

## PERSONNEL COMMITTEE REPORT

September 29, 2015

A Personnel Committee meeting was held Tuesday, September 29, 2015, at 6:00 p.m. in the County Administration Building, Quorum Court Meeting Room, 215 East Central, Bentonville, Arkansas.

Committee Members Present: JPs Sandlin, Chiocco, J. Harrison, Anglin, Shadlow

Absent: JP Leadabrand

Others Present: JPs Slinkard, Meyers, County Clerk Tena O'Brien, Circuit Judge Brad Karren, Prosecuting Attorney Nathan Smith, Administer of General Services John Sudduth, Administrator of Public Services Jeff Clark, Human Resources Director Barbara Ludwig, , Comptroller Brenda Guenther, Director of Fire Services Marc Trollinger, Sheriff's Department Majors Nathan Atchison and Shawn Holloway, Juvenile Detention Center Director Denyse Collins, Director of Information Technology Eddie Mahar, Database Administrator and Project Coordinator James Turner

Media: Tom Sissom

JP Sandlin called the meeting to order at 6:04pm. She announced that due to the large amount of items on the agenda, the meeting would be broken up into two separate meetings.

### **Public Comments:**

None

### **Title Changes Only: a) Change Administrative Assistants' Titles to Chief Deputy for the Assessor, Circuit Clerk, and Collector, b) Change PC Support Specialist Position Title to IT Support Specialist:**

Human Resources Director Barbara Ludwig stated that they are asking for Administrative Assistants' titles to be changed to Chief Deputy. This has to go through the budget process because it has to be added to the ordinance. The second title change request is to change PC Support Specialist to IT Support Specialist to reflect that they do not only deal with PCs, but with all aspects of Information Technology.

JP Shadlow asked if this title change could lead to a request for a salary increase.

Barbara Ludwig said she could not promise that it never would but that is not the intention behind these title changes. The intent is to bring their titles in line with the titles of other state employees.

JP J. Harrison made a motion to approve and send to the Budget Committee, seconded by JP Anglin.

Motion passed by unanimous voice vote.

JP Meyers inquired as to why this needs to go to the Budget Committee.

JP Sandlin answered that it has to go into the schedule under change of titles.

**Request to Increase Wage Rate for Election Workers: a) Poll Workers from \$8.00 Per Hour to \$9.00 Per Hour, b) Poll Sheriffs From \$10.00 Per Hour to \$11.00 Per Hour:**

County Clerk Tena O'Brien stated that the Election Commission is requesting to increase the poll sheriff wages from \$10.00 per hour to \$11.00 per hour and the poll workers from \$8.00 per hour to \$9.00 per hour. The reason is that with minimum wage going up to \$8.00 per hour and recruiting people to work elections being very difficult, a bit more pay might entice potential workers.

JP Anglin asked what poll workers make in Washington County.

Tena O'Brien stated that she does not know but she believes it is the same rate.

JP Sandlin stated that they can find out before the next meeting.

JP Shadlow asked, if there is no money to be approved, why are they are doing this.

JP Sandlin stated that, since this is an increase, ultimately it will go to the Budget/Finance Committee next month.

JP Shadlow asked how many people are involved.

Tena O'Brien explained that each polling location has to have a minimum of five workers, with one of them being a sheriff, and that there are 68 polling locations.

Human Resources Director Barbara Ludwig explained that \$50,830 was budgeted this year, but with the pay increase and the presidential election coming up next year, it will increase to \$330,000. In the 2012 election, it was \$271,000. She stated that it is important to look at a comparable year when comparing it but it is a large increase from last year.

Tena O'Brien stated that Election Coordinator Kim Dennison can provide all of the numbers and information related to this request.

**Request to Increase Meeting Pay for Equalization Board Members from \$100 per Day to \$125 per Day and Add Budget Line for 2 Temporary Clerks:**

JP Sandlin stated that the Board of Equalization is requesting a \$100 per day to \$125 per day increase for each day that they meet; next year is a reappraisal year so there will be a lot of meetings. She said that Washington and Pulaski counties are already paying \$125 per day and this will be for a full day's worth of work, not just for a couple of hours. The Board of Equalization request also comes out of commission accounts so ultimately it is ten cents on the dollar that the County General Fund pays for.

JP Chiocco inquired as to the budget line item of ‘temporary clerks.’

JP Sandlin explained that, with reappraisal, it will be three members per board, for a total of nine allowed under state law. Therefore, each one of them has to have a secretary.

**Reorganization Request from Accounting Department:**

Comptroller Brenda Guenther stated that her request is a reorganization and still a work in progress. She explained that she wants to remove the Payroll Manager position and change that to a Payroll Coordinator, so it will be dropped several grades, and add a part-time Accounts Payable Specialist. With the growth going on in the county, she needs a data entry person and that will allow the Senior Account Specialist to do more managerial work. These changes will reduce payroll by almost \$8,000. She then presented the reorganization charts to the committee from the dashboard.

JP Meyers asked for clarification as to why going from a grade 7 to a grade 10 is only a difference of \$7,000 per year.

Brenda Guenther stated that they are also adding the part-time position so that number is the net of the two.

JP Shadlow asked if this is in preparation for the Comptroller taking over payroll.

Brenda Guenther confirmed that this is correct. They are still working on that implementation but they are hoping for no later than January 1, 2016.

**Reorganization Request from Human Resources Department:**

Human Resources Director Barbara Ludwig stated that they are getting rid of the grade 10 Payroll Coordinator and moving it to the accounting side. They are then adding a grade 9 Database Coordinator.

**Request for Additional Staffing and Grade Changes from the Information Technology Department:**

**a) Add One Network Analyst (Grade 16) and Two IT Support Specialists (Grade 14) for a Total of Three New Positions,**

**b) Change in Grade for Programmer from Grade 16 to Grade 17, Increase in Wages**

**c) Change in Grade for Systems Analyst from Grade 15 to Grade 16, Change in Wages:**

Director of Information Technology Eddie Mahar gave a presentation about the growing needs of the IT Department. He presented a compilation of the different responsibilities of the IT Department and the current staffing information.

JP Anglin asked if the IT Department serves every office in the county.

Eddie Mahar explained that they serve every elected official in some capacity. He stated that they currently manage 2,112 devices and, with three IT Support Specialists, that is 704 devices per support member (the average is 313); this is why they are asking for additional staff in this area. He stated that another area of concern is that they support application desktops, a lot of different applications from simple, intermediate, advanced, all over the county and the same

three individuals support this as well. There are more complex, specialized applications; there are some level 2 technical support staff that support 78 hosted-type applications. They added and increased their network infrastructure and security by implementing routers and there is one person at level 3 managing those devices. He stated that they are asking for one Network Analyst grade 16 position and two IT Support Specialist grade 14 positions to be added. He presented an organization chart illustrating this new structure. He also stated that they added additional requirements to the job description of Programmer and raised it from grade 16 to grade 17. The Systems Analyst position is currently a grade 15 and will change to a grade 16. These new roles are needed to control the demand and be able to respond in an efficient manner.

JP Anglin asked, when changing the grades due to certification requirements, if those have to be renewed every year.

Eddie Mahar responded that some are ongoing but a lot of times they are three-year certifications. IT is constantly changing and they have to stay up on these changes.

JP Sandlin asked how many IT employees there will be if this is implemented.

Eddie Mahar stated that they currently have fifteen and this would bring them to eighteen.

JP Sandlin inquired as to the number of IT employees in Pulaski County.

Eddie Mahar stated that Washington County has eight positions. Pulaski County is more in line with Benton County's numbers but is structured so that each elected official has their own IT staff member. Benton County is trying to be centralized in its IT department to control costs, so the structure differs from that of Pulaski County.

JP Sandlin asked how many of Benton County's departments have their own IT departments.

Eddie Mahar stated that some of the departments have Software Support Specialists. There are three of them.

Database Administrator and Project Coordinator James Turner stated that the Application Specialists in those departments are for supporting the specific applications of those departments. They are not doing any of the network and resources, servers, data storage, security or any high level stuff. They help out in those specific departments, but the IT Department still oversees the network for all the departments.

JP Sandlin asked how many IT personnel Washington County has currently.

Eddie Mahar stated that Washington County has eight. Pulaski County has anywhere from one to five in each department, with a total of eight departments. Pulaski County does have a Director of IT but this person manages very limited things for the county judge in that office.

James Turner added that Pulaski County also does a tremendous amount of outsourcing.

**Request for Wage Review for Four positions in the Maintenance Department:**

**a) Adjustment in Wages for Maintenance Technician Due to Inequities in Internal Wage Inequities**

**b) Adjustment for Electrician/HVAC Technician Due to External Labor Market Inequities:**

Administrator of General Services John Sudduth stated that he is asking for wage adjustments for the building maintenance staff. He said that he spoke to Human Resources Director Barbara Ludwig about this issue. He clarified that he is not asking for additional staff but asking more of the current staff. He currently has a total of four building maintenance staff. He is asking for wage adjustments for two of those positions: the Maintenance Technician and the Electrician. He has a journeyman-licensed Electrician who is getting ready to take his master exam in October. In order to keep the Electrician's salary competitive, he is requesting a minor adjustment. He also has a Maintenance Technician that has been with the county for a long time. The techs are very valuable to the county. Looking at the wage review, he asking for an increase of \$4,397.11 increase which is a 0.86% increase (with benefits).

JP Meyers said that this request will be in addition to what will be put into next year's budget and that this will take effect January 1, 2016.

John Sudduth confirmed that this is correct on both accounts.

JP Sandlin asked specifically what the Maintenance Technicians' duties and responsibilities are. John Sudduth explained the myriad of duties that the technicians perform. They can fix nearly everything, plus they can also do building and carpentry. Because of this, his department hires outside help for very few projects.

#### **Request for Additional Staffing from Environmental Services Department:**

Administrator of General Services John Sudduth gave a presentation to the committee outlining the need for an additional Environmental Service Officer. He stated that Environmental Manager Teresa Sidwell handles the clean-up, is going to handle the pilot program, serves as the educator of the environmental division; she does a lot of work for the county, and two officers report to her. Together they are responsible for 880 square miles of Benton County, they have thirty additional Beaver Lake sites that are monitored; there are only two officers to cover the entire county. These officers investigate trash dumping; there are hundreds of such cases in the county. He explained proper case documentation, the procedure that must be followed very precisely to avoid lawsuits. He showed numerous slides illustrating before and after photos of different cases that the Environmental Services Department has worked. The Environment Division is also responsible for the clean-up of waste and debris that has been illegally dumped alongside the roads. Tire dumping is also a large concern; so far this year there has been eighty-two tire dump cases, more than two cases per week. The Environment Division also does community outreach and education in area schools.

JP Sandlin asked if the county is making any headway in the clean-up efforts.

Teresa Sidwell stated that they are making some headway. They do fourteen closed cases per officer per month but every case is very time consuming, there is a lot of documentation and processing of citations and warnings, it goes to court and it takes months.

John Sudduth said that it gets convoluted when someone has passed away and the heirs have used a property as a dump site. They have to go in and systematically get it cleaned up which takes a lot of time. He said he does not feel like they are making much headway just because so

many people are moving into the county. They will also use the officers to assist with educational programs; they have gained a lot from education, not just enforcement.

JP Anglin asked how they became aware of the thirty additional sites on Beaver Lake.

John Sudduth stated that they had a meeting with Beaver Lake officials and they informed them of the thirty sites that the county is responsible for.

JP Shadlow asked if anyone has been prosecuted and what kind of sentence they get if they are prosecuted.

John Sudduth stated that the prosecutor takes it seriously and assists in any way possible.

JP Shadlow asked if there are fines coming in from these cases.

John Sudduth said that these cases go to the Circuit Judge and it is up to that judge. If there are any fees collected, it goes into General Fund, but mostly the goal is just for compliance.

**Request for Additional Staffing and Grade Changes from the Sheriff's Office:**

**a) Add Four Deputy I's (Grade 11) and Two Deputy II's (grade 12), One of the Deputy I's Being Requested is for Administration/Courthouse Security Detail, For a Total of Six New Positions,**

**b) Increase Grade for Warrants/Records Secretaries from a Grade 5 to Grade 6, This Requires Increasing the Wage of One of the Secretaries to Bring Her to the Minimum of the New Grade**

**c) Delete Property Evidence Clerk (grade 5) and Add Staff Assistant – Property/Evidence (Grade 6), Increases Wages:**

Sheriff's Department Major Shawn Holloway stated that the county has grown over the last ten years. He said that they did add some positions earlier this year in his department but, before that, they had not added any personnel for ten years. They want to add one deputy per shift and they have five shifts. There is also a power shift in the evening that handles the busy call times. They would like to increase their numbers. The request is also to increase the grade for Warrants/Record Secretaries from a grade 5 to a grade 6; this only affects one person.

Sheriff's Department Major Nathan Atchison explained that they adjusted that because her job description was the old job description and she was doing twice as much work, so they rewrote her job description. They also wanted to raise the pay grade because the lower grade is mostly clerks that may be straight out of high school. The Warrants Secretaries do much more work and they want to raise the pay grade to stay competitive and keep the people who have the skills needed for the job. They are also requesting a deputy for the courthouse division to help with the security around the county buildings.

Human Resources Director Barbara Ludwig stated that this was discussed in the Public Safety Committee and they want to add this position this year so it will need to be forwarded to the Finance Committee.

Major Nathan Atchison stated that, with this new position, they will have the exact number of deputies they need for courthouse security.

Barbara Ludwig stated that they will need to vote to put the one deputy position through to the Finance Committee meeting on Thursday.

JP J. Harrison asked if this deputy position is just for the remainder of the year 2015.

Barbara Ludwig said yes and there is an additional position being requested for 2016.

JP Meyers asked how critical this is to add the new deputy since going through the government approval process may take too long to get it this year.

Major Nathan Atchison stated that they have filled it with a current open detention spot but it is still needed.

Major Shawn Holloway stated that it has been difficult for employees to keep their comp days and vacation. This has been an issue all year. They are hoping these new deputies can alleviate some of the overtime as well.

JP Anglin asked about the increased duties for the wage request on the Warrants/Records secretary.

Barbara Ludwig said they evaluated what they did based on what other people in other departments do that are the same grade. She stated that it wasn't one of those cases where there were a lot of duties and responsibilities added but what they were doing was already equal to other grade 6's in the county.

JP Anglin asked if the extra positions being asked for are due to the increase in the jail population.

Major Shawn Holloway stated that there is no direct correlation between the two. These positions are for field deputies to get enough coverage on the shifts. The increased jail population is due to the population growth in the county.

JP Sandlin asked how many deputies the county has currently and, specifically, how many are in the jail.

Major Shawn Holloway stated that there are 115 deputies in the jail.

JP Sandlin asked if they answer calls within the city limits.

Major Shawn Holloway said that they do not answer 9-1-1 calls.

Barbara Ludwig stated that there are currently twenty-eight Deputy I's, twelve Deputy 2's and five Deputy 3's.

JP Sandlin asked how many personnel they have received this year.

Barbara Ludwig answered that they added a Detective II and an Animal Control Officer.

### **Request for Wage Adjustment from Judge Karren:**

Circuit Judge Brad Karren explained that he is addressing a payroll discrepancy. He has a Court Security Officer, Danny Monjure, whose job is to make certain that the court staff and citizens are safe and he is willing to put himself in harm's way to do so. This is done by all the bailiffs but Judge Karren feels that Mr. Monjure can be distinguished from the other bailiffs because of the type of court they have in Division 2. He explained that they have video court so that the inmates at the jail don't have to come to court. He said that Mr. Monjure's responsibility is to make certain that he coordinates with the jail as to which inmates stay at the jail and which can

come to court, he is the court liaison for mental evaluations, coordinating mental testing for the inmates, and he also assists with court docket settings and a variety of other tasks. He stated that the discrepancy lies in the fact that they hired a new bailiff in Division 5 at a higher level than Mr. Monjure, so he is asking the court, not to take away pay from the new bailiff, but to increase Mr. Monjure's pay so that he is slightly above this other bailiff.

### **Request for Additional Staffing from the Juvenile Detention Center**

#### **a) Add One Senior Juvenile Detention Worker (grade 9):**

Juvenile Detention Center Director Denyse Collins stated that she is requesting one Senior Juvenile Detention Worker because they are short a supervisor on the weekends. She said that in the last four to six months, they have had an increase of incidents with some of the residents detained in the facility. She explained that they have a cooperative agreement with Boone and Carroll counties. Between the three counties, Boone, Carroll and Benton, there has been a rise in planning riots. In past four months, there have been eight juveniles charged with felony assault. The residents in the facility watch and pick out the shifts that have staffing weaknesses. She is requesting this supervisor position to alleviate this risk.

JP Sandlin asked if there is someone ready to assume that position.

Denyse Collins stated that they have several employees in house who could assume the position.

JP Sandlin asked how many people cover each shift.

Denyse Collins stated that there are three or four. They generally have four on court days.

JP Anglin asked if this is a full-time position that only works on the weekend.

Denyse Collins confirmed that it is full-time weekends.

JP Anglin asked, if there is a new person who is not as experienced, do they usually have the more experienced people work with them on the weekends.

Denyse Collins said that they do and they have some supervisors that will volunteer to help out as well.

JP Anglin asked how many juveniles they have currently and if that is more or less than they've seen in the last year.

Denyse Collins stated that they currently have thirteen; it is generally ten to eighteen and they can hold up to thirty-six.

JP Chiocco asked what the ratio of Boone and Carroll County's residents is to that of Benton County.

Denyse Collins stated that they generally hold between two to five of Carroll County's per month. Boone County just recently signed the cooperative agreement so they have only held three of theirs so far.

### **Request for Reorganization and Position Grade Changes from the Prosecuting Attorney's Office:**

#### **a) Delete: Business Manager (Grade 11), File Clerk (Grade 4), Receptionist (Grade 5), Judicial Collections Clerk (Grade 5), and One Assistant Hot Check Coordinator (Grade 6),**

**b) Add Office Manager – Administration (Grade 12), Two Prosecuting Attorney Clerks (Grade 5); Staff Assistant Judicial Collections (Grade 6), and One Legal Secretary I, Wage Adjustments for Grade Increases:**

Prosecuting Attorney Nathan Smith stated that his first request is to give their Business Manager the more accurate title of Office Manager – Administration and increase this position from a grade 11 to a grade 12. He explained that they have two sides to their office – a legal side and a business side. The legal side is comprised of the legal assistants who handle discovery and organizing cases for prosecutors. The business side of the office deals with hot checks, victim/witness coordinators and all of the technical things that go into a functioning prosecutor’s office. Right now he has an employee who is the office manager for the legal side and who also serves as his assistant and she is a grade 12. He wants to have the employee on the business side be the same grade as the one on the legal side. He is asking for a 5% increase for her.

The second and third requests are to classify jobs as Prosecuting Attorney Clerks. They currently have a Receptionist and a File Clerk. The File Clerk’s job used to be just putting things into files but they are going to an electronic system so that job description has changed. The clerks have to scan in every single document into an electronic database. The Receptionist’s job has changed to not only answering phones, but also coordinating every subpoena. She is now a grade 3 and he would like her moved to a grade 5.

The next request is Judicial Collections. Judicial Collections involves amounts of \$1.5 million to \$1.75 million per year that one employee collects. The majority of this goes into the County General Fund. She is now also the receptionist and the greeter for that part of the office, she backs up mental commitments, so they would like to call her Staff Assistant Judicial Collections and move her to a grade 6 which is more in line with what she is doing. He is also asking for a 5% raise for her. The last request to change the Hot Check Coordinator to a Legal Assistant, since the amount of hot checks written is in decline.

**Request for Additional Staffing Fire Services:**

**a) Add One Assistant Director of Fire Services (Grade 14):**

Director of Fire Services Marc Trollinger stated that he is requesting an assistant. He explained that there are twenty-seven fire departments in the county (most of them are volunteer) and he is their liaison. He manages the county’s fleet of fire trucks. He makes sure the invoices are in, makes sure they are up to date on insurance and training for ISO, does plan review for commercial properties, building and fire inspections for county facilities as needed, and has taken on EMS roles. The Fire Marshal office was created fourteen years ago. It started as plan review and public safety but has grown into a much broader spectrum. He said they are required by state law to do a fire investigation to try and figure out what caused every single fire. None of the volunteers are trained in it and it is a very lengthy process. This has all contributed to a very drastic need for an assistant. He stated that sixty hours a week is the norm for him, as a salaried employee, and he would like to manage that a little better.

JP Anglin inquired as to the impact the addition of an EMS service in the Hickory Creek area will have on the fire department.

Marc Trollinger replied that since they are contracting with Mercy, Mercy is handling the management side of things. So it will only be a brief interaction of looking at the monthly reports.

JP Anglin stated that Vester Cripps, the President of the Benton County Fire Protection Association, wrote a letter in support of this new position.

Marc Trollinger stated that one of the main responsibilities of the potential position will be working with the volunteers and training them to keep the ISOs where they need to be.

JP Sandlin asked what the average ISO is.

Marc Trollinger replied that the average is six, however, the unincorporated areas range anywhere from three to ten.

**Request for Additional Staffing Road Department:**

**a) Add Three Operator I's (Grade 6), Two Welder/Mechanics I's (Grade 9), And One General Laborer (Grade 3), and One Truck Driver I (Grade 5), for a Total of Seven New Positions:**

Administrator of Public Services Jeff Clark said that since 2005, and again in 2009 when it was redone in the GIS System, they had approximately 823 unpaved roads in Benton County. In 2013, they were still approximately at that number. In 2014, they paved four miles. This year they are at 28.5 new and improved paved roads in the county. Currently they have over 800 miles of paved road and there are potholes in many of those roads. In order to repair these roads, they have to shut down the paving crew on their current projects to go patch the potholes. This year there was a lot of rain which caused the weeds to grow. He explained that if the brush cutters are going, they have to shut graders down to do the brush cutting. He stated that these personnel requests are very much needed. He is also requesting two entry level Welder/Mechanics. They have some mechanics that they were able to move up this year. There is a shop in Decatur that he would like to utilize more. Right now if something breaks down there, they have to bring it to Bentonville. He would also like the ability to put a seasoned mechanic with an entry level mechanic. The current number of road department employees versus those of previous administrations was discussed.

JP Sandlin asked how many miles of paving are in the Benton County Road Plan.

Jeff Clark answered that they have 53 miles. They have subcontracted two roads this year – Lee Town Road and Peach Orchard Road; this was 3.5 miles of overlays. They subcontracted those roads because they were behind because of the rain but they have caught up and he believes they will make the 53 miles.

JP Sandlin asked how far behind this puts them on the maintenance of the dirt roads.

Jeff Clark said they are behind on the dirt roads because they are short of people and they have too much area to cover; the asphalt roads are a separate issue. They are trying to build a full-

time patch crew so that employees do not have to be pulled off of the paving crew to fix the pot holes.

**Other Business:**

JP Sandlin asked the committee members to make notes on their ranking sheets and think over all of the requests before the next meeting. It was determined by the committee that the next meeting would be Tuesday, October 6, 2015. There was a brief discussion of both the personnel ranking sheets, and the creation of a Schedule 4 document with the proposed changes added to it.

Human Resources Director Barbara Ludwig explained that she will compile the ranking lists from the Personnel Committee and then attach the salary amount to it before it goes to the Budget Committee. What this means is that when the Personnel Committee fill out their ranking sheets, they are evaluating the need for the positions only. The Budget Committee will then weigh the need and the cost.

Meeting adjourned at 7:55pm.