

HUMAN RESOURCES COMMITTEE

April 26, 2021

MINUTES

Members Present: Chairman Anderson, Vice Chairman Reagan, Justices Owen, Dixon, Raney, Horner and Faulkner

Members Absent: None

Others Present: County Judge Darryl Mahoney, County Attorney John Howard, Administrative Assistant Doris Cischke, Elected Officials and Department Heads

Chairman Anderson called the meeting to Order and Justice Dixon led the opening prayer.

A motion was made by Justice Raney, seconded by Justice Dixon to move Item 2 on the Agenda for consideration to be heard between Items 6 and 7. The motion carried without opposition.

Chairman Anderson introduced a request from Sheriff McCormick to re-rate and provide for a 7% salary increase for the position of Office Administrator. A motion was made by Justice Owen, seconded by Justice Horner to approve the re-rate and salary increase. The motion carried without opposition.

Chairman Anderson introduced a request from the County Judge for a position title change, re-rate and 7% salary increase for the position of Secretary/Accounts Payable Clerk previously titled Secretary/Receptionist. A motion was made by Justice Raney, seconded by Justice Horner to approve the title change, re-rate and 7% salary increase. The motion carried without opposition.

Chairman Anderson introduced a request from the County Comptroller for a position title change, re-rate and 7% salary increase for the position of Human Resources Manager previously titled Payroll Administrator. A motion was made by Justice Owen, seconded by Justice Dixon to approve the title change, re-rate and 7% salary increase. The motion carried without opposition.

Chairman Anderson introduced a request from the County Attorney for a position title change, re-rate and salary increase for the position of Paralegal/Administrative Assistant previously titled Administrative Assistant to the County Attorney. A motion was made by Justice Owen, seconded by Justice Raney to approve the title change, re-rate and salary increase. The motion carried without opposition.

Chairman Anderson introduced Item 2 on the Agenda that had been previously moved. The request was from the Circuit Clerk for a salary increase to the position of Deputy Circuit Clerk/Assistant Bookkeeper within the County Recorder Cost Fund Budget. A motion was made by Justice Raney, seconded by Justice Dixon to approve the salary increase request. Justice Raney stated he had requested to move this request due it previously being addressed in March and expressed some concerns. He stated that he felt that the Circuit Clerk may have erred in the writing of her request and using the phrasing of "merit". He further stated that he trusted the Circuit Clerk in her functions and ability to operate her office and manage her staff just as he did any other Elected Official. He then stated after reading the new request asking for a 2% salary increase he felt the committee should go back to the original request the was presented in March asking for 7% salary increase. Justice Raney then made a motion to amend the request to allow for a 7% salary increase to the position of Deputy Circuit Clerk/Assistant Bookkeeper. Justice Owen intervened and requested to address the committee prior to Chairman Anderson allowing a motion. Justice Owen stated the procedures of merit were terrible in the past and that the mechanisms had been put into place to provide for more efficient and fair ways of handling merit increases. He further stated he had a real problem with providing merit increases to employees who are rated the same and fall into the same classification. Justice Raney stated he concurred and did agree with some of the statements that Justice Owen and Chairman Anderson had previously mentioned.

Justice Owen then stated he was looking at the new request the Circuit Clerk had made requesting the 2% salary increase and he felt it was not this committee's responsibility to modify the Circuit Clerk's request.

County Judge Mahoney then stated the requests he had presented were due to the actual duties and responsibilities changing and that was the reasoning for asking for title changes, re-rates and 7% salary increases. He further stated that through the pandemic his office and the Finance Department had done enough just to get by and all positions had assumed many additional duties that were not required of their positions when they were hired.

Justice Raney's motion to amend the Circuit Clerks request to provide a 7% salary increase failed due to a lack of a second. A motion was then made by Justice Dixon, seconded by Justice Reagan to accept the Circuit Clerk's request as submitted.

Chairman Anderson introduced the final item of business which was a request from the County Judge and County Road Commissioner requesting permission of the Human Resources Committee to pay above the prevailing minimum wage as had been previously required by Garland County Resolution No. R-21-15. The County Road Department has an immediate need to hire seasonal part time laborers and requested an hourly rate of pay to be \$12 per hour. A motion was made by Justice Raney, seconded by Justice Dixon to approve \$12 per hour seasonal part time Road Department Laborers.

A motion was made by Justice Raney, seconded by Justice Faulkner to adjourn the meeting at 6:00 pm.

Respectfully submitted,



Valerie Dodge