

## PERSONNEL COMMITTEE REPORT

December 06, 2016

A Personnel Committee meeting was held Tuesday December 06, 2016 at 5:30 p.m. in the County Administration Building, Quorum Court Meeting Room, 215 East Central Avenue, Bentonville, Arkansas.

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

Others Present: JPs Sheridan, K. Harrison, Adams, Jones, Slinkard, Moehring, Meyers, Human Resources Manager Barbara Ludwig, Comptroller Brenda Guenther, Assessor Linda Hambrick, Donna Kemm, Russ Anzalone, Sheriff Meyer Gilbert, Jay Frasier, Mary Jane Comstock

Media: Tom Sissom – Northwest Arkansas Democrat-Gazette

Personnel Committee Chair JP Sandlin called the meeting to order at 5:30 p.m.

### **Agenda:**

JP Moehring stated that he asked for this meeting because he wanted all these items looked at before it went to Finance. He reported that all these changes will result in a net savings for next year's budget, these changes would not affect the budget negatively next year, but would have a positive effect of \$50,000. JP Moehring stated that change is never easy and it does state clearly in the county policy that on an even given year, the new elected officials is not required to keep you in your position. He pointed out there are a few that have already been notified of their final date with the county.

#### **1. Requests For Waiver In The Salary Administration Policy Effective January 1, 2017** **a. Fund 1000, Department 0115**

JP Moehring reported that there will be a change in the year 2017 for the IT department. He stated that he has asked James Turner to step in as the interim until they find a more permanent IT Director. He reminded everyone that this position could be an in house or out of house hire, but the key is that they have asked James Turner to fill this position for the time being. JP Moehring requested that while James Turner is in this position that his salary be raised from \$61,133.38 to \$71,000.

#### **b. Fund 1000, Department 0100**

JP Moehring requested a raise for the General Services Administrator, John Sudduth. He stated that he will be adding responsibilities as the new court facilities takes off and because of his

increased duties his pay should be increased. He asked to raise the salary from \$71,462.97 to \$75,000.

**c. Fund 1000, Department 0113**

JP Moehring reported that this salary increase would be for the position of the Comptroller. He stated that Brenda Guenther will be a major part of the team in 2017, with added responsibilities. He stated that she will have two new people who will report to her, along with other new duties. JP Moehring referred to an article he had read, in regards to the Comptrollers positions throughout state and county levels and stated that the article commented on how hard it is to get a good comptroller in that position and make them stay. He stated that he felt she did a great job and he did not want to lose her, so he was requesting to bring her salary up from \$94,390.50 to \$97,222.21.

**d. Fund 1000, Department 0113**

JP Moehring reported that the position of Director of Emergency Management would be deleted in 2017 and those duties would be combined with the duties of the Administrator of Public Safety. JP Moehring stated that since this person will have added responsibilities, he is asking that the pay be increased from \$59,633.31 to \$75,000. He pointed out that they did have someone in mind for this position and that he would be able to start January 1, 2017.

**e. Fund 2000, Department 0100**

JP Moehring stated that this request was for the Administrator of Public Services, which with the Road Department. He stated that he thought Jay Frasier was doing a great job and needed to be paid in the line as previous people who had this same position. He stated that they would like to raise his pay from \$61,422.34 to \$66,850.

JP Slinkard asked while these salaries are raised are they ungraded on the schedule.

Barbara Ludwig stated yes, that some would be ungraded while others would still show up on Schedule 4 as graded.

JP Meyers asked with all the compression, would there be any raise adjustments for those people.

Barbara stated that those amounts would have been figured before January 1<sup>st</sup> and these request are being asked to go into effect as of January 1<sup>st</sup>.

JP Leadabrand pointed out that some of these raises that he has requested would be very large amounts, while they had told other elected officials to only give a 3% raise.

JP Moehring used the interim position within the IT department for example, and explained that the amount would raise for this position, because of his increased duties until a permanent replacement is found for the position. He stated that this would be \$20,000 less than the current person is being paid, but when they do find a replacement that amount will go back up. He stated while the interim is doing his job and the other job it will be a lesser amount but more for that person per the workload being asked of him.

JP K. Harrison stated that he thought these were good moves and wanted to tell Brenda Guenther that she has more than proved her pay.

JP J. Harrison asked Barbara Ludwig if she knew the different grades of these positions and what they would be moving up to.

Barbara replied that at this time the IT Director would be considered a temp., but normally would be an ungraded position, as well as the Comptroller is an ungraded position. She stated that the rest of the positions are graded at a grade 24.

JP Chiocco asked how many employees would be under the Director of Emergency Management and under the Administrator of Public Services.

JP Moehring stated that the Director of Emergency Management only has one person that reports to them, he stated that the Administrator of Public Services has about 50 people that reports to them.

JP J. Harrison made a motion to forward items on to the budget committee; seconded by JP Chiocco

A show of hands vote recorded as follows:

4 Yeas:	J. Harrison, Sandlin, Chiocco, Leadabrand
2 Absent:	Shadlow, Anglin

Motion passed

## **2. Request For Changes To Schedule 4 Effective January 1, 2017**

Barbara reported that the next three requests would be additions to Schedule 4.

### **a. Fund 1000, Department 0100**

Barbara reported that they already had a slot for the Chief Engineer in the budget, but it had not gone through JESAP yet. After this position had went through JESAP it was decided to make it an ungraded position. She stated that the salary range would be at minimum \$78,532.40 and a maximum salary of \$121,121.57.

### **b. Fund 1000, Department 0500**

Barbara reported that this would be the deletion of the position of Director of Emergency Services. She stated that this needs to be done now to free up the money that would be needed for some of the other positions.

### **c. Fund 1801, Department 0104**

Barbara reported that this would be a change for the Collector's Office and it would be a change to Schedule 4 because it is a title only change. She stated that the Collector asked that her Office Manager position title be changed to the Administrator of Operations. She explained that there would be no money or grade change, it would just be a title change.

JP Slinkard asked if the Chief Engineer is going to be put under the County Judge or if it really goes along with the road department.

JP Moehring stated that was correct, but that he would bring more clarity to what fund it will be coming from out of the General Fund.

JP Leadabrand stated that this is the person the County Judge Elect wanted, do we have the funds that will be needed to be paid with.

JP Moehring replied that there is a place holder of around \$90,000, but this position will not be filled until after February.

JP Leadabrand commented that he suggest that JP Moehring take his time in hiring this position.

JP Chiocco made a motion to move to approve these items; seconded by JP J. Harrison

A show of hands vote was recorded as follows:

4 Yeas:	J. Harrison, Sandlin, Chiocco, Leadabrand
2 Absent:	Shadlow, Anglin

Motion passed

### **3. Holiday Pay**

Barbara Ludwig reported that the holiday pay would be handled a little different this year. She stated that those who normally work on the holiday would get additional monies. She stated that if they worked over the 40 hours, but did not work the holiday, then they would get eight hours of comp time and it would not be paid out.

### **Adjournment:**

JP Sandlin called the meeting adjourned at 5:57 pm.