for single-room rate lodging are paid by Visa Card, when available; directly by the County to the establishment; or can be reimbursed to the employee with actual receipts attached to the payment request. It is recommended that the employee find lodging that offers government rates as established by the GSA for the specific area. In cases where an employee is attending a conference/association meeting and the conference assigns or recommends the hotel, then the County will pay the conference rate. The County shall not pay for personal items such as movie rental, flowers, laundry services, room service, or alcoholic beverages.

**g) Parking and Tolls:**

Expenses incurred for parking and tolls are reimbursable with actual receipts.

**h) Seminar and Conference Registration:**

Seminar and conference registration fees, etc., are paid directly by the County to the registrar, or can be reimbursed to the employee with actual receipts attached to the payment request.

**i) County Visa Cards:**

Only authorized employees who have been assigned a County Visa Card may utilize that card for lodging. The County Visa Card will also be allowed for meals but fuel purchases should be only made using the Visa Card when the County Fuel Card is not accepted. If the County Visa Card is used for meals during overnight travel it should be noted that the receipts for the Card must be provided and checked for accuracy by the immediate supervisor on the Travel Request Form before submission to the Accounting Department.

**j) Travel Advances:**

The County may sometimes give employees a cash advance to cover the expected expenses for an approved trip. If an employee needs cash advance, he/she must complete the Travel Request Form which is available from the Accounting Department. All advances must be approved by the elected official or department head. The Travel Request Form must be completed and turned into the Accounting Department within 72 hours of return. Receipts for every expense item claimed must be submitted with the Report.

It is a very serious matter to record false or misleading information on a Travel Request Form. You may not request reimbursement for expenses that you did not have or that were not

business-related. Employees who do not follow this travel policy could be subject to disciplinary action, up to and including termination of employment

Comptroller Sarah Daniels stated that County employees are not allowed to receive duplicate reimbursements from the County for attending workshops and meetings, and that the county will not pay more than the Standard Meal Allowance as set by the General Service Administration (GSA.)

Lengthy discussion was held on the proposed County Travel and Meal Expense Policy.

JP J. Harrison made motion to approve and forward the proposed changes to the County Travel and Meal Expense Policy to the May 14, 2013 Committee of the Whole agenda, seconded by JP Moehring.

Motion passed by unanimous show of hands vote.

### **13. Add Article XXXVIII, County Uniform Policy**

County purchased uniforms and work clothing issued to employees must meet County guidelines in order to be purchased. Departments shall identify uniforms or work clothing items as being specifically required for a position, program participation, or event.

- 1) Only items required for specific position, program participation, or events may be purchased, unless otherwise approved by the appropriate Elected Official.
- 2) Department identified uniforms must bear the Benton County Government logo in a conspicuous place. Specific departments may be granted approval for logos other than the standard Benton County Government logo by the County Judge.
- 3) Uniforms and work clothing is defined by the IRS. (See Publication 529)
- 4) Items that are not adaptable to general use are excluded from the requirement to bear the County logo. These items include safety equipment items that are exposed to hazardous waste, items that would not be adaptable to use outside the workplace, work clothing for uniformed and/or certified public safety employees, and items that do not leave County premises.
- 5) If appropriated by the Quorum Court, employees may be eligible for a work clothing allowance. Such allowances are a benefit for a particular position. Such allowances are taxable income and will be included on an employee's W-2. Any work clothing allowance will be divided and paid out to the employee as part of the employee's pay throughout the course of the year unless otherwise approved by the elected official for whom the employee works. With such approval, any work clothing allowance up to the full annual allowance may be expended or paid out in a single lump sum with the amount so expended to be accounted for throughout the course of the year in order to recover the

amount advanced. In such instances, the employee shall sign an agreement allowing the advanced amount to be withheld from the employee's final paycheck in the event the employee separates from employment.

- 6) Care and Maintenance of Uniforms – Benton County (may) shall provide a cleaning service for all issued uniforms. The County will be responsible for the cost of cleaning/maintaining all issued uniforms. Employees are personally responsible for the proper care, cleaning, alterations and repair of any work clothing purchased with his/her allowance.

Lengthy discussion was held on adding language to the policy that "in considering a request for a clothing allowance, the Quorum Court may take into account how similar positions are treated by other employers, and that while the Quorum Court has ultimate discretion with regard to any particular clothing allowance, such will generally not be considered for positions which are purely office work or positions which are already provided daily uniforms at the County's expense to Item five of the policy."

County Attorney George Spence stated this addresses those Sheriff's Deputies who do not wear uniforms, detectives, and the top commanders in the Sheriff's Office. He said when it is stated that this is a "benefit" to a particular position; it means that it is a taxable benefit. He stated that this would be managed buy the court in the budget process, and that this is a taxable item because of IRS rules. He stated that the City of Bentonville and the City of Rogers have policies like this, wherein their detectives and command officers are allowed a clothing allowance. He added that the recommended changes will be made and presented to the Committee of the Whole.

JP Allen stated that he wanted the policy to exclude administrative personnel, and that he does like the fact that it states detectives. JP Allen added that this has potential for a huge morale issue.

Further discussion was held on the work clothing allowance and the positions that would be entitled to the allowance.

JP Moehring made motion to approve and forward the proposed County Uniform Policy with the changes to section five to the May 14, 2013 Committee of the Whole agenda, seconded by JP Rey Hernandez.

Motion passed by unanimous show of hands vote.

**Old Business:**

None

**Other Business:**

None

Meeting adjourned at 9:25 p.m.