

**COUNTY PERSONNEL COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 9, 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
Amy H. Cannon, Finance Director
Larry Carter, Solid Waste Management Director
James Lawson, Interim Personnel Director
Robert Taylor, Supervisor, Electrical & Mechanical
Jerry Thrasher, Library Director
Rhonda C. Raynor, Deputy Clerk to the Board

Chairman Evans duly called the meeting to order.

1. Approval of Minutes of the July 8, 1998 meeting.

MOTION: Commissioner Bacote offered a motion to approve the July 8, 1998 minutes of the Personnel Committee.

SECOND: Commissioner Tyson

VOTE: UNANIMOUS

2. Consideration of Proposed Classification Changes.

Commissioner Bacote expressed his concern over the amount of increase in some of these classification changes.

Mr. Martin asked James Lawson, Interim Personnel Director to review the Proposed Classification Changes for the Committee. He noted Department Heads involved with these changes were also present to answer any questions the Committee may have.

Mr. Lawson first reviewed the changes in the Librarian positions with the Library. He stated this particular position change will keep the position in line with the changes that were made in the DMG study. This is a new position and it needs to be changed in order to keep consistency with these positions at all the branches.

Mr. Thrasher explained the position in question would be a new position at the new East Regional Branch Library. This position is not filled at this time and will not start until October of this year.

There were questions from the Committee members about what the Board of Commissioners approved during their meeting on September 8, 1998.

Staff noted only two positions being presented to the Committee were acted on by the Board of Commissioners on September 8th. The rest of the positions being presented at this meeting need action.

Commissioner Bacote asked about the Sheriff's Office Chaplain position.

Mr. Lawson advised the Sheriff's Office former Chaplain has retired. The Sheriff has advised local ministers have volunteered to serve in this capacity when needed. The Sheriff is requesting this position be changed to a Financial Assistant IV.

Commissioner Tyson stated he has reviewed the information and does not feel the need for staff to review each recommended change. He asked the Department Heads and Supervisors present if each of them felt these changes were needed. Each of the staff members advised the changes were needed. Commissioner Tyson then asked Management if they were recommending the changes be made. Mr. Strassenburg and Mr. Martin advised they recommend the changes be approved as well. Commissioner Tyson stated he felt comfortable with the recommendation from those present that the changes are needed.

Commissioner Tyson then asked if the funds to cover these expenditures were included in the FY99 budget.

Mr. Strassenburg advised there is lapsed salary money available to cover the changes that were not included in the FY99 budget.

Commissioner Tyson then asked about the status of the Fund Balance. He asked the Finance Director if the County was below the recommended 6%.

Mrs. Cannon advised the Auditors are going to begin reviewing the financial records on September 21st. They should know something within eight weeks. She feels the projections made during budget deliberations were good. They have not posted everything for the last year as of yet.

Mr. Strassenburg noted the fund balance changes daily.

Commissioner Bacote asked if the County has seen an increase in the collection of taxes due to the 2% discount.

Mr. Alexander advised the County collected half of its total revenue in the month of August. This has caused a savings in his office. The monies can be processed much more timely with the early mortgage payments. His office is able to have the monies reconciled by September rather than into the first of the next year. His office is also able to have a better handle on delinquencies.

Mr. Strassenburg noted the County also has more money to invest for a longer period of time.

Mr. Alexander noted the City of Fayetteville is trying to decide if it is beneficial for them to continue with offering the discount.

MOTION: Commissioner Bacote offered a motion to approve the Proposed Classification Changes as presented.

SECOND: Commissioner Tyson

VOTE: UNANIMOUS

3. Other Committee Concerns.

Commissioner Tyson asked about Mr. Alexander's mentioning of the City of Fayetteville continuing to offer the 2% discount for early payment of property taxes.

Mr. Alexander stated the City of Fayetteville is evaluating the performance of the discount. He has advised City of Fayetteville Management that he will need to know early if the City plans to discontinue offering the discount to City of Fayetteville residents.

Commissioner Bacote asked about the status of the reorganization of the County's personnel functions.

Mr. Strassenburg advised he should have a report ready by the October Personnel Committee meeting. Currently the County has personnel related functions scattered in several different departments to include Personnel, Safety and Benefits and Finance. He wants to see all Human Resource functions combined into one department. He noted there are several vacant positions in the human resource area. They may want to eliminate a position or two. They hope to be able to run the new operations more efficiently. Some functions may be consolidated. He hopes to have a true Human Resources Department.

Meeting adjourned at 2:35 PM.