

QUORUM COURT MINUTES

09/23/2019

FILED
SEP 26 2019
KADE HOLLIDAY
COUNTY & PROBATE COURT CLERK

September 23, 2019 Quorum Court Minutes

All Justices of the Peace present.

Judge Day called the meeting to order at 5:30 p.m.

The first order of business on the agenda was a presentation of a salary survey by Blair Johanson of the Johanson Group. Mr. Johanson presented a 13-page slide show, attached hereto as **Addendum A**, showing the progress of the Classification and Compensation study the Johanson Group was contracted to do for Craighead County. Mr. Johanson reviewed the project objectives to start the presentation. They are as follows: A.) Maintain a compensation system that provides fair and equitable salaries based on internal job requirements and external pay with comparable positions within the regional area. B.) Maintain a compensation plan that is aligned with and supports the goals of the County. C.) Balance the desire to competitively pay employees with the financial resources of the County and be fiscally responsible. D.) Maintain a compensation management system that is flexible to meet the changing needs of the County. E.) Employee talent attraction and retention. Mr. Johanson introduced the 3-phase plan that would make the objectives possible to achieve. Phase 1-Position Descriptions and Ratings, Phase 2-Market Salary Study, and Phase 3-Salary Administration. Within Phase 1, there are 15 factors used for job and position rating in 4 categories. Category 1 is Knowledge and Skill Requirements and the factors within are as follows: 1.) Experience: general 2.) Experience: Management 3.) Education 4.) Initiative and Ingenuity 5.) Mental Demand 6.) Analytical Ability and Problem Solving. Category 2 is Responsibilities and the factors within are as follows: 1.) Responsibilities for work of others. 2.) Responsibilities for funds, equipment, property, etc. 3.) Responsibilities for accuracy. 4.) Accountabilities (end results.) Category 3 is Contacts/Human Relations and the factors within are as follows: 1.) Contacts with the public. 2.) Contacts with employees. Category 4 is Efforts and the factors within are as follows: 1.) Machine and computer operations. 2.) Working conditions and hazards. 3.) Physical demands. This can be found on page 7 of **Addendum A**. The Market Salary Study showed that the average internal pay for the 92 active positions in Craighead County is 8.3% behind the market pay average for like-type positions. The suggestion made by Mr. Johanson and the Johanson Group is to adjust the County's internal average pay line by 5.3% to develop a competitive pay grade midpoint pay line. A visual representation can be found on page 9 of **Addendum A**. In phase 3, the info of the 275 employees represented in the compensation study was uploaded alongside the market data information into the compensation management database. A review of the draft pay grade and range scale would then be reviewed with Human Resources. The last step is a final classification and compensation study at which point recommendations are presented to the Quorum Court and Public Safety Committee. The recommendations of Mr. Johanson and the Johanson Group can be found on pages 11, 12, and 13 of **Addendum A**. After brief discussion between the Court, Elected Officials, and Mr. Johanson, Judge Day moved forward with the meeting.

The next order of business was approval of the September 9, 2019 Quorum Court meeting minutes. Justice Weinstock made one correction to the minutes changing million to billion in the fourth sentence of the first paragraph. With the amendment to the minutes Justice Cline made a motion to approve and Justice Williams followed with a second.

Committee Reports: Justice Rogers read the Public Service Committee minutes from the September 9, 2019 meeting. A copy of same is attached hereto as **Addendum B**.

Justice Longmire read the Finance Committee minutes from the September 9, 2019 meeting. A copy of same is attached hereto as **Addendum C**.

Justice Cline read the Road Committee minutes from the September 9, 2019 meeting. A copy of same is attached hereto as **Addendum D**.

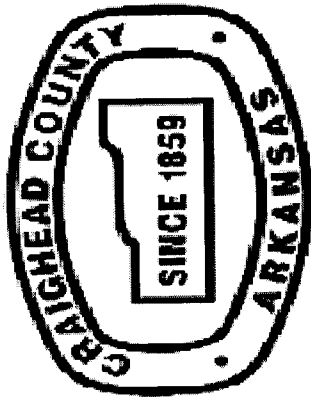
Old Business: None to discuss.

New Business: The next order of business was an appropriation ordinance amending the 2019 annual operating budget to add funds in Fund 1000, County Sheriff, Department 0400, Line 4005, in the amount of \$175,160.00 to purchase five new high-speed police pursuit vehicles. The Deputy Clerk read the appropriation ordinance. A copy of same is attached hereto as **Addendum E**. Justice Weinstock made a motion to approve and Justice Longmire seconded. The Deputy Clerk called the roll and the motion passed unanimously with all votes in favor of.

Announcements: Judge Day announced to the Court that Justice George Johnson's funeral services would be held at the Roller Farmers Union Funeral Home on Wednesday September 25, 2019 at 10 a.m. lasting until 11:30 a.m. Judge Day stated that Justice Johnson would be laid to rest at the Veteran's Cemetery at Birdeye in Cross County. The Court then took up collections to send flowers to Justice Johnson's services.

Judge Day then announced that he met with the Mayor on Friday regarding new Legislation passed revising funding to 911 services. Judge Day stated that we will continue to split cost 25/75 but the contract was adjusted to allow all new revenue to come out first, then the costs are split.

With no more business to discuss, Justice Couch made a motion to adjourn and Justice Williams seconded. Judge Day adjourned the meeting at 6:35 p.m.



Craighead County

Classification and Compensation Study

September 23, 2019

***Presented to: Quorum Court
Personnel Committee***

***Presented by: Blair Johanson
President, Johanson Group***

Addendum A

Classification and Compensation Study

Focus

Project Objectives:

- Maintain a compensation system that provides fair and equitable salaries based on internal job requirements and external pay with comparable positions within the regional area
- Maintain a compensation plan that is aligned with and supports the goals of the County

Classification and Compensation Study

Focus

Project Objectives:

- Balance the desire to competitively pay employees with the financial resources of the County and be fiscally responsible
- Maintain a compensation management system that is flexible to meet the changing needs of the County
- Employee talent attraction and retention

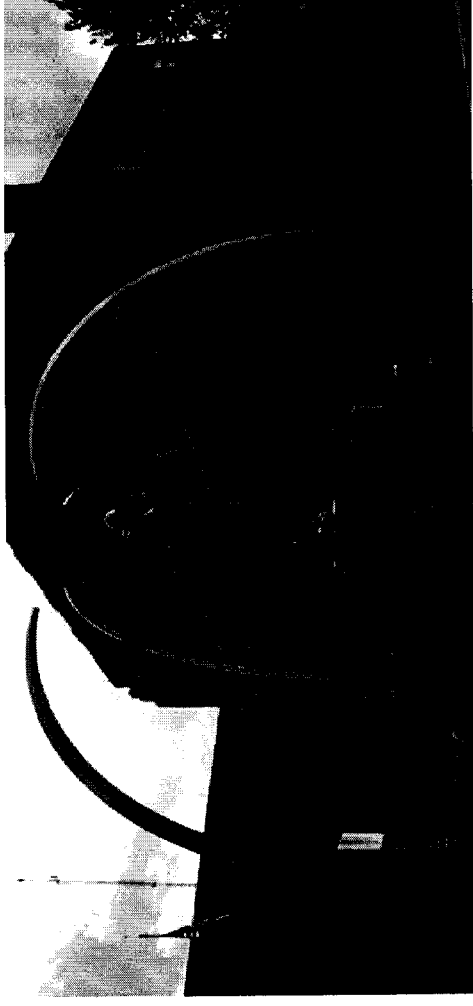
Classification and Compensation Study

- Phase I: Position Descriptions and Ratings
 - Converted 102 position descriptions within the DBCompensation software format
 - Position Analysis Questionnaires reviewed by elected officials and department heads
 - Comprehensive, complete and compliant with employment regulations
 - Rated positions utilizing 15 compensable factors
 - Rated all 102 position classifications/titles

Job Rating Factors

KNOWLEDGE & SKILL REQUIREMENTS

1. Experience – General
2. Experience – Management
3. Education
4. Initiative and Ingenuity
5. Mental Demand
6. Analytical Ability/Problem Solving



RESPONSIBILITIES

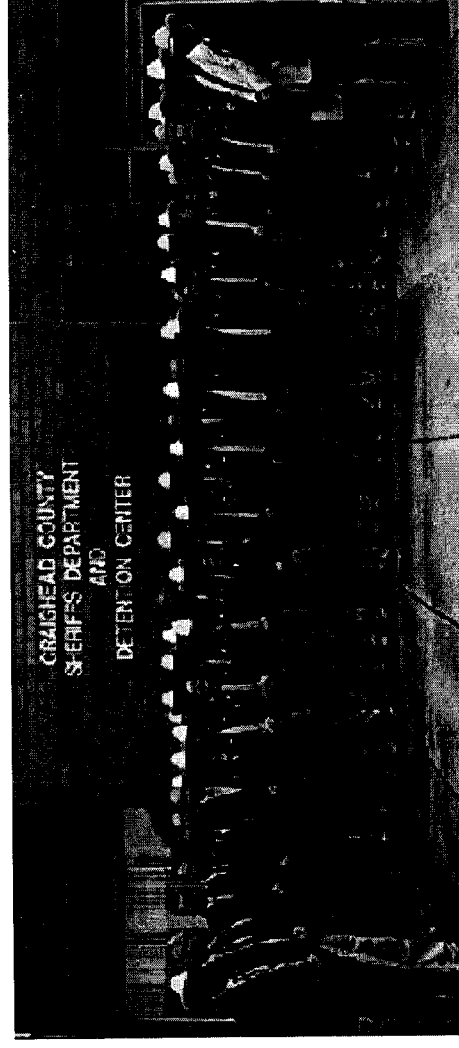
7. Responsibilities for Work of Others (Supervision)
8. Responsibilities for Funds, Equipment, Property, etc.
9. Responsibilities for Accuracy
10. Accountabilities (End Results)

CONTACTS/HUMAN RELATIONS

11. Contacts with Public
12. Contacts with Employees

EFFORTS

13. Machine and Computer Operations
14. Working Conditions/Hazards
15. Physical Demands

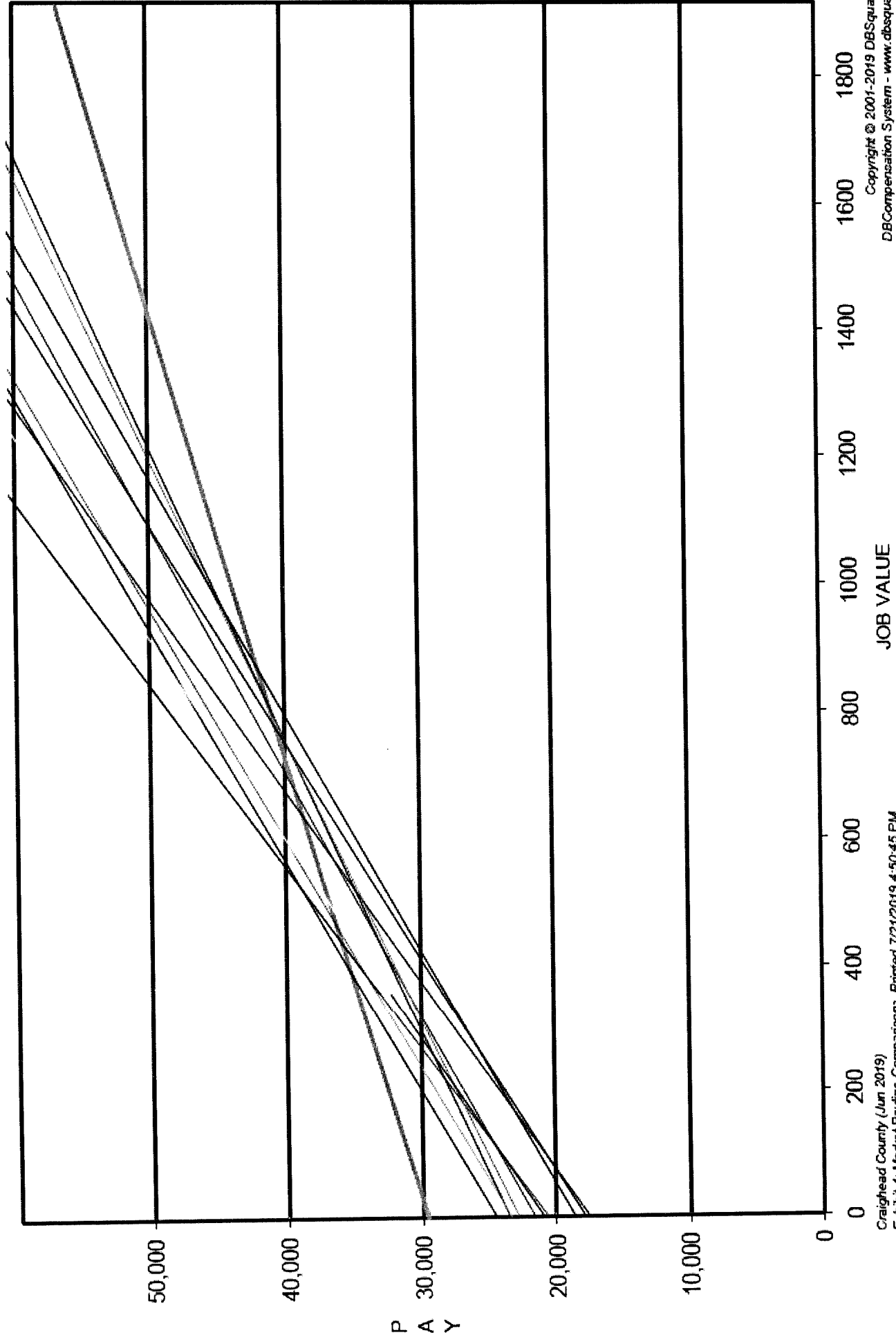


Classification and Compensation Study

● Phase II: Market Salary Study

- Completed market pay study with following survey entities and published studies
 - Arkansas DOT, City of Jonesboro, City Water & Light, DOL – Jonesboro, Faulkner County, Garland County, Jonesboro Chamber Pay Study, Saline County, Sebastian County and Jonesboro Salary.com
- Compared 92 active positions of the County's 102 job titles for the market salary study

CRAIGHEAD COUNTY EXHIBIT 4: MARKET PAYLINE COMPARISONS



Craighead County (Jun 2019)
Exhibit 4: Market Payline Comparisons. Printed 7/21/2019 4:50:45 PM
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DBCompensation System - www.dbsquared.com

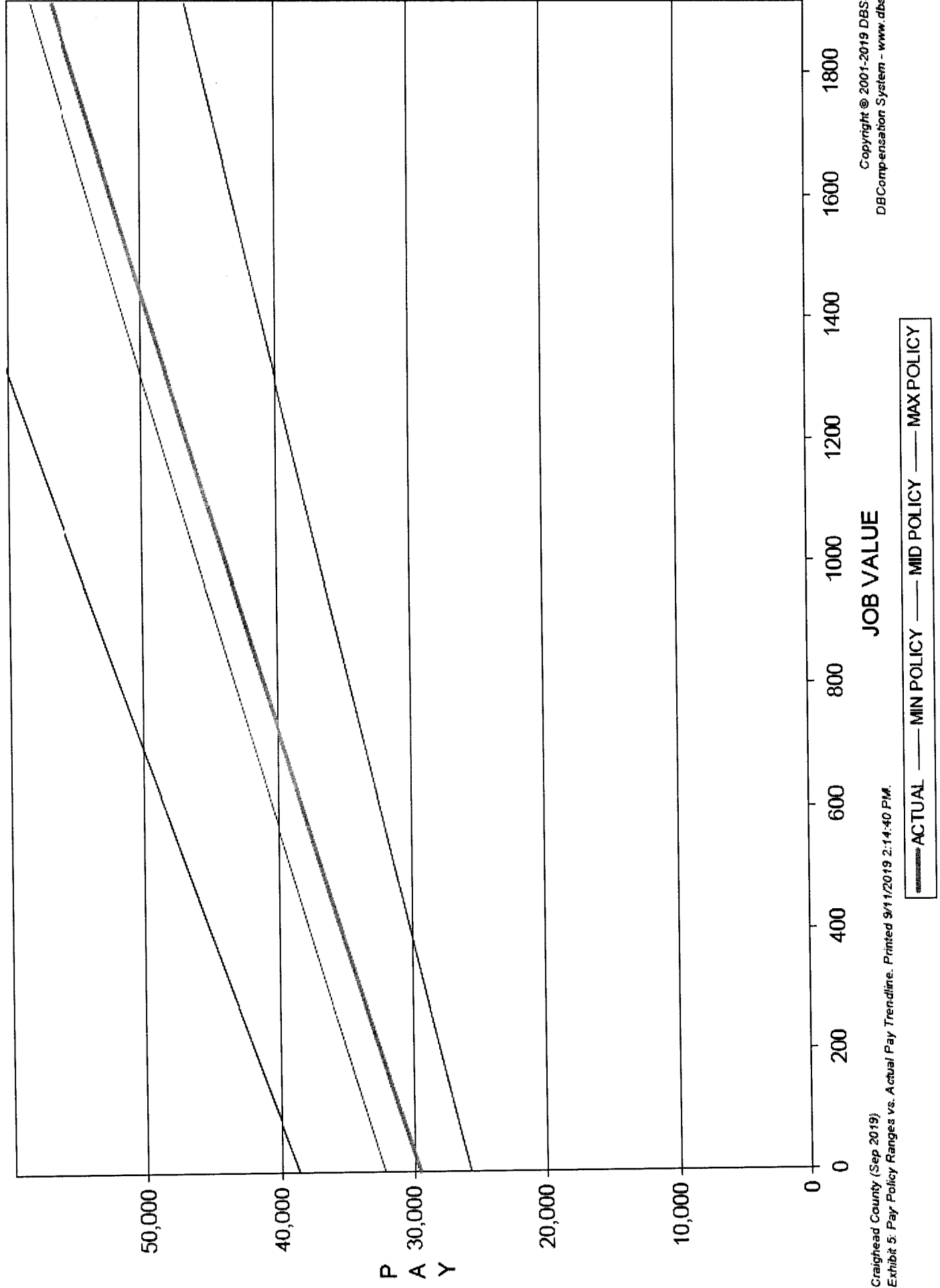
- ACTUAL
- Organization1
- Organization2
- Organization3
- Organization4
- Organization5
- Organization6
- Organization7
- Organization8
- Organization9
- Organization10

Classification and Compensation Study

● Phase II: Market Salary Study

- The average internal pay for 92 Craighead County active positions is 8.3% behind the market pay average for like-type positions
- This group of positions represents 275 full-time employees
- Recommendation to adjust negative 8.3% market pay average variance downward by 3% in consideration of County's retirement plan. Adjust the County's internal average pay line by 5.3% to develop a competitive pay grade midpoint pay line

CRAIGHEAD COUNTY EXHIBIT 5: PAY POLICY RANGES vs. ACTUAL PAY TRENDLINE



Classification and Compensation Study

● Phase III: Salary Administration

- Employee information uploaded & market data entered into compensation management database
- 275 employees represented in compensation study
- Review of draft pay grade and range scale with County's HR Manager
- Final Classification and Compensation Study overview and recommendations presented to County's Quorum Court Personnel Committee and Quorum Court

Classification and Compensation Study Recommendations

- Adopt the proposed 2020 pay grade and range structure for the County's 102 positions. The new pay grade and range scale will be competitive within the market recruitment area and with similarly-sized Arkansas Class 6 counties.

Pay Grade	Minimum	Midpoint	Maximum
121	\$53,762	\$67,203	\$80,644
120	\$51,236	\$64,045	\$76,854
119	\$48,710	\$60,887	\$73,064
118	\$46,183	\$57,729	\$69,275
117	\$43,657	\$54,571	\$65,485
116	\$41,130	\$51,413	\$61,696
115	\$38,618	\$48,273	\$57,928
114	\$36,092	\$45,115	\$54,138
113	\$35,274	\$44,092	\$52,910
112	\$34,728	\$43,410	\$52,092
111	\$34,182	\$42,728	\$51,274
110	\$33,637	\$42,046	\$50,455
109	\$33,091	\$41,364	\$49,637
108	\$32,546	\$40,682	\$48,819
107	\$32,000	\$40,000	\$48,000
106	\$31,454	\$39,318	\$47,182
105	\$30,909	\$38,636	\$46,363
104	\$30,363	\$37,954	\$45,545
103	\$29,818	\$37,272	\$44,727

Classification and Compensation Study Recommendations

- Adjust pay for employees in the 2020 budget using the following criteria for individual employee pay increases

Number of Employees	Current Pay Placement in Proposed Pay Grade and Range Scale	Pay Increase %	Total Annual Dollars	Average Salary Adjustment per Employee	Average Hourly Pay Adjustment per Employee
2	> 6% to Minimum	> 6%	\$7,530	\$3,765	\$1.80
31	> 20% to Midpoint	6%	\$65,249	\$2,105	\$1.01
29	> 15% < 20% to Midpt.	5%	\$48,512	\$1,673	\$0.80
35	> 10% < 15% to Midpt.	4%	\$54,898	\$1,569	\$0.75
178	< 10% to Midpoint	3%	\$210,982	\$1,179	\$0.56

- Total pay increases for 2020 budget: \$387,171 or 3.62%

Classification and Compensation Study Recommendations

- Review Job Evaluation and Salary Administration Policy and seek consensus with elected officials during 2020
- Present policy to QC Personnel Committee for approval
- Complete market pay study updates every other year to evaluate the County's pay competitiveness within its market recruitment area
- Review market salary study for Elected Officials and determine salary increases for 2020 budget

Public Service Committee

9/9/19

Meeting was called to Order by Chairman Richard Rogers at 6 pm. Present were Justice Williams, Justice Noel, Justice Price.

With no comments from the committee, and nothing on the agenda, motion was made to adjourn by Justice Noel, 2nd by Justice Price. Motion passed and meeting adjourned at 6:02 pm.

Finance Committee Meeting

September 9, 2019

Finance Committee Members present: Chairman Josh Longmire, Justices Barbara Weinstock, Dan Pasmore, Vince Percy and Darrel Cook.

Others present: County Treasurer Terry McNatt, Collector Wes Eddington, County Judge Assistant Lisa Lawrence and Sun reporter John Lee McLaughlin.

Chairman Longmire called the Finance Committee meeting to order at 6 pm.

Collector Wes Eddington presented the tax collections for August 2019. Total tax collected for the month was \$2.1 million. Delinquent personal tax collections are up 14.6% year to date compared to 2018.

Treasurer McNatt read financial reports for month ending August 2019. County General Fund had a balance of \$2.6 million. The Road Fund finished August with \$4.0 million. Capital Fund ended August with \$1.3 million.

Craighead County's portion of the total sales tax was \$325,312.96 in August. City of Jonesboro receives 69.74% of the sales tax collected.

Treasurer McNatt presented the financial position of the County on a one-page worksheet. Looking at a complete budget review for all County funds, the financial difference is \$781,148.84 stronger than prior year.

After all business was addressed and there were no further questions, Justice Longmire asked for a motion to adjourn. Justice Weinstock moved to adjourn the committee meeting and Justice Cook seconded. The motion passed unanimously, and the meeting was adjourned at 6:29 pm.

ROAD COMMITTEE MINUTES

September 9, 2019

Craighead County Road Committee was called to order at 5:57 pm by Chairman Steve Cline. Justices present were David Tennison, George Johnson and Terry Couch.

Eugene Neff, Road Superintendent, and guest Brent Granger were also present for the meeting.

Road Superintendent, Eugene Neff updated the committee on road work that has been completed.

The road department will be installing a stop sign at CR425 and CR338.

Discussed the paving of CR 338 located off Hasbrook Rd CR 333.

With no other business to discuss, Justice David Tennison made motion to adjourn, seconded by Justice Terry Couch. Motion passed and meeting was adjourned at 6:15 pm.

**BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY,
ARKANSAS; AN ORDINANCE TO BE ENTITLED:**

An Ordinance amending the 2019 Annual Operating Budget to add funds in Fund 1000, County Sheriff, Department 0400, Line 4005, in the amount of \$175,160 to purchase five new high speed police pursuit vehicles and should be incorporated into the 2019 Craighead County Annual Operating Budget.

SECTION 1. That the vehicles currently used by the Craighead County Sheriff's Dept. have proven to be the best vehicles in regards to service, maintenance, and reliability for their specific needs. Purchases of the new vehicles will be the same make and model that currently comprise the major fleet of vehicles used by the County Sheriff's Department, therefore, it is advantageous to purchase the same type of vehicle in regards to maintenance, service, supplies and repair parts. These vehicles will be purchased through the Arkansas State Contract and therefore will not be required to go through the local bid process.

SECTION 2. That the manufacturer of the proposed purchase of high speed police pursuit vehicle will cease production for year 2020 and therefore none will be available for purchase. The County Sheriff is proposing to purchase these five vehicles in the current year in order to keep the same type fleet of vehicles and forego the purchase of police vehicles in year 2020. The order time frame to purchase these vehicles has a small window and vehicles must be ordered by September 30, 2019 in order to gain this purchase advantage. This appropriation will be established in the Annual Operating Budget to allow for accurate tracking and dispersing of budgeted funds.

Fund 1000	County General	<u>New</u>	<u>Change</u>	<u>Old</u>
Dept 0400	County Sheriff	\$3,823,254.20	\$175,160.00	\$3,648,094.20
<u>Acct. #</u>	<u>Description</u>	<u>New</u>	<u>Change</u>	<u>Old</u>
4005	Vehicles	\$296,938.00	\$175,160.00	\$121,778.00
Total Amount Budgeted		\$175,160.00		

There is hereby appropriated \$175,160 into Fund 1000, Dept 0400, Line 4005, County Sheriff, to purchase five new high speed police pursuit vehicles. These funds shall be established in the chart of accounts by the County Treasurer and entered into the accounts payable appropriations journal by the County Clerk as described, upon passage of this appropriation ordinance.

Dated this _____ day of September, 2019.

Approved: _____
Marvin Day
Craighead County Judge

Attest: _____
Kade Holliday
Craighead County Clerk