

PERSONNEL COMMITTEE REPORT

June 21, 2016

A Personnel Committee meeting was held Tuesday, June 21, 2016, at 6:00 p.m. in the County Administration Building, Quorum Court Meeting Room, 215 East Central Avenue, Bentonville, Arkansas.

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

Others Present: JPs K. Harrison, Adams, Meyers, Moehring, Assessor Linda Hambrick, Circuit Clerk Brenda DeShields, County Clerk Tena O'Brien, Collector Gloria Peterson, County Sheriff Meyer Gilbert, Prosecuting Attorney Nathan Smith, Comptroller Brenda Guenther, Administrator of General Services John Sudduth, Administrator of Public Services Jay Frasier, Human Resources Manager Barbara Ludwig, Director of Information Technology Eddie Mahar, Janitorial Supervisor Sharon McDaniel

Media: Tom Sissom – Northwest Arkansas Democrat-Gazette

Personnel Committee chair JP Sandlin called the meeting to order at 6:00 p.m.

Public Comments:

None

1. 1000-0108 Maintenance, Buildings, Grounds (John Sudduth):

- a) **Delete (1) part-time Janitor/Maintenance (grade 3) add (1) full-time Janitor/Maintenance (grade 3)**

Administrator of General Services John Sudduth announced Janitorial Supervisor Sharon McDaniel who spoke of the need to change a part-time janitor position into a full-time position. She stated that they have seven full-time janitors and one part-time janitor in the maintenance facility department; five of the full-time janitors are paid from their maintenance department and two are paid by Assessor Linda Hambrick. The staff of seven full-time janitors and one part-time janitor are cleaning sixteen buildings with a total of 247,779 square feet. They have a total of 111 restrooms that must be cleaned and ready for the public and court systems when they start the day. There are times when they have biohazard problems and that takes more than one janitor. They have three courtrooms in the main courthouse and two satellite courts on Second Street. In the courthouse, when Judge Green has her court days on Monday, they have 40-50

people on the docket, so that is a lot of public coming in. Sometimes these people do not like what happens in the courtroom so they will go into the restroom, make a mess, and the janitors have to clean up after them during the day. Additionally, Judge Tom Smith uses the part-time janitor at the Juvenile Justice Center located on Highway 102. After this employee works her four hours, there is no one there to clean. So, either Sharon must do it herself or she assigns one of her other janitors and this takes away from other buildings. The prosecuting attorney's office has been in the Massey Building for the past year during the courthouse reconstruction. When they move back into the courthouse in September, there will be extra offices and bathrooms and the janitors will have more work to do. They have the reassessment of taxes for the property owners this year in the Board of Equalization room and they will have to make sure that area is clean and ready to go. If they had one more full-time janitor, it would really help them out. She said that current budget is \$509,710.01, the proposed 2017 budget is \$535,811.04, the total year impact budget would be \$26,101.03, and the total year percent change would be 4.87%. The 2016 budget impact would be \$10,038.90 and the percent change is 1.97%. She stated that she has had a lot of compliments from the public that they do a good job and have clean restrooms. She said that, if they had another full-time janitor, they could do an even better job of keeping the buildings clean for the citizens of Benton County.

John Sudduth stated that they started back-charging on the commissioned accounts. A lot of this is a service that they provide to them but it is also something that they are paying for. He reiterated that, when the prosecutor moves back in on September 2nd, there is going to be a lot of demand on the staff.

JP Anglin thanked them for the information and asked if they consider this an emergency.

John Sudduth stated that it is much needed. He said that they can get by but they are going to be stretched very thin.

JP K. Harrison asked how overtime is affected when they are short-handed.

John Sudduth stated that he does not allow a lot of overtime, however, they can get comp time if they work over. He said that the supervisor position is not a salary position and very seldom will there ever be any paid time given. He said that they often lose part-time people when the employees find other full-time jobs; this has been an issue for them.

JP Leadabrand said that there has to be some real deep reason for adding someone before the budget process, as it usually comes back to bite them later. He asked when they will consider this.

JP Sandlin said that right now they are just hearing the requests and will make decisions later on in the meeting.

2. 1000-0113 Accounting and Human Resources (Brenda Guenther):

- a) Delete (1) part-time grants administrator and (1) part-time Accounting Specialist and add (1) full-time Accounting Specialist (grade 8)**
- b) Delete (1) Senior Accounting Specialist (grade 10) and add (1) Accounts Payable and Grants Manager (grade 15)**

Comptroller Brenda Guenther stated that she is asking for a reorganization in her department. She said that she has two part-time positions, a grants administrator and an account specialist, and she would like to make those two positions into one full-time accounting specialist. She said that it is much easier to find full-time people to do their data entry. She is also trying to do a promotion eliminating the Senior Accounting Specialist and making that position Accounts Payable and Grants Manager. She said that this position will oversee the two accounting specialists and will also do the grants administration piece as well as managing the accounts payable. She said that the change does not change the number of employees. Last year, at the personnel meeting, they were saving the county almost \$10,000 in the changes that they made so she was hoping that this would help justify this cost. She said that she has yet to fill Mike Crandall's position of Accounting Manager so she has had a lot of budget savings from that. She said that the impact of the change for this year is \$2,000 and next year it will be \$5,000. She said that she can fill it easily this year because of her savings but she would like to get the Accounting Manager position filled. She said that it is not an emergency situation but she feels that the timing is really good since they are implementing the grant software that they have purchased.

3. 1000-0115 Information Technology (Eddie Mahar):

a) Add (2) IT Support Specialists

Director of Information Technology Eddie Mahar showed a PowerPoint presentation to the JPs regarding this year's budget. The current staffing model they have in the IT department is three IT Support Specialists and they support about 704 devices per staff member. The national average is 313. They are about two down to be able to provide the level of customer service needed to the elected officials. They have a triage system to prioritize the requests. He stated that he has spoken to the elected officials and the ones that are here tonight do agree that these positions are needed. On a bad day, they have to triage and really focus on the key services. He stated that he is asking for these two positions mid-year and considers this an emergency. He said that they are scattered throughout the county and are going back-and-forth all the time. They are doing Windows 10 upgrades, as well as many other projects. The cost for these positions is relative to the 90% mid-point. He asked the JPs to move forward with these two positions.

JP Leadabrand asked for the dollar amount for the positions.

Human Resources Manager Barbara Ludwig said it is \$109,916.36 for a full-year impact of hiring two people and the budget impact for the remainder of 2016 with an August 1st hiring date is \$42,275.52. She said that this is for two people with benefits and taxes included.

JP Anglin asked how many people work in the department and if any positions are not currently filled.

Eddie Mahar said there are fifteen total and, currently, they have a full-time and a part-time IT Support Specialist position open. He said that they are currently interviewing and trying to fill those roles.

4. 1000-0400 & 0418 Sheriff and Jail (Sheriff Gilbert and Command Staff):

- a) Delete (1) Deputy III (grade 13) and Add (1) Corporal (grade 13) (change on Schedule 4, no change in budget)**
- b) Wage Audit and Adjustments Warrants Secretaries**
- c) Wage Audit and Adjustments Patrol Staff Assistant**
- d) Grade and Wage Adjustments Booking Sergeants**
- e) Delete (1) Deputy I - Work Detail (grade 11) and add (1) Sergeant (for work detail)**
- f) Add (6) Jailer I's for staffing new jail addition.**

County Sheriff Meyer Gilbert announced Captain Lynn Hahn and Major Jeremy Guyll and said that they would present six requests. He said that the first request is to delete one Deputy III and add one Corporal; this is no change in the budget. Previously they did this with four positions and it should have been done with five positions.

Human Resources Barbara Ludwig said that the warrants secretaries were supposed to match the staff assistants because of their duties. She said that she compared all the other grade 6's in the county that were hired at the same time and there were some differences. It is not all the warrant secretaries, however. For the staff assistants, she was asked to look at one staff assistant's salary. Captain Lynn Hahn stated that this particular employee worked with Cencom for about three years, she worked in the jail for a few months and became ill; instead of taking FMLA, she just took the time off because she did not want to tie up the position. When she came back there were no positions open so she had to take a jail clerk position. Since then, a staff assistant position became vacant but she is now lower than all the other staff assistants. He stated that they are at risk of losing her because the city has offered her a position making more money. She has turned it down, but she is still high risk if that happens again.

Barbara Ludwig said that she is looking at internal pay equity but she is also talking to the supervisors to make sure that a raise is warranted. The total impact for a full year is \$6208.69, the impact on those wage audits for this year is \$2,387.96, and that impacts five employees.

Major Jeremy Guyll stated that, as the jail expansion project was moved forward, they asked for twelve deputy positions to staff it. They would like to request six of them now so they can get them trained for when it opens. He stated that all of their current spots are filled, but a few of them will not start until a week or so. He said that they will be at full staffing and they would like to go ahead and continue. They are now finally getting good applicants and he would hate to have to turn them down because they are full; he would like to get those additional six positions.

JP Anglin asked how long it takes to get the person trained and if the new facility will definitely open in January.

Major Guyll stated that is the timeframe that has been given to them by the construction crew. He said that they have the majority of the dirt work finished for the foundation and they will be back next week to deliver the rebar and start working on that.

Captain Hahn stated that it takes about four weeks to train someone but you cannot just throw them into a new area after that four weeks. He said that it will take quite a few months to get six

good applicants hired. He said they are trying to get ahead of the game so they can be prepared by the end of year.

Major Guyll said that new hires have four weeks of regular training, and then two weeks where they are on their own but are still being monitored. After that, they have jail standards which is another 60-hour course. They are not truly trained until they are a year on the job.

JP Adams asked the impact on the budget.

Barbara Ludwig said it will be \$264,300 for six deputies, and \$528,600 for twelve deputies next year.

JP K. Harrison asked how much time it takes to interview, take the polygraph, and do the background check.

Major Guyll stated that it is about three weeks. He said just the polygraph can take three-four hours.

Captain Hahn stated that all sergeants were a grade 15, but booking sergeants were left at a grade 12 and he does not know why. They supervise personnel, do training, supervise prisoners daily, handle the collection of funds and money from the prisoners, do scheduling for deputies, and do a wide range of supervision that has been overlooked. They are asking that their grade be made the same as other sergeants in the agency. He said that it should not be a lesser grade just because it is in the jail.

JP Leadabrand said that this is not necessarily an emergency and could be considered at a later budget meeting.

Barbara Ludwig said that they need to recognize those people who are doing those types of jobs, providing that kind of service, and have their salaries below. There could potentially be a discrimination issue.

Sheriff Gilbert stated that he has gotten with Barbara Ludwig and tried to look at all the positions to make sure they are all in line and everyone is being treated equal. He said it is not an emergency, however, he feels that these employees need this brought to the committee's attention. As Sheriff, he feels this is in his employees' best interest.

JP Meyers asked if a booking sergeant is the same grade as a patrol sergeant.

Barbara Ludwig stated that they were originally called "booking supervisors" and, at that time, they raised the other sergeants to a grade 15. The booking supervisors' title were changed to sergeants but the grade was not changed.

Major Guyll stated that they currently have three work detail deputies. They would like for one of those positions to become a supervisor position. They are currently backlogged three-four months on jobs. They really need someone in charge of it that can schedule and, in the near future, they would really like to look at adding a few more work detail crews because there is a need for that.

Sheriff Gilbert said that the assets that they have are so small for the need in the community. He said that these guys do a great job and it is becoming a management issue. They need someone in their ranks to manage them to keep the work going and save the taxpayers a ton of money.

They are trying to get one of these deputies into a supervisory role.

Short discussion was held about how they determine the work crew's projects.

JP K. Harrison said that he supports this because it saves the taxpayers of the county potentially hundreds of thousands of dollars that can be used for other things; this is something that every taxpayer benefits from one way or another. He said it is also a way for these inmates to give back to the community. He would like to eventually see more of these crews.

5. 1000-0416 Prosecuting Attorney (Nathan Smith):

- a) Re-grade and Wage adjustment for Office Manager – Administration (was grade 12 and now is grade 14)**
- b) Re-grade and Wage adjustment for Office Manager – Legal (was grade 12 and now is grade 14)**

Prosecuting Attorney Nathan Smith stated that he is asking for two grade changes, one for each of his office managers. The prosecuting attorney's office has grown, and it has become necessary to have two separate office managers – one over the legal side and one over the administrative side. The legal office manager handles the supervision of eleven different legal assistants. The biggest change in the job description involves the type of work. They have transitioned to an electronic system; essentially, one of her new job descriptions is training everyone how to do this. She also does the hiring and handles any base-level discipline issues that may arise. For the administrative side, they have approximately twenty other staff members. He has tasked this employee with being the financial manager of the office, as well as handling the records for leave and vacations per the State's system. The financial impact will be \$2,300 this year with the impact for a full year being \$6,000. He said that this is a way to get these two positions to where they need to be.

6. 1000-0480 Juvenile Probation (Barbara Ludwig):

- a) Change Schedule 4 by listing Part-time instead of Part-time Juvenile Probation Officer.**

Human Resources Manager Barbara Ludwig stated that a month or so ago the Quorum Court passed an appropriation for a part-time juvenile probation officer. This request is correcting Schedule 4 to say "Part-time Juvenile Probation" so that it could potentially be more than just an officer if need be, such as a clerical person. She said that this is not a cost issue, just a job title change on Schedule 4.

7. 1801 -0104 Collector (Gloria Peterson):

- a) Delete Deputy Collector – Bookkeeper (grade 11) and Add (1) Assistant Bookkeeper (grade 8)**
- b) Delete (2) Deputy Collector III's – Business/Bankruptcy/Specialty Collections (grade 7) and add (2) Coordinator Specialties Division (grade 7)**
- c) Delete (1) Software and Research Support Assistant (grade 9) and Add (1) Administrator Specialties Division (grade 12)**

d) Re-grade and Wage Adjustment Office Manager (was grade 12 and now is grade 14)

County Collector Gloria Peterson stated that she is doing a reorganization in the office to help in collecting taxes at all of the offices. In the plan, there is a change in the grading, duties, and titles. The overall 2016 budget impact is 0.05% which is \$613.36. The full budget impact from the county general fund for one full year is \$159.47 since this is a commissioned account. If this small amount is an issue, they can move one of those positions to the Collector's Automation Fund so that it would not impact county general at all.

JP Slinkard asked what a Coordinator Specialties Division position is.

Gloria Peterson referred to the document on the dashboard and said that in the paragraph under "summary" it explains the duties of that position. They have three of them in the office, they have two filled and one vacant. They work the delinquent accounts and business, public service commission accounts, as well as veterans.

8. 2000-0200 Road Department (Jay Frasier):

- a) Add (1) Welder Mechanic I (grade 9)**
- b) Add (1) Welder Mechanic II (grade 10)**
- c) Add (1) Equipment Operator I (grade 6)**
- d) Add (1) Equipment Operator (grade 8)**
- e) Add (1) Truck Driver I (grade 5)**
- f) Add (1) General Laborer (grade 3)**

Administrator of Public Services Jay Frasier said they are asking for six people. The bottom three requests will be a patch crew; they need a full-time patch crew in the county. They currently do not have enough people to cover the area. He said they are requesting two mechanic welders; they have over 250 pieces of equipment that they take care of with four mechanics. This year's budget impact will be \$99,788.50 which is a 2.32% increase. He said that a full year is \$259,450.10 which is a 5.69% increase.

JP Leadabrand asked why they should consider it right now instead of waiting for next year's budget.

Barbara Ludwig stated that they were told they could bring it back mid-year to be re-evaluated. JP K. Harrison asked JP Sandlin to do a review of why they allow mid-year personnel requests. JP Sandlin said that, once upon a time, Benton County had no reserves except those required by law. At that point in time, you got just enough to hopefully make it. From that point forward, you funded what was critical, and you could feel comfortable with the proposed budget amount on how much that you could get for the county. Every fall during budget, you got X-amount that made sense, in so far as, there is this proposed budget with this proposed growth and so you start whittling it back from all the different departments until after the budget trend has been developed the next year. Such as, how much money got turned back in; she said they used to depend on that. And then, if the revenue stream proved pretty solid up through the first quarter, they started looking at it a little more favorably and by mid-year the elected officials were

encouraged, if they had gotten turned down or if something came up, to come back and make their request again. A few years ago, they got a little on the spoiled side and there was an issue with knowing when the mid-year was. If they made it through January, requests would start trickling in by February. Then they started to back off and not hear it unless it was truly critical like an ice storm or a flood; they would hold off until mid-year or full-budget. She said that is pretty much how it has been for the last thirty-plus years.

Barbara Ludwig said, six years before she came to work for the county, she was a consultant and she volunteered to help facilitate a long-range planning progress. When she interviewed all the JPs at the time, every request came as soon as somebody wanted something. One of the things the JPs said was that they wanted to be able to see all the requests in one group and prioritize them. In addition, they can't really predict where they are, money-wise until mid-year.

After taking a fifteen minute recess to celebrate JP Adams's birthday, the Personnel Committee reconvened.

Human Resources Manager Barbara Ludwig stated that she has already handed out the ranking sheets to the committee members, to rank the personnel requests from one to fifteen with one being the top priority. Every position is listed separately. She said that, what they have done in the past, is look at the total as far as re-organizations and wage adjustments and vote on those as a package. She said that the JPs can take their time and rank them and then she has a spreadsheet and she can score them to see right away where the new positions rank.

After the JPs took some time to rank the personnel requests, JP Sandlin stated that all of this goes to the Finance Committee and how it ranks at the Personnel Committee may be different than how it is ranked at Finance Committee. She said that the Juvenile Probation request should be very simple because it is just a name change and she thinks they can go with that with no issue.

JP J. Harrison made a motion to approve Judge Smith's request for changing the title of "Part-time Juvenile Probation Officer" to "Part-time Juvenile Probation" and send it to the July 07, 2016 Finance Committee meeting agenda, seconded by JP Shadlow.

Motion passed by unanimous show of hands vote.

JP Sandlin stated that Collector Gloria's Peterson's account is commissioned so it is pretty straight-forward and just trying to organize a bit more efficiently.

JP Anglin made a motion to approve Collector Peterson's request and send it to the July 07, 2016 Finance Committee meeting agenda, seconded by J. Harrison.

Motion passed by unanimous show of hands vote.

JP Sandlin addressed the Prosecuting Attorney's request that he wants to separate and have two office managers, one for legal and administrative.

JP J. Harrison made a motion to approve this request and send it to the July 07, 2016 Finance Committee agenda, seconded by JP Leadabrand.

Motion passed by unanimous show of hands vote.

JP Sandlin said, on the HR side, they are requesting the reorganization and having two accounting specialists and an Accounts Payable and Grants Manager.

JP Anglin made a motion to approve this request and send it to the July 07, 2016 Finance Committee meeting agenda, seconded by JP Chiocco.

Motion passed by unanimous show of hands vote.

JP Sandlin stated that the warrant secretaries and staff assistants were for adjustments because they had been out of sync; they got with HR and had these recommended salary adjustments.

JP Chiocco made a motion to approve this request and send it to the July 07, 2016 Finance Committee meeting agenda, seconded by JP Shadlow

Motion passed by unanimous show of hands vote.

JP Sandlin stated that for the booking sergeants, they were recommending being adjusted because when it was originally changed they failed to change the grade.

JP J. Harrison made a motion to approve this request and send it to the July 07, 2016 Finance Committee meeting agenda, seconded by JP Leadabrand.

Motion passed by unanimous show of hands vote.

JP Sandlin said that this is all of the adjustments.

Barbara Ludwig stated that they need to address changing out the Deputy III and the Corporal on the field side. It is no change in pay; it is just a change in Schedule 4.

JP Leadabrand made a motion to approve this request and send it to the July 07, 2016 Finance Committee meeting agenda, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

JP Moehring suggested that for the ones that proposed reorganizations, when they come to the Finance Committee, he thinks that there should be sufficient funds in everybody's budget to demonstrate that there is an offset to accommodate the change. He thinks it would be great to show to the taxpayers that they still want to stay on an even budget.

HR Manager Barbara Ludwig read the ranking sheets as follows:

1. IT Support Specialist/Jailer I - tie
2. Jailer I
3. Part-time Janitor to Full-time Janitor
4. Jailer I
5. Mechanic Welder II
6. Jailer I
7. IT Support specialist
8. Welder/Mechanic I
9. Truck Driver I
10. Equipment Operator I
11. Jailer I
12. Equipment Operator II
13. General Laborer
14. Jailer I

JP Sandlin said that the department heads/elected officials making these requests should get a copy of this information from Barbara Ludwig so that they will know how much of a hard sell it will be at the Finance Committee meeting. She also stated that they should heed JP Moehring's suggestion to show sufficient funds to offset the changes.

JP Anglin said that she is not opposed to any of these requests for next year's budget but she does not like mid-year requests.

JP Shadlow made a motion that the personnel request rankings sheet be provided to the Finance Committee, seconded by JP J. Harrison.

Motion passed by unanimous show of hands vote.

9. Update on Impact of the 2016 Overtime Rule

Barbara Ludwig said that, after Tom Sissom's article in the newspaper, she had a colleague of hers from a major employer say that his CEO came up to him and said that Benton County is going to sue the Federal Government; he said that they may be interested in getting in on it. She

said that Benton County was the innovator to starting that. She said that she looked at every position that is currently salaried and any position that was over \$47,476 was thrown out. She looked at the ones that were below that threshold. If it was within grasp, she looked at raising the salary up to the threshold. If not, she looked at if they were a high-end user of overtime or if they work a lot of extra hours. She went through that and came up with a cost estimate of \$58,800 combined. This does not include the 40-hour comp bank.

JP Adams said that if somebody has 40 hours comp time and they have to take the day off, it will not save the county any money because somebody has to do that job while they are gone.

Barbara Ludwig said that certain departments may have to pull overtime. She did mention to the elected officials that this is a moving target. She said that she will send it out to the elected officials and see if she was guessing right on how much time is allocated to those positions. She said that some of the jobs will have to be redesigned.

Short discussion was held about how often this would be increased and if employee comp banks would be affected.

Barbara Ludwig said that, as government, they are allowed to have comp banks. She said that as they get closer to doing the budget they will break it down by fund.

JP Sandlin stated that no action is needed by the committee on this item.

10. Discussion on Elected Officials Salary Increase Plan

Human Resources Manager Barbara Ludwig presented a plan from the dashboard to bring the elected officials into parity with Washington County over time. For the JPs, she also put together something that is changing individual meetings. She said that JP Slinkard had asked her to add the percentages to where the elected officials would be on the ranges and she has added those columns. She stated that every year the State adjusts the salaries ranges for elected officials and JPs by 3%. She explained that she went through 2017-2021 and adjusted those numbers by 3%. She then looked at where the elected official's salary would be if they were set at 80% of the max. She stated that it would be better to set a percentage of the max as the goal. She said that this is a point of discussion that will be probably be brought up during the budget process. She said that they need to put a structure in place, even though there may be years when they cannot follow it. She is planning on bringing it back up with the budget process because it is really not an emergency; this just gives them more information to consider before the budget process starts.

JP Anglin asked the original amount they were striving for on the range.

Barbara Ludwig stated that 85% was brought up in the past. She said that she has not added where the current salary is on there but she estimates it to be around 72-75%. She does not believe any plan should be chiseled in stone, as it will need to be re-evaluated.

JP Sandlin said that every five years would be a good time to re-evaluate it. She said that, at the JESAP meeting, there was discussion about going back through and revisiting every grade position, and doing an overall analysis of the equities within the different departments.

Barbara Ludwig stated that they did budget for a wage adjustment study for this year and that she would have an expert come in to talk to the elected officials about different compensation systems.

11. Other Business

None.

12. Adjourn

JP J. Harrison made a motion to adjourn, duly seconded.

JP Sandlin declared the meeting adjourned at 8:12 p.m.