

**COUNTY PERSONNEL COMMITTEE MEETING
THURSDAY, MARCH 11, 1999, 10:00 AM**

Present: Talmage S. Baggett, Commissioner
J. Lee Warren, Jr., Commissioner

Absent: H. Mac Tyson II, Commissioner

Others: Breeden, Blackwell, Commissioner
James Martin, Deputy County Manager
Amy Cannon, Finance Director
James Lawson, Interim Personnel Director
Kendall Wall, Civic Center Director
Sue Kozik, Tax Administration
Karen Musgrave, Staff Attorney
Steve Parlett, Sheriff's Office
Rhonda C. Raynor, Deputy Clerk to the Board
Press

Commissioner Baggett called the meeting to order.

INVOCATION: Commissioner Blackwell offered the Invocation.

1. Election of Chairman.

MOTION: Commissioner Warren nominated Commissioner Baggett for Chairman of the County Personnel Committee.

SECOND: Commissioner Baggett

VOTE: UNANIMOUS

2. Selection of Regular Meeting Date and Time.

The regular meeting schedule for the County Personnel Committee was set for the second Thursday of each month at 10:00 AM.

3. Approval of Minutes of the November 12, 1998 meeting.

MOTION: Commissioner Warren offered a motion to approve the November 12, 1998 County Personnel Committee meeting minutes.

SECOND: Commissioner Baggett

VOTE: UNANIMOUS

4. Proposed Classification Changes.

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Deputy County Manager James Martin advised the positions indicated in the handout include two positions that, if approved will require additional funding and two positions that will not require additional funding.

James Lawson, Interim Personnel Director reviewed the handouts for the committee members. He noted the salary change for Position Number 1006 with the Civic Center is in the overall budget line, so there will be no increase in their budget. It is part of the Civic Center's restructuring that has been ongoing since the completion of the new coliseum. The position has been vacant all year and someone has been doing the work of this position on a part-time basis. It was noted the grade was determined by a review of similar positions with similar duties.

Commissioner Warren asked what the difference was between an Operations Manager and an Operations Director.

Kendall Wall, Civic Center Director advised he is in the process of downsizing the staff and deleting the Assistant General Manager position. He wants an Operations Director to do more administrative and financial work and to serve as the number 2 person. Someone who can keep up with the day-to-day operations of the Coliseum Complex. The Operations Manager would be assistant to the Director of Operations. He noted this position is similar to the Box Office Manager and other like positions. Mr. Wall then presented and reviewed an organizational chart for the Civic Center. He noted this restructuring, once complete will save approximately \$8,000.

Mr. Wall then advised he would like to leave the change in the name of Position Number 1018 from Operations Director to Director of Operations until all the changes in classification for similar positions are ready to be submitted to the Personnel Committee for approval.

Mr. Wall also noted he would like to reclassify a Clerk position so they can open a ticket office at Cross Creek Mall. This is part of his on-going restructuring of mid-management to lower level positions. These changes will save money in his departmental budget.

Commissioners Warren and Baggett advised they had no problem with changing the title of Position Number 1018, knowing that same position will be brought to them at a later date for consideration of a salary change.

MOTION: Commissioner Warren offered a motion to approve the proposed classification changes for position numbers 1006 and 1018 with the Civic Center as presented.

SECOND: Commissioner Baggett
VOTE: UNANIMOUS

The Committee then considered the Classification Change for Position Number 6085 with the Sheriff's Office.

Mr. Lawson advised this change is part of the Sheriff's efforts to have all sworn law enforcement officers in the Sheriff's Office performing law enforcement duties. A sworn officer is currently doing the duties with regard to the Sheriff's Office Accreditation. The person in position number 6085 will assume more responsibilities and duties with regard to the Accreditation. He noted the Sheriff's Office has the money in their budget to fund the salary change through the end of this fiscal year, but there will be an annualized increase of \$5,530 for the position.

Commissioner Warren commended Officer Parlett for the fine job he has done with the grants the Sheriff's Office has received through their Accreditation efforts. He does not want to see this fine work change as a result of the restructuring of duties.

Officer Parlett stated the lady in the position being reclassified will assume the day-to-day operations of the grant applications. He feels the process will become more efficient and successful with this restructuring. This person will assume the grant research duties and will take over the day-to-day operations of the Accreditation.

MOTION: Commissioner Warren offered a motion to approve the classification change for Position Number 6085 with the Sheriff's Office as presented.

SECOND: Commissioner Baggett
VOTE: UNANIMOUS

Commissioner Baggett commended the Sheriff's Office for the fine work they have done in achieving accreditation.

Officer Parlett stated the impact of Accreditation has already been seen. It has helped in the reduction of litigation for and in the number of lawsuits filed against the Sheriff's Office.

The Committee then considered the Classification Change for Position Number 377 with Tax Administration.

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Mr. Lawson advised the name change for this position comes as a result of restructuring of the audits done on local restaurants. The person in this position had other clerical tasks that kept her from doing a large number of audits. The Tax Administrator wants to move the clerical work to be done to another person in the office to allow more time to do audits rather than clerical work. The duties of the position have been restructured, but the technical aspects and responsibilities of the position have not changed.

Mr. Martin advised the Civic Center had updated their business plan. The updated plan recommended that the County provide someone to do Food Tax audits to make sure businesses are accurately reporting their food sales.

Sue Kozik of the Tax Administrator's Office advised the clerical duties of this position will be shifted to someone else in their office.

Commissioner Warren asked if the person in position number 377 would be doing audits other than those for the Food Tax.

Mr. Martin advised she would not. He noted the Tax Administrator will be moving a current staff member into that section to perform the necessary clerical work.

Commissioner Baggett asked if this change will affect the auditing of these businesses.

Ms. Kozik advised the auditing will increase because the person in this position will now have the time to go into the field more and audit more businesses.

Mr. Martin advised this change will allow the Tax Office to double their efforts in auditing businesses for the Food Tax.

Mr. Lawson noted the only change in this position will be that she will be doing more auditing than she was able to do in the past. Previously, she would have to audit a business and then do the clerical paperwork after the audit. Now, she will not have to take the time to do the clerical portion of the audit. Since her title will be changed from Tax Analyst to Tax Auditor, it will distinguish her from the other Tax Analysts. He noted she will have a regular schedule of audits to do. This change will allow her to do them more efficiently. She will have the same responsibilities as before, but they will now be more concentrated in one area.

Mr. Wall noted the salary for this position is funded from the Food and Beverage Tax monies.

MOTION: Commissioner Warren offered a motion to approve the classification change for Position Number 377 in Tax Administration as presented.
SECOND: Commissioner Baggett
VOTE: UNANIMOUS

5. Consideration of Physician Salary Schedule for the Physician Class Series.

Mr. Martin advised prior to the position and classification study done by DMG, the County had several different series of pay plans. One for regular County employees and one for Health, Mental Health and Social Services employees and Health Department Physicians. One pay plan was created and all employees were included in that plan. It has worked well until the Health Department Physicians salaries were adjusted. The Board of Commissioners approved moving all Health Department Physicians to the mid-point of their pay grade as part of an incentive package. Then, based on experience, a physicians salary could be increased by certain increments up to ten points above the mid-point based on experience with the Health Department or other areas. They have since discovered, as a result of the 2% salary increase given in January '99 to all employees with at least one year of service, the salaries of four physicians at the Health Department are now above the maximum in their pay range. This creates a problem with State Personnel because their guidelines require employees salaries to stay in their set range. To remedy this situation, management is recommending that the County go back to the pay grade they had for physicians prior to the DMG study, which has a higher maximum than what they currently have. This change will not involve a pay increase for any of the physicians. The change will simply allow the County to get these positions back in compliance with State Personnel. The County will simply have a separate physician classification pay range.

James Lawson advised he has spoken with the Office of State Personnel and they have advised it is appropriate to have a separate grade and salary range for physicians. Most counties do.

Commissioner Baggett asked if the Health Department had given consideration to having physicians on a contract basis similar to the County Hospital.

Amy Cannon, Finance Director stated she was not aware of any contract doctors with the exception of the one for the County Jail.

Mr. Martin advised he could check into the matter.

Commissioner Baggett stated the numbers the hospital gave them on this matter were impressive. The Hospital does not always get the same doctor each time, but this avenue

could provide some cost savings to the County. He feels it would be good to look at this option for the future.

Commissioner Warren stated he had one problem with these physician classifications. It was with the Health Department Director. The Director is a physician and is being paid more at the physicians salary grade. He feels the Director should be paid at a Director's grade and the position should not take up one of the valuable physician slots when the person is serving as an Administrator.

Mr. Lawson advised there are a number of physicians serving as administrators. Dr. Williams' position description indicates he serves as an administrator.

Mr. Martin stated he feels there is a Local Health Administrator position which is a lower paying position.

Commissioner Warren stated he feels Dr. Williams should be compensated for his expertise as a physician, but does not want to use a physician position as an administrator.

MOTION: Commissioner Warren offered a motion to approve the changes to the Physician Salary Schedule for the Physician Class Series for the Health, Mental Health and Social Services Departments.

SECOND: Commissioner Baggett

VOTE: UNANIMOUS

6. Other Committee Concerns.

Commissioner Blackwell stated he knows in these difficult budget times, the County does not want to be hiring for a new position, but he would like to have Management look at employing a Grants Writer from the unfilled positions currently existing. He would like Personnel and Management to look into a position such as this for the County. He feels someone in this position could earn their own salary.

Commissioner Warren stated several departments already have people that apply for grants.

Commissioner Blackwell stated that if there could be one for County Government, he feels it would be a tremendous benefit to the County. There are a large number of grants out there. He feels it would be good if the County had one person that could concentrate on grants and be in an administrative position. He asked that Mr. Martin look at a salary range for such a position. This position could also serve as a coordinator bringing all other departments together. This position may end up being a duplication of services, but he

would like to look into it to make sure. He asked Mr. Martin to come back to the Committee with a report.

It was the consensus of the Committee to have Management look into having a Grants Writer for the County and report back to the Committee.

Commissioner Blackwell then stated the Commissioners are receiving a lot of information about jobs being cut. He has received letters from employees of the Welfare Integrity Team. Apparently these employees have been advised their positions will be cut in the new budget. The position of these employees is that there is a new Reduction In Force policy that supersedes the State Personnel Reduction In Force Policy. He asked that management look into this matter. He has been advised there are employees with twenty-two years of service to the County who are going to lose their jobs and new trainees will keep their jobs. The policy he has received says the targeted employees are to be considered for other positions. He did not know where to bring this issue up except with the Personnel Committee. He realizes there is a difference in mandated and unmandated services. They may want to look at how much money is being saved by the Welfare Integrity Unit for the County. That information may be beneficial.

Commissioner Warren advised he had spoken with the County Manager regarding this matter. He advised information regarding targeted cuts are to be turned into Management. Recommendations are then to be made by Administration and then they are to go to the Board of Commissioners.

Mr. Martin advised it is too early to make these determinations. Department Heads were asked by Management to identify services they have to provide and then look at productivity and years of service. Apparently Social Services has looked at non-mandated services. Management has not asked anyone to send letters to employees. Currently, the County Attorney's Office is working on a letter that will have to be sent to employees 30 days prior to any reduction in force. This will be done at the appropriate time. Management has asked Department Heads to have conversations with employees who may be targeted in the budget cuts. He hasn't seen any letters, but he will look into this matter.

Commissioner Blackwell stated he thinks this matter should be looked into. He has told all employees inquiring about his situation that no decision has been made yet.

Commissioner Baggett stated all the Commissioners have received letters from concerned employees. It is troubling that Department Heads have made preliminary decisions based on what the Board of Commissioners have asked them to do. The Board has not made

any decisions at this point. These departments are laying all these decisions in the Commissioners' laps. No direction has been given by the Commissioners about any changes. Because the Commissioners have started the planning process early, they have begun to hear these concerns.

Commissioner Blackwell stated he wants some feedback from Management with regard to any conflict with the State Personnel Policy.

Mr. Martin advised the State Personnel Policy has Reduction In Force guidelines and each state agency is required to give their own policies to the state if they make any changes to the State Policy.

MOTION: Commissioner Warren offered a motion to adjourn.

SECOND: Commissioner Baggett

VOTE: UNANIMOUS

Meeting adjourned at 11:00 AM.