

**PERSONNEL COMMITTEE MEETING  
SEPTEMBER 6, 2023 1:30 ANNEX BUILDING**

**ATTENDANCE: Chairman, Justice Harbans Mangat; Justice Tobye McClanahan; Justice Cecil McDonald; Justice Rick Ash; Treasurer Peggy Meatte; Judge John Alan Nelson; NEA Town Courier Joseph Fondren.**

**1. Meeting was called to order by Justice Harbans Mangat. Policy changes for catastrophic leave. Employees had to accrue 10 hours before they could donate to catastrophic leave. Employees qualified by donating in one half day increments. Only sick time could be donated. Employees must be employed by the county for 2 years and be full time. The catastrophic committee would like to change the policy to be able to donate either sick or vacation time. Recommendation was made by Justice Tobye McClanahan. Second was made by Justice Cecil McDonald. Motion passed and will go to Quorum Court.**

**2. The catastrophic committee also recommended changing the policy for employees to be able to donate their sick or vacation time directly to an employee that did not qualify for catastrophic leave. Separate Resolutions were recommended. Recommendation was made by Justice Cecil McDonald. Second was made by Justice Tobye McClanahan. Motion passed and will go to Quorum Court.**

**3. Assessor, Brannah Bibbs wanted to eliminate a position and give raises to her employees in the 2024 budget. Job descriptions were updated. Justice McDonald thought their salaries were below cost of living. Motion was made by Justice Tobye McClanahan to eliminate the position and give her employees raises. Second was made by Justice Cecil McDonald. Motion passed and would go to Finance.**

**4. Meeting was turned over to Judge Nelson to discuss the OEM position. Flood plain, 911 and OEM needed to be combined. Only one benefit package would be needed. The position was currently under one now. Salary request. \$70,000.00. It was recommended to make the position a 40 hour week and budget overtime for 2024. Employees that placed road signs worked under 911. Motion was made by Justice Tobye McClanahan to fund the salary for \$70,000.00 for a 40 hour week. Recommended to look at overtime in the 2024 budget. Second was made by Justice Cecil McDonald. Motion passed.**

**5. Meeting adjourned.**

**Minutes submitted by: Cindy George**