

**SPECIAL COUNTY PERSONNEL COMMITTEE MEETING
TUESDAY, SEPTEMBER 12, 2000, 3:00 PM**

Present: Talmage S. Baggett, Chairman
Billy R. King, Commissioner
J. Lee Warren, Jr., Commissioner

Others: Cliff Strassenburg, County Manager
James Martin, Deputy County Manager
Cliff Spiller, Assistant County Manager
Grainger Barrett, County Attorney
Doug Candors, Staff Attorney
Amy H. Cannon, Finance Director
James Lawson, Personnel Services Manager
Larry Philpott, Recreation Department Director
Rhonda C. Raynor, Deputy Clerk to the Board
Press

Chairman Baggett called the meeting to order.

INVOCATION: Commissioner Warren offered the Invocation.

1. Approval of Minutes of the July 13, 2000 meeting.

MOTION: Commissioner Warren offered a motion to approve the July 13, 2000 committee meeting minutes.

SECOND: Chairman Baggett

VOTE: UNANIMOUS

2. Consideration of Proposed Reclassifications.

Mr. Lawson reviewed the proposed classification changes with regard to salary and title changes for positions in the Recreation Department. He presented current and proposed organizational charts for the department including proposed changes in the departmental structure. He noted the new recreation centers that had previously opened and the responsibilities they added to the positions being considered. He noted the funds needed to adjust the salaries were in the Recreation Department fund balance. The information presented on the proposed reclassifications is attached to and made a part of these minutes.

Commissioner King arrived at the meeting.

Commissioner King noted the number of reclassifications coming to the Personnel Committee for review.

Mr. Lawson noted the reclassifications for the Recreation Department were due to the reorganization of the department and the added responsibilities of the new recreation centers. He also noted when a request for a reclassification is received in his office; the request is identified as to whether it is a request due to performance or duties.

MOTION: Commissioner Warren offered a motion to approve the proposed reclassifications for the Recreation Department and recommend approval to the full Board of Commissioners.

SECOND: Commissioner King

VOTE: UNANIMOUS

4. Report on the Human Resources Policy Manual Project.

BACKGROUND: On September 11, 1996, the Personnel Committee approved a motion to "allow management to conduct a review of all the Personnel Ordinances and employee policies and procedures". This motion was passed on response to concerns expressed by Doug Canders, who indicated the entire code needed to be reviewed and revised based on court actions. Further, he suggested that the Board of County Commissioners should set standards by which the County Manager could develop and maintain a set of policies and procedures. This would give the Manager flexibility to change them as needed, to ensure the policies remain current and relevant.

It was indicated during that meeting that Management and department heads would complete the review process and Management would provide the Committee with a proposed Human Resources Policy Manual to consider for approval and submission to the Board of County Commissioners for their action.

Since that time, there has been some progress in the review of the Personnel Ordinance. Additionally, James Lawson has been working closely with Doug Canders to create other policies that address common personnel issues that are not covered in the ordinance. Management has nearly arrived at the point of completing an entire first draft for review by the department heads for their critique and input. Management feels that involving department heads will ensure the policies include guidelines for all personnel issues that are faced in county government.

Once a Human Resources Policy is approved, it is planned that the manual will be published on the website, so that it is readily accessible. The website could be used to issue supplements to the departments electronically, which will relieve the management staff of the printing requirements, and would provide an easier way to maintain the policies. Additionally, a page will be maintained that publishes questions and answers from the departments to Human Resources (HR) and Legal. This page will serve two (2) purposes: 1) to provide answers to commonly asked questions thereby minimizing efforts by HR and Legal in dealing with redundant issues, and 2) to provide the County Manager with possible trends in the questions, which may suggest the need to publish a new policy or revise an unclearly stated policy.

Human Resources and the Legal Department along with the Management staff hope to complete a draft for presentation to the Personnel Committee by the November/December timeframe.

RECOMMENDATION/PROPOSED ACTION: This report is for information/discussion purposes and no action is recommended at this time.

Chairman Baggett asked if the input from Department Heads will be incorporated into the document presented to the Personnel Committee for consideration.

Mr. Barrett advised the draft will be given to Department Heads and the comments received will be incorporated into the document presented to the Personnel Committee.

Mr. Martin stated the Personnel Committee would review this document over several meetings. During that time the Committee would make recommendations and changes.

Mr. Strassenburg noted this policy will replace the County Code personnel ordinance.

Mr. Barrett stated the code is an ordinance – a law. The manual would be a policy authorized by general resolution by the Board of Commissioners, which would have more flexibility.

5. Consideration of the FY 2001 Performance Pay Implementation Plan.

Mr. Martin reviewed the Draft of the FY 2001 Performance Pay Implementation Plan for the Committee. He reviewed the changes to the Plan under the "NOTE" portion of the draft. The changes are as follows:

- The Board of Commissioners will conduct the appraisals of the County Attorney, County Manager and Elected Officials.
- The performance pay process applies to all employees who are eligible to participate in the County retirement systems and to all permanent part-time employees (including those who work less than 20 hrs. per week).
- Performance pay for employees with equal rating scores will be computed at the same percentage. As the rating score increases, the percentage of the pay increase will also increase.
- The implementation of a performance pay increase is not intended to cause an employee's annual salary to exceed the maximum annual salary range of the employee's classification. In any case where that would otherwise occur, the amount of the performance pay in excess of the maximum annual salary will be paid to the employee in a one-time lump sum payment.

The FY 2001 Performance Pay Implementation Plan is attached to and made a part of these minutes.

Chairman Baggett asked how much money had been budgeted for the performance pay this year.

Ms. Cannon advised the amount was a little over \$800,000.

Mr. Martin explained how the rate of performance pay is determined. He noted the Performance Pay Plan has worked extremely well.

MOTION: Commissioner King offered a motion to approve the FY 2001 Performance Pay Implementation Plan as presented by Management and to recommend approval of the plan to the full Board of Commissioners.

SECOND: Commissioner Warren

VOTE: UNANIMOUS

6. Discussion of Employment Contract and Salary for the New County Manager.

MOTION: Commissioner Warren offered a motion to go into Closed Session to discuss a personnel matter.

SECOND: Commissioner King

VOTE: UNANIMOUS

MOTION: Commissioner Warren offered a motion to come out of Closed Session.

SECOND: Commissioner King

VOTE: UNANIMOUS

MOTION: Commissioner King offered a motion that the Personnel Committee recommend adoption of the same contract the County has with the current Manager, Cliff Strassenburg for James Martin with a change in the annual salary to \$118,000 and a monthly travel allowance of \$675.00.

SECOND: Commissioner Warren

VOTE: UNANIMOUS

7. Other Committee Concerns.

No other committee concerns were raised.

MOTION: Commissioner King offered a motion to adjourn.

SECOND: Commissioner Warren

VOTE: UNANIMOUS

Meeting adjourned at 3:58 PM.