

**COUNTY PERSONNEL COMMITTEE MEETING
WEDNESDAY, JULY 8, 1998, 2:00 PM**

Present: Johnnie Evans, Chairman
Tom Bacote, Commissioner
H. Mac Tyson II, Commissioner

Staff: Cliff Strassenburg, County Manager
James Martin, Deputy County Manager
Juanita Pilgrim, Assistant County Manager
Neil Yarborough, County Attorney
Garrett Alexander, Tax Administrator
John Bittle, Solid Waste Management
Larry Carter, Solid Waste Management Director
James Lawson, Personnel
Robert Taylor, Supervisor, Electrical & Mechanical
Jerry Thrasher, Library Director
Dr. Jesse Williams, Health Director
Major Cuyler Windham, Sheriff's Office
Rhonda R. Davis, Deputy Clerk to the Board

Chairman Evans duly called the meeting to order.

1. Approval of Minutes of the March 11, 1998 meeting.

MOTION: Commissioner Tyson offered a motion to approve the March 11, 1998 minutes of the Personnel Committee.

SECOND: Commissioner Bacote

VOTE: UNANIMOUS

2. Consideration of Changes to the Classification and Pay Plan.

Mr. Martin first presented information with regard to a Request for Title Change for position number 1001 with the Civic Center. (This information is attached at "Exhibit A" and made a part of these minutes). He noted the title change allows for consistency with the other functional supervisory positions in this particular department. Mr. Martin then reviewed the information presented regarding the remaining positions in the category 2, 3 and 4 positions from the DMG study and Other Classifications changes. (This information is attached as "Exhibit B" and made a part of these minutes). The information includes the Position Title, Number, Current Grade, Current Annual Salary, Recommended Position Title, Recommended Grade, Recommended Salary Range, the costs to pay the employee the difference, if any, from January 4, 1998 (when the new positions became effective) through June 30, 1998 and the costs for the 1999 fiscal year.

Mr. Martin noted the Paralegal I position noted for the Social Services Department was approved by the committee during their last meeting and should not have been included in this information.

Chairman Evans asked about the Operations Officer position in the Tax Administrator's Office.

Garrett Alexander, Tax Administrator explained the scope of this particular position has changed. He explained the duties of the position and presented two organizational charts. One showed the organization before this position was changed and one after the position was changed.

Mr. Martin advised staff was recommending that all the changes be approved. He noted the total costs to implement these changes will cost approximately \$50,000 more than was budgeted. He noted the positions listed under "Other Classifications" will not be retroactive. He feels it is appropriate to make the other positions retroactive. He advised the additional funds needed to implement the plan can be taken from the contingency account.

Commissioner Tyson asked Mr. Strassenburg if he recommends these changes be made.

Mr. Strassenburg advised he does recommend the changes be approved by the committee.

MOTION: Commissioner Tyson offered a motion to accept management's recommendation and approve the changes to the Classification and Pay Plan as presented and to make the adjustments retroactive to January 4, 1998 with the exception of the "Other Classifications" and that this be forwarded to the full Board of Commissioners for approval.

SECOND: Commissioner Bacote

VOTE: UNANIMOUS

3. Consideration of Mandated Reclassifications by State Personnel.

Mr. Martin reviewed the handout entitled "Salary Grade Revisions for State Classifications (Mandated by the State Personnel Commission). (This information is attached as "Exhibit C" and made a part of these minutes). He advised the Office of State Personnel has advised these positions must be reclassified. All of the recommendations involve a change in the grade assignment. Also, all of the salary adjustments with the exception of three positions in the Social Services Department and one in the Mental Health Department have been built into the FY99 budget. He believes these departments can handle these increases

without a budget increase. Management recommends approval of the classification changes.

MOTION: Commissioner Bacote offered a motion to accept management's recommendation to approve the Salary Grade Revisions for State Classifications as presented and that this be forwarded to the full Board of Commissioners for approval.

SECOND: Commissioner Tyson

VOTE: UNANIMOUS

4. Consideration of Experience Hiring/Salary Adjustment Plan for Health Department Physicians and Physician Extenders.

Mr. Strassenburg presented an updated handout of information regarding this matter. (All of this information is attached as "Exhibit D" and made a part of these minutes). He noted he has been working with Dr. Williams on the Physicians and Physician Extender positions. They reviewed the need for changes and an ability to make these positions more equitable. He then reviewed the handout entitled "Equity Pay Adjustments Plan A Manager Discretion".

Commissioner Tyson asked if he understood this information to mean that no employee can be eligible for an equity adjustment more than one time.

Mr. Strassenburg advised the intent is that an equity adjustment be a one time thing. Most situations are caused by something that happened years ago and the hope is that if the problem is corrected for an employee one time, it should never happen again. Mr. Strassenburg then reviewed the "Plan B, Experience Hiring/Equity Adjustments". He noted the Board of Commissioners may want to look at implementing some incentive pay for "on call" for Health and Mental Health physicians. Mr. Strassenburg then reviewed the chart showing how the plan would work. He then reviewed the similar information for the Physician Extender positions.

Mr. Strassenburg noted management is asking the committee to consider the special hiring plan for Physicians and Physician Extenders.

Commissioner Bacote advised he feels these changes and adjustments are necessary.

MOTION: Commissioner Bacote offered a motion to approve management's recommendations and changes for the Equity Pay Adjustments, Plan "A" and Plan "B" and that this item be sent to the full Board of Commissioners for approval.

SECOND: Commissioner Evans

DISCUSSION: Commissioner Tyson mentioned the need to reduce duplication of services provided by the human services agencies. He asked if the County was mandated by the State to provide a Psychiatrist in the County Jail.

Mr. Strassenburg advised the County is required to have an AMA certified program. Commissioner Tyson asked if the Psychiatrist has to be a full time position on the County's payroll.

Mr. Strassenburg advised the person did not have to be a County employee. The County does have the option of having a Psychiatrist on staff or contract the services out. It may be less expensive to the County to have the position on staff. It has been recommended to have this person on duty one-third of the time, so they may contract the position out and could contract it through the County's Mental Health Department.

Commissioner Tyson stated he has a problem with Plan "B" concerning the \$100,000 salary. He has heard nothing about consolidation of positions. He will support the referral of this item to the full Board of Commissioners without a favorable approval from the committee.

Mr. Strassenburg noted this package is not competitive with Cape Fear Valley Health System. He does not feel Cape Fear Valley will have to change their incentive packages based on the County's adoption of the proposed package.

Dr. Williams stated he feels this proposal is adequate and fair. These changes have been justified for quite some time.

Commissioner Tyson noted he will vote in favor of the motion without any indication of how he will vote when the matter is presented to the full Board of Commissioners for consideration.

Commissioner Bacote stated the County is not in competition with Cape Fear Valley. The Board of Commissioners must be concerned about the needs of the community and should maintain a reasonable kind of health service. He feels a \$100,000 salary is reasonable for someone in a specialized field.

Mr. Strassenburg noted the funds to implement this plan will have to come out of contingency and the Health Department's budget.

Dr. Williams noted this plan is not about him, but the County and its need to provide qualified care for the citizens of the community.

VOTE: UNANIMOUS

5. Report from the State on Health Department Accountant I Position.

Mr. Strassenburg referred to the memorandum from the North Carolina Department of Health and Human Services, Division of Human Resources, South Central Regional Office concerning review of the Health Department's Accountant I position. (This information is attached as "Exhibit E" and made a part of these minutes). He noted the State has determined the position is properly classified.

Commissioner Tyson asked what management recommends for this position.

Mr. Strassenburg advised if State Personnel says it is properly classified, he doesn't know how they can argue against that decision.

Commissioner Bacote asked about the Accountant positions in the Mental Health and Social Services departments.

Staff advised Mr. Bacote of the differences in responsibilities and duties of each of the positions.

Commissioner Evans asked if this position could be reclassified.

Mr. Strassenburg stated the Board could reclassify the position even though the State won't, but it would affect the other State Accountant positions in the County. This position could be looked at under the Equity Pay Plan if that plan is approved by the Board of Commissioners.

MOTION: Commissioner Tyson offered a motion to recommend that no action be taken on the Accountant I position with the Health Department and that this item be deferred to the next Personnel Committee meeting to see what the full Board of Commissioners does with Plan "A" of the Equity Pay Adjustment plan.

SECOND: Commissioner Bacote

VOTE: UNANIMOUS

6. Other Committee Concerns.

Commissioner Tyson presented an article to the Committee entitled "Politics of Privatization". He stated this information contains some solutions to the increasing cost of government. He asked the Deputy Clerk to distribute this information to each Commissioner.

This document was taken as information.

MOTION: Commissioner Bacote offered a motion to adjourn.
SECOND: Commissioner Tyson
VOTE: UNANIMOUS

Meeting adjourned at 3:20 PM.