

**COUNTY PERSONNEL COMMITTEE MEETING
THURSDAY, DECEMBER 15, 1999, 3:30 PM**

Present: Talmage S. Baggett, Commissioner
H. Mac Tyson II, Commissioner
J. Lee Warren, Jr., Commissioner

Others: James Martin, Deputy County Manager
Juanita Pilgrim, Assistant County Manager
Cliff Spiller, Assistant County Manager
Grainger Barrett, County Attorney
Amy H. Cannon, Finance Director
Peggy Crumpler, Planner, County Planning Department
James Lawson, Personnel Services Manager
Carlton Person, Animal Control Director
Ken Young, County Personnel
Rhonda C. Raynor, Deputy Clerk to the Board

Chairman Baggett called the meeting to order.

INVOCATION: Commissioner Warren offered the Invocation.

1. Approval of Minutes of the November 10, 1999 meeting.

MOTION: Commissioner Warren offered a motion to approve the November 10, 1999 minutes.

SECOND: Commissioner Tyson

VOTE: UNANIMOUS

2. Selection of Regular Meeting Date and Time for 2000.

The regular meeting date and time was set for the second Thursday of each month at 3:30 PM.

3. Proposed Classification Changes and New Positions.

James Lawson reviewed position numbers 4094 (Animal Control Officer, Animal Control Department) and 203 (Office Support IV, Finance Department) for the committee. The information is attached to these minutes.

The following positions were presented for consideration:

1. Department: Animal Control
Position: # 4094, Animal Control Officer

2. Department: Finance
Position: #211, Budget Analyst
3. Department: Finance
Position: New, Accountant II
4. Department: Finance
Position: #203, Office Support IV
5. Department: Finance
Position: #52, Accounting/Budget Manager

Commissioner Tyson asked Mr. Person and Management if they concurred in the recommendation for the Animal Control position.

Mr. Person and Management advised they concurred with the reclassification.

Commissioner Tyson asked Mr. Person if this reclassification was all he needed with regard to personnel.

Mr. Person noted the outside evaluation of his department was being conducted at this time. Once it is completed, he feels he will be coming to the Commissioners with a request for additional personnel.

Grainger Barrett advised Mr. John Mayes with the National Animal Control Association was conducting an assessment of our Animal Control Department at this time. The assessment should be completed this week.

Chairman Baggett asked if Mr. Mayes would be meeting with Commissioners during this time.

Mr. Barrett advised it was not planned, but could be arranged.

Chairman Baggett asked if this reclassification would take one of Mr. Person's employees away from their regular duties of animal control.

Mr. Person advised this employee's first priority would become animal cruelty investigation. After that, they will concentrate on animal control. He again noted he would be requesting additional personnel at a later date.

Mr. Lawson noted the request for the reclassification is a result of the increased responsibilities added to this position.

Amy Cannon then addressed the committee. She advised changes in governmental accounting standards were released on June 30th. These changes were extensive and most are controversial. The Governmental Accounting Standards Board developed these standards. The changes add, but do not take away any requirements for local governments. The GASB wants to determine how profitable governments are based on different programs. The ABC Board and Cape Fear Valley Health System must also follow these new guidelines. Governments are now required to record accumulated depreciation as well as have two balance statements showing governmental and financial accounting. Currently, the County's Finance Department does not have the capability to match individual revenue sources on the computer. All grants will have to be broken out. These requirements will be a tremendous process for and change in the Finance Office. Reconciliations will have to be done for each statement. It also increases supplemental information and note disclosures. GASB-34 will require major changes in the Finance Office.

Ms. Cannon also advised that because of expense, the County has always purchased the core portion of the financial package for our computer systems. The core package writes checks. Information Services writes the interfaces needed to run with the core package. County Payroll and Personnel are not currently linked together on the computer. She feels it is prudent at this time to begin looking for a new financial package due to GASB-34. It will be a large task to undertake. Because of these added responsibilities, she is asking for these reclassifications and the new position.

Commissioner Tyson asked if the changes in the financial package would link Finance and Personnel on the computer system.

Mrs. Cannon advised the changes would link Personnel and Finance.

MOTION: Commissioner Tyson offered a motion to forward a favorable recommendation on the reclassifications for the Finance and Personnel Departments and the new position for the Finance Department and that the Finance Department begin to look for a new financial package.

SECOND: Commissioner Warren

VOTE: UNANIMOUS

Mrs. Cannon advised that funds reimbursed to the County from the Jail Bond issuance have been placed in a line item to be used for a financial package. That amount is \$2 million.

Commissioner Warren asked how much the package would cost.

Mrs. Cannon noted the cost for the package would depend on the software purchased and the platform it runs on. They will be looking for the best software that meets the needs of the County and then they will look for a platform. She is hoping the cost of the package will not exceed the \$2 million they have set aside.

Chairman Baggett asked Mrs. Cannon about the letter received from the Local Government Commission concerning the Auditorium Fund.

Mrs. Cannon noted the letter was related to the Coliseum. It indicated the LGC has some concerns that the Coliseum Complex liabilities exceed the available resources. The letter gave two suggestions to the County. She and Mr. Martin have contacted Kendall Wall about this letter. She noted this matter has been added to the January 3, 2000 Commissioners meeting agenda for discussion.

Commissioner Warren noted that as liaison to the Civic Center Commission, he has been made aware of the fact that the CCC Chairman, Mr. George Breece, has discussed this matter. Mr. Breece has directed that the CCC Finance Committee discuss this matter. However, the Civic Center Commission will not have a recommendation ready by January 3rd.

Mrs. Cannon noted the LGC wants a response and an action plan from the County with regard to this matter. There have been deficits in the past in the Auditorium Fund. However, since the County had built the new coliseum, she feels the LGC may now have more concern about this deficit.

Chairman Baggett asked who was responsible for responding to this letter.

Mrs. Cannon advised the response would need to be from the Chairman of the Board of Commissioners. This letter will go into the County's financial statement.

Commissioner Tyson asked how quickly the County would need to respond.

Mrs. Cannon advised that there was no set response date given by the LGC. She feels the end of January is satisfactory.

Mr. Barrett advised that once the Civic Center Commission Finance Committee reviews this matter, their recommendations may need to go through the Commissioners' Finance Committee before going to the full Board.

Commissioner Warren asked if the LGC would be notified that the County is working on this matter.

Mrs. Cannon advised she would contact the LGC and let them know what actions are being taken.

Commissioner Warren advised he did not feel this item should be on the January 3, 2000 agenda. He feels the matter should go to the full Board after all the other committees have addressed it. He understands Commissioner King has asked the item be placed on the January 3rd agenda.

Chairman Baggett stated a letter should be forwarded to the LGC advising them the County is addressing this matter.

Mr. Martin noted the letter should state a response from the County would be submitted by the end of February 2000.

Commissioner Warren asked if Mr. Martin would contact Commissioner King and let him know what is going on so that he can decide whether or not he wishes for this item to remain on the January 3rd agenda.

Mr. Martin advised he would contact Commissioner King.

Commissioner Warren noted he has been looking at some of the classifications of personnel in the Mapping Section of the Tax Administrator's Office. The Mappers have no steps, such as Mapper I, Mapper II, etc. He feels there should be steps to include a GIS Technician in order to give Mappers some incentive to continue education and remain with the County. Currently, they have nowhere to go in their current positions.

Chairman Baggett noted the Commissioners during budget deliberations expressed concerns about this matter and funds were set aside at that time to be used for training for the Mappers.

Mr. Martin noted Personnel could research levels for Mappers. He does know the Tax Administrator is looking at a GIS proposal that involves the City of Fayetteville and the Public Works Commission. He is also looking at a GIS Specialist or GIS Technician position.

Commissioner Warren stated he would like to see the steps for the Mappers addressed before the consolidation issue is completed. He feels the consolidation issue will take some time. He would like the County to address the step issue with the Mappers regardless of the consolidation outcome.

Commissioner Tyson stated he feels the County should design an incentive plan that will create interest. He has a problem with the fact that funds were set aside for training and it has not been used.

Mr. Martin advised that some training is being provided to persons in the tax office. There was some discussion of moving GIS to a program that best serves the City of Fayetteville, Cumberland County and PWC. Each entity needs to make some changes in order for this to happen. They are a good bit away from getting this completed.

It was the consensus of the Committee that Management should bring a proposal for the creation of steps for the Mapper positions in the Tax Administration Office to the Personnel Committee at its next regular meeting.

The Committee then discussed the request for a Transportation Program Coordinator position that was discussed at the November 10th meeting. Assistant County Manager Juanita Pilgrim and Mrs. Peggy Crumpler made the presentation to the Committee.

BACKGROUND: Cumberland County currently provides coordinated Human Services Transportation to residents of Cumberland County. This effort has been in place since 1984 and has been managed by the Human Services Transportation System (HSTS) Steering Committee, which meets quarterly. In the past, staff support has been provided by the Transportation Planning Section of the Planning Department. This position was also responsible for duties other than those associated with HSTS, approximately 50 percent. In 1996, the City of Fayetteville pulled out of the Cumberland County Joint Planning Board and cutbacks were incurred by the Planning Department. As a result, the Transportation Planning position that was assigned to perform the HSTS duties was cut. The duties relating to HSTS were reassigned to the Comprehensive Planning Section. Additional requirements by the State make it necessary to have at least one full time position which would perform the responsibilities and duties necessary to provide staff support for the Human Services Transportation System and to help move the County toward meeting the policy requirements established by the State in order to receive additional funds.

CONSIDERATIONS: The North Carolina Department of Transportation currently oversees the development of transportation planning programs for all the counties in North Carolina. We are required by NCDOT to maintain an up-to-date Transportation Development Plan. They are currently restructuring their program to transition from the Transportation Development Plan to the Community Transportation Program, which requires counties to meet certain policy requirements to become eligible for certain funds. These funds include Rural General Public Funds, Capital and Operating assistance Funds, and Administrative Funds for systems that meet these policy

requirements or are committed to meeting these requirements. Due to the amount of additional work required by this transition, Cumberland County needs to have one full time position that would provide staff support and oversee the transition to the Community Transportation Program so that the County can become eligible for additional funding. Through the Community Transportation Program, Cumberland County can apply for funds that will fund 85 percent of this position.

RECOMMENDATIONS:

- 4) That Cumberland County establish the following new position to continue the provision of staff support for the Human Services Transportation System and to help implement the policy requirements of the Community Transportation Program as addressed in the job description (job description is attached to these minutes):

Transportation Program Coordinator
Salary Grade 66 – Salary Range - \$29,764 to \$42,924

The starting salary of \$32,450 is based on the maximum amount of administrative funding available through the Community Transportation Program.

- 5) That Cumberland County fund this position from January 1 – June 30, 2000, using County funds.

6 month Salary	\$14,976	Travel	\$ 250
Social Security	\$ 1,146	Board Training	\$ 250
Retirement	\$ 735	Training	<u>\$ 500</u>
Hospitalization	\$ 1,260		
Workers Comp.	<u>\$ 35</u>	Total Travel	
Salary & Fringes	\$18,152	& Training	\$1,000

Computer/Printer \$1,200

Total County Funding for 6 month period January 1, 2000 – June 30, 2000 = \$20,352

- 6) That Cumberland County apply for Administrative Funds through the Community Transportation Program 2001 Grant Application to fund the position starting July 1, 2000.

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12 month salary	\$32,450	Travel	\$ 500
Social Security	\$ 2,482	Board Training	\$1,000
Retirement	\$ 1,593	Training	<u>\$1,000</u>
Hospitalization	\$ 2,520		
Workers Comp.	\$ <u>73</u>	Total Travel	
Salary & Fringes	\$39,118	& Training	\$2,500

Community Transportation Program will fund 85% of salary and fringes, which would be \$33,250. County share would be \$5,868 plus \$2,500 training and travel for a total of \$8,368.

Peggy Crumpler, Planner with the County Planning Department advised the grant application has been completed for this program. It will be submitted to the Board of Commissioners on December 20th for approval. She also requested a letter from the State asking if they could give some assurances concerning their support of this position as of July 1, 2000. She noted a letter has been received from the Department of Transportation indicating they will make a favorable recommendation the NC Board of Transportation if the County's application is submitted to the division on time and upon review is found to meet all the policy requirements for the application. (Letter is attached to a made a part of these minutes.)

Commissioner Tyson asked questions concerning what the funds are being used for, the types of transportation provided and who can maintain the vehicles if FAST is unable to.

Mrs. Crumpler answered Mr. Tyson's questions.

Ms. Pilgrim advised she feels it is important to get someone in place in this position in January 2000. The State will pay for a majority of this position after June 30, 2000. Once the State begins to fund the position, the county will only have to pay approximately \$9,300 of the costs. The County will need to fully fund the position from January 2000 through June 30, 2000.

Commissioner Tyson advised this type of transportation is a viable County alternative to FAST. It will reach out into the County where FAST does not. The City of Sanford has a wonderful system where citizens call in and make an appointment for transportation. The person pays the "fare" for the transportation when they are picked up.

MOTION: Commissioner Tyson offered a motion to approve the new position of Transportation Program Coordinator as outlined by management.
SECOND: Commissioner Warren
VOTE: UNANIMOUS

4. Other Committee Concerns.

Commissioner Warren noted it has come to his attention that there is some question about who has the direct authority to perform the evaluations on the Mental Health Director. He noted this matter came up last year. All the supporting documents indicate the Area Mental Health Director answers to the Area Mental Health Board.

Mr. Barrett advised this he, along with Mr. Strassenburg, Mr. Martin and Ms. Pilgrim discussed this matter last year. The Mental Health Board supervises the Area Director. The evaluation is done to award performance pay based on a County Board of Commissioners performance pay plan. Management would review the Director for pay purposes only. Management did the evaluation last year. For purposes of the performance pay plan, Ms. Pilgrim would do the written evaluation of the Area Mental Health Director.

Ms. Pilgrim advised she was directed to evaluate the three human services directors last year. Each Director felt their board should evaluate them. She gave each of them the opportunity to come in to her office so that she could review the evaluation with them. Mr. Modlin and Mr. Miriello chose not to meet with her. Dr. Williams met with her and reviewed the evaluation, but did not sign it. She contacted Mr. Miriello again this year to review his evaluation. Mr. Miriello informed her that the Chairman of the Area Mental Health Board had done his evaluation. She advised Mr. Miriello that she had been directed by the County Manager to do an evaluation on him. She has completed the evaluation and that is where they are at this time.

Commissioner Tyson noted he had some experience with the Social Services Director on this issue last year, as he is the Liaison to that board. He stated there needed to be a coordinated plan with regard to this issue. These human services boards felt insulted that they were not allowed to perform these evaluations. The committee can recommend that the boards perform the evaluation and then forward it to the Board of Commissioners in conjunction with the Manager or the committee could recommend that anyone not meeting the criteria would not be eligible for a performance pay increase.

Commissioner Warren noted a letter from the Attorney General with an opinion on this matter. The opinion states the County Manager does not supervise the Area Mental Health Director and it appears inappropriate to allow Management to evaluate him.

Mr. Barrett stated that opinion was solicited by the Mental Health Board. There is a series of letters where they "backed off" this opinion where a Board of Commissioners performance pay plan is in place and the County Manager has the duty to implement it. He noted there is a narrower question about the implementation of the Board of

Commissioners' pay plan. The human services boards can do an evaluation of their directors and forward it to the County Manager as information.

Chairman Baggett asked how anyone other than a board member could complete the detailed evaluation with any specificity.

Ms. Pilgrim advised that question could be extended to any department head in the County. She noted she works closely with these three agencies because many items go through her before the Commissioners see them. These boards know what the Directors tell them. She noted the evaluations could be done jointly and the scores averaged-out.

Commissioner Tyson stated this issue has nothing to do with Statutes. It has to do with these directors getting extra County money. The boards could do the evaluations and then the chairman of each board could address the Commissioners in executive session and a vote could be taken at that time on the amount of increase.

Mr. Martin noted many other Department Heads have advisory Boards. This may create additional problems if the Human Services agencies are treated differently.

Commissioner Tyson advised all the Department Heads should be treated the same. He feels it is important for Commissioners to look after County money.

Commissioner Warren noted he raised this issue so that it can be resolved. He feels the Committee needs more time to think about this matter and would like the discussion to be continued until the next meeting.

MOTION: Commissioner Warren offered a motion to recess this meeting until Tuesday, December 21, 1999 at 3:30 PM.

SECOND: Commissioner Tyson

VOTE: UNANIMOUS

Meeting recessed at 5:01 PM.