

June 24, 2014
PERSONNEL COMMITTEE REPORT

The Personnel Committee met Tuesday, June 24, 2014 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
Absent: Moehring, Hernandez

Others Present: JP's Anglin, Meyers, Assessor Glen "Bear" Chaney, Collector Gloria Peterson, Administrator of Public Services Jeff Clark, Administrator of General Services John Sudduth, Director of Information Technologies Eddie Mahar, Human Resources Manager Barbara Ludwig

I. Assessor' Office, Dept. 0105, Fund 1802

- Delete four (4) Appraiser Level IV Positions - Grade 12
- Add one (1) Appraiser – Level IV, Lead Appraiser – Grade 13
- Add one (1) Appraiser – Level IV, Market Valuation Specialist – Grade 13
- Add one (1) Appraiser – Level IV, Reappraisal Auditor – Grade 12
- Add one (1) Appraiser – Level IV, Support Specialist – Grade 12

Assessor Glen "Bear" Chaney stated this reorganization will prepare the staff for the next re-appraisal, which will be in 2016. He said that the request will carry a small cost to the general fund, estimated at \$580 in 2014 and \$1,370 in 2015.

JP Allen made motion approve and forward to the July 01, 2014 Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

II. Collector, Dept. 0104, Fund 1801

- Delete one (1) Satellite Office Administrator - Grade 11
- Delete one (1) Deputy Collector V - Business/Bankruptcy and Specialty Collections - Grade 10
- Add two (2) Deputy Collector Supervisor – Grade 10
- Add one (1) Deputy Collector I – Grade 5

Collector Gloria Peterson stated that they have received a grant from the Northwest Arkansas Economic Development District General Improvement Plan that will provide counters and fixtures for the new Assessor/Collector's satellite offices located at 2401 South West "D" Street, Bentonville, AR. She stated that her request is to delete two positions (2) and add three (3) positions to staff the new satellite office, with no impact on the general fund.

Lengthy discussion was held on the additional staffing for the Collector's satellite office.

JP Allen made motion to approve and forward to the July 1, 2014 Finance Committee agenda, seconded by JP Carr.

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Motion passed by unanimous show of hands vote.

III. Dept. 0200, Road Department, Fund 2000

Delete one (1) Director of Road/Bridge Construction and Maintenance – Grade 22

Delete one (1) Asset Control Coordinator – Grade 14

Delete one (1) Assistant Road Superintendent – Grade 15

Delete one (1) Road Coordinator – Grade 8

Add one (1) Construction Superintendent II – Grade 20

Add one (1) Administration Coordinator – Grade 15

Add one (1) Senior Asset Control Coordinator – Grade 15

Add one (1) Staff Assistant – Grade 6

Administrator of Public Services Jeff Clark stated that this reorganization is reconstruction of the management system. He stated that the changes will provide more administrative support as he strives to be a “hands on” manager. He added that he is planning a more structured safety program in the department.

JP J. Harrison made motion to approve and forward to the July 1, 2014 Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote

IV. Dept. 0115. INFORMATION TECHNOLOGY DEPARTMENT, Fund 1000

Delete two (2) PC Support Specialist – Grade 15

Delete one (1) Assistant Systems Administrator – Grade 18

Delete one (1) Webmaster – Grade 18

Delete one (1) IT-Project Manager – Grade 20

Add one (1) Connectivity Analyst – Grade 18

Add one (1) System Analyst – Grade 15

Add one (1) Network Administrator – Grade 18

Add one (1) Information Coordinator – Grade 18

Add one (1) Database Administrator and Project Coordinator – Grade 20

Director of Information Technologies Eddie Mahar stated that this reorganization request is to change job descriptions and titles. He stated that the budgets will be offset by reductions in various funds within the department.

JP Allen made motion to approve and forward to the July 1, 2014 Finance Committee agenda, seconded by JP J. Harrison

POLICY LANGUAGE

- A. Vacation Language to allow the three week accrual rate to start at the beginning of the 6th year.

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- B. Change to the Grievance Policy to send to the Grievance Council Members only the time and date of grievance; the grievant's name, job title; and department. Current policy language requires that the grievant's letter requesting a hearing be sent.

Human Resources Manager Barbara Ludwig stated that there is one minor change in the vacation policy to change the accrual rate to begin after the employee has completed their 5th year, instead of the 7th year. She stated that this was an error in the original ordinance.

Barbara Ludwig stated that she is asking to change the grievance procedure to limit distribution of grievance letters that employees are required to submit detailing their claim. She explained currently these letters are sent to the justices of the peace who serve on the Grievance Council at the time that the hearing date is set, and that she wants to present these letters to the Grievance Council members at the hearing.

Barbara stated that she wants to avoid having the justices judging the case based on the letters and wants them to listen and be impartial.

JP Anglin stated that she did not want to wait until the hearing to have the information presented to her. She stated that she might have questions about policy, that she would want answered before a hearing.

Lengthy discussion was held by the committee members expressing their opposition of changing the grievance procedures for distribution of the grievance letters.

JP Sandlin suggested that they vote to change the policy language with two separate motions.

JP J. Harrison made motion to approve Item A to change the vacation language and forward to the July 1, 2014 Finance Committee agenda, seconded by JP Carr

Motion passed by unanimous show of hands vote.

No motion was made to forward the proposed change to the Grievance Policy.

VI. Historical Preservation Commission

- A. Delete Staff Assistant from Budget and Schedule 4 Effective 03-10-2014.

Barbara Ludwig stated that the Historical Preservation Commission voted in their March meeting to delete the staff assistant's position from their budget and Schedule 4.

JP J. Harrison made motion to approve and forward to the July 1, 2014 Finance Committee agenda, seconded by JP Carr.

Motion passed by unanimous show of hands vote.

Meeting adjourned at 7:15 p.m.